

4u. Exiting Members

AmeriCorps members may be exited from the program because they have successfully completed their term, because they must terminate their service early due to a compelling personal circumstance, or because they terminate their service early for cause (45 CFR 2522.230). The exit status of a member determines whether he or she earns an education award and may affect his/her eligibility for future AmeriCorps service.

| Did the member serve through the contract end date? | Did the member meet the minimum hours' requirement? | Did the member perform satisfactorily? | Exit Type | Education Award Eligibility | Future Service Eligibility (Subject to Term Limits) |
|---|---|--|--|-----------------------------|---|
| Y | Y | Y | Successful Completion | Eligible for Full Award | Eligible |
| Y | N | Y | Cause | Not Eligible for Award | Eligible- Must Disclose Prior Release for Cause |
| N | N | Y | Compelling Personal Circumstances | Eligible for Partial Award* | Eligible |
| N | N | Y | Cause | Not Eligible for Award | Eligible- Must Disclose Prior Release for Cause |
| N | N | N | Cause | Not Eligible for Award | Not Eligible |

* Eligible if the member served at least 15% of the minimum service hours

All members must be exited in eGrants as this is the official system of record for the Corporation. As the program is managing the member exit process, they should be mindful of the Corporation's 30-day exit requirement between the member's exit date and the completion of the eGrants exit process and allow adequate time to collect information and record it in the Portal as needed. If you need assistance with this process in eGrants, there are [tutorials on the Knowledge Network](#).

Prior to exiting a member, the program must verify the number of approved hours served by the member in OnCorps. The program will enter this number of approved hours in eGrants, rounded down to the next whole number. It is also highly recommended that the program director ensure that all required documents are included in the member's file. That will enable the program director to attempt to obtain any missing documents prior to exiting the member.