Member Group Enrollment

2019 Group Enrollment Process
Purpose

• This presentation is designed to help AmeriCorps program users understand the Group Enrollment feature for AmeriCorps members in the MyAmeriCorps Portal.

• This training is supplementary to the main Member Enrollment presentation from April 2019, which is posted here: https://www.nationalservice.gov/resources/member-enrollment-resources. Please review the main Member Enrollment presentation prior to taking this training.

• If you are a subgrantee, please ensure you are following any additional policies or procedures required by your State Commission or prime grantee.
Session Outline

Group Enrollment:

- Overview
- Requirements
- Comparison with individual enrollment
- Steps
- Troubleshooting
- Resources
Enrollment Process Flow Chart

- Located on the Managing AmeriCorps Grants and Member Enrollment Resources webpages

**Phase 1**

1. **Apply via MyAmeriCorps**
2. Screen members for eligibility and criminal history
3. Accept invitation via email and complete member portion of Enrollment Form
4. Send invitation to applicant via MyAmeriCorps

**Phase 2**

1. **Member Recruitment**
2. Required background checks and invitation of State and FBI checks
3. Select member applicant in MyAmeriCorps
4. Accept invitation via email and complete member portion of Enrollment Form
5. Send invitation to applicant via MyAmeriCorps

**Phase 3**

1. **Update Enrollment Form with "Verified" status**
2. **If verified automatically**
3. **If not verified automatically**
4. **Notify program**
5. **Request secure link and submit necessary documentation via National Service Host**

**In eGrants**

- Confirm that SSN/Ojamin are in "Verified" or "Manually Verified" status
- Check RSCC boxes certifying the completion of NSCIPW checks and invitation of State and FBI checks
- Enter member placement into an Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

**Important:** Criminal History checks must be certified by checking the boxes on or before member's start date. Members who previously received the equivalent of 2 full-time education awards, or will exceed 2 full-time awards with the new term, will need to acknowledge partial or no education award prior to enrollment.

**Key**

- Green = CMS
- Blue = Program Staff
- Orange = Member Applicant
- Pink = Social Security Administration
Phase Where Group Enrollment Option is Now Active

Key

- **Key**
  - **Key**
  - **Key**

In eGrants

- Confirm that SSN/Citizenship are in “Verified” or “Manually Verified” status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

**Important**: Criminal history checks must be certified by checking the boxes on or before member’s start date

Note: Members who previously received the equivalent of 2 full time education awards, or will exceed 2 full time awards with the new term, will need to acknowledge partial or no education award prior to enrollment

**Member Start Date**

**Click the “Enroll” button in eGrants to enroll the member**

**ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date**
Requirements for All Member Enrollments (Individual and Group)

✓ Notice of Grant Award has been received
✓ The program’s Member Enrollment Period has begun
✓ Service locations are set up in the MyAmeriCorps Portal
✓ Slots are available for all members being enrolled
✓ Citizenship and SSN have been verified
✓ NSOPW checks have been completed
✓ State and FBI checks have been initiated
✓ Members have been determined to be eligible to serve
✓ Members have completed their portion of the Enrollment Form (including acknowledging a partial Education Award if applicable)
Members must be associated with the correct Program Year and Program Title during the invitation process.
– **Program Year** must be selected correctly by the program on the member invitation
  
  • Member candidates who applied via MyAmeriCorps will need have the program year entered manually on their individual Enrollment Form, and so cannot participate in group enrollment (*i.e.*, *they will not appear on the Group Enrollment tab*)

– **Program Title (operating site/subgrantee program name)** must be selected correctly by the program
  
  • Member candidates who applied to/were invited under a different operating site must have the Program Title changed manually on their individual Enrollment Form, and so cannot participate in group enrollment (*i.e.*, *they will not appear on the Group Enrollment tab*)
## Completing Enrollment Form Fields: Individual Enrollment Process

**Steps are completed individually for each member:**

1. **Confirm that SSN/Citizenship are in “Verified” or “Manually Verified” status**

2. **Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks**

3. **Enter member placement info on enrollment form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type**

4. **Click the “Enroll” button in eGrants to enroll the member**

### SSN, Citizenship, and Criminal History Verification

Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

**SSN Status:** Verified - 03/10/2019  
**Citizenship Status:** Verified - 03/10/2019

<table>
<thead>
<tr>
<th>NSOPW check</th>
<th>State of Residence, State of Service, and FBI check</th>
<th>Placement Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.</td>
<td>A member's start date may not be earlier than any of the following: the date you receive confirmation that the member’s SSN is correct, the date you receive confirmation of a member’s citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Start Date: 04/22/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Year: 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Title:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Service Location:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Slot Type: Full Time (1700) [5] w/ Living Allowance</td>
</tr>
</tbody>
</table>

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and/or forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

[Enroll member]
Steps are completed on a single screen for groups of up to 20 members at a time:

1: **Members will not appear on this page until SSN/Citizenship is verified:**
   - Confirm that SSN/Citizenship are in “Verified” or “Manually Verified” status

2: Click the “Enroll” button in eGrants to enroll the member

3: Check NSHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks

4: Complete Enrollment Form Fields: Group Enrollment Process
## Group vs. Individual Enrollment

<table>
<thead>
<tr>
<th></th>
<th>Group Enrollment</th>
<th>Individual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of applicants enrolled at a time</td>
<td>Up to 20</td>
<td>Only 1</td>
</tr>
<tr>
<td>Program Year and Program Title</td>
<td>Pre-populated from member invitation</td>
<td>Selected manually on enrollment screen</td>
</tr>
<tr>
<td>Member candidate applied through MyAmeriCorps</td>
<td>Cannot be used</td>
<td>Must be used</td>
</tr>
<tr>
<td>Member candidate invited under different program year/ program title</td>
<td>Cannot be used</td>
<td>Must be used</td>
</tr>
<tr>
<td>SSN/Citizenship</td>
<td>Members will not appear on Group Enrollment tab until they have been verified</td>
<td>Verification status and dates visible on individual enrollment screen</td>
</tr>
<tr>
<td>NSCHC check box certification</td>
<td>Checking the NSOPW and State/FBI check boxes is a legal certification that is recorded with the date (visible on the individual enrollment form)</td>
<td></td>
</tr>
</tbody>
</table>
Group Enrollment Steps

Step 1: In the S&N Workbasket in the MyAmeriCorps Portal, click on the “Group Enrollments” tab
Step 2: Select the correct Program Title (operating site name or subgrantee program name)

- The Program Year whose enrollment period is currently open will populate automatically.
- Member candidates who are associated with this Program Year and Program Title, have completed their portion of the Enrollment Form, and whose SSN/Citizenship has been verified will appear on the tab. (These members are also visible on the Pending Enrollments tab.)
Group Enrollment Steps

Step 3: Select the Slot Type for the members you wish to enroll

- In subsequent steps, you will only enter information for members who will be enrolled in this type of slot.
- If you have members that will need to be enrolled in other slot types, leave those members blank for now. (You will repeat these steps to enroll those members.)
Step 4: For the members you wish to enroll, check the NSOPW Check and State and FBI Check boxes to certify that the required criminal history check actions have been taken.

**IMPORTANT:**
- The NSOPW check must be completed and the State/FBI checks must be initiated **prior** to checking these boxes
- The member start date must be **on or after** the date the boxes were checked
Step 5: For the members you wish to enroll, select the appropriate Service Location(s)

- Service Locations must be set up in the MyAmeriCorps Portal prior to taking this step
Group Enrollment Steps

Step 6: For the members you wish to enroll, enter the correct Start Date

- Must be no later than today’s date
- Must be no earlier than 8 calendar days prior to today’s date
- Must be no earlier than the SSN/citizenship verification dates
- Must be no earlier than the date the NSOPW and State/FBI boxes were checked
Group Enrollment Steps

Step 7: For the members you wish to enroll, click the “Select to Enroll” box

- Only the members with this box checked will be enrolled when you click the “enroll” button at the bottom of the tab
Group Enrollment Steps

Step 8: At the bottom of the tab, certify the form
Group Enrollment Steps

Step 9: At the bottom of the tab, take the “enroll” action. (If you are not ready to enroll the members yet, click the “save information” button instead)

- Up to 20 members can be enrolled at a time
Group Enrollment Steps

Step 10: Check for error messages at the top of the tab. These messages will indicate if one or more of the member enrollments was not successful.

- In this example, the start date entered for Tommy was prior to the date the NSOPW and State/FBI boxes were checked, so he could not be enrolled. Program staff will need to correct Tommy’s start date and try again.
Troubleshooting Enrollment Error Messages

✓ Sufficient slots available
✓ SSN and citizenship verified on or before member start date
✓ NSOPW and State/FBI certifications completed on or before member start date
✓ Service Location selected
✓ Start date no later than today’s date and no more than 8 calendar days prior
✓ Member eligible to serve
  – Has not previously served more than 4 terms
  – Has not declined a partial education award
  – Has not received an unsatisfactory performance rating from a previous term of service
  – Is not currently actively enrolled in the same program or in another term that when combined exceeds full-time service

The details of the error message will provide specific guidance:

The following members have not been enrolled with the following reasons:
Patricia  has already served four terms with State & National and may not serve again.
Diana Elastname does not have a Service Location Selected, you must assign a service location for this member before completing enrollment.
Firstname Flastname’s Start Date may not be after the Current Date.
Delena  has declined the partial award, so they cannot be enrolled.
Viola Jlastname already has an active enrollment in this program for this year.
Resources

• Subgrantees should reach out to their Direct grantee or State Commission for additional resources and guidance as it relates to your specific program

• Managing AmeriCorps Grants webpage, under “Enrollment” section
  – Slides and recording for this training
  – Slides and recording for the main Member Enrollment training from April 2019
  – Enrollment Flow Chart
  – Enrollment policy documents

• CNCS National Service Hotline
  – 1-800-942-2677
  – https://questions.nationalservice.gov

• Criminal History Check Resources
THANK YOU!