

AmeriCorps Nevada

Member File Checklist



Your Logo
HERE

Member Name: _____

Service Hours Term: 1700 900 675 450 300

Start Date: _____ Date Enrolled: _____ Exit Date: _____

Number of AmeriCorps State/National Terms (including current): 1st 2nd 3rd 4th

If 2nd, 3rd or 4th did program check for satisfactory term of service? Y / N

SECTION I – MEMBER ENROLLMENT

- Application/Resume
- Member invited to enroll in eGrants: _____
- SSN Verified in eGrants: _____
- Citizenship Verified in eGrants: _____
- Enrolled in eGrants within 8 days of start date
 - If no, reason: _____
- Employment Verification (I-9)
- W-4
- Childcare Form (if full-time)
- Healthcare Form (if full-time)

SECTION II – MEMBER ELIGIBILITY

- Verification of Citizenship
 - Birth Certificate
 - US Passport
 - Permanent Resident Card
 - Other
- Government Issued Photo ID
 - Driver License
 - Identification Card
 - Passport
- Social Security Card
- NSCHC Consent Form(s)
- NSCHC Adjudicated Results
 - Truescreen NSOPW – Date: _____
 - Truescreen State – Date: _____
 - Fieldprint FBI – Date: _____
- NSCHC Verification
- Parental consent form (if under 18)

SECTION III – CONTRACT & POSITION DESCRIPTION

- Member Service Agreement – Includes:
 - Terms of Service

- Living Allowance Amount
- Education Award Amount
- Prohibited Activities
- Drug Free Workplace Act
- Media/Publicity Release
- Grievance Procedure
- Position Description
- Position Description (if not in MSA)

SECTION IV – TIMESHEETS (ONCORPS)

- First date of service matches contract
- PSO reflected on first date of service
- Position Description Assigned

SECTION V – MEMBER EVALUATIONS/PERFORMANCE

- Mid-Term Evaluation
- End of Term Evaluation

SECTION VI – MEMBER EXIT

- Member Exit Form Completed in eGrants
 - Documentation if completed by PD
- Member Reason for Exit:
 - Satisfactorily Completed Term
 - Compelling Personal Circumstance (CPC)
 - Cause
- Member exited in eGrants within 30 days
 - If no, reason: _____
- Member Change of Status Form
- CPC Documentation: Applicable Not Applicable

SECTION VII – OTHER / NOT REQUIRED

- Direct Deposit Info
- Disciplinary/Behavioral Correspondence