Member Enrollment

2019 Enrollment Process
• This presentation is designed to guide AmeriCorps program users through the AmeriCorps member enrollment process in the MyAmeriCorps Portal

• The presentation represents AmeriCorps State and National requirements for enrolling members in the Portal as of April 2019

• Please begin the member enrollment process as soon as possible after grant notification. This includes taking proactive steps to plan for member recruitment, citizenship verification, and National Service Criminal History Check processes well in advance of your expected member start dates.

• If you are a subgrantee, please ensure you are following any additional policies or procedures required by your State Commission or prime grantee
Enrollment Process Flow Chart

- Located along with this presentation on the Managing AmeriCorps Grants webpage

Key:
- SM5
- Program Staff
- Member Applicant
- Social Security Administration

Phase 1
1. Apply via MyAmeriCorps
2. Submit Service Opportunity Listing in MyAmeriCorps
3. Member Recruitment
4. Send Invitation to applicant via MyAmeriCorps
5. Accept invitation via email, complete member portion of Enrollment Form
6. Select member appoint in MyAmeriCorps
7. Send updated MyAmeriCorps
8. Screen members for eligibility and criminal history
9. Required NEDC, NSCPV check and initiation of State and FII checks

Phase 2
1. Select member appoint in MyAmeriCorps
2. Send Invitation to applicant via MyAmeriCorps
3. Accept invitation via email, complete member portion of Enrollment Form
4. Select member appoint in MyAmeriCorps
5. Send updated MyAmeriCorps
6. Screen members for eligibility and criminal history
7. Required NEDC, NSCPV check and initiation of State and FII checks

Phase 3
1. Update Enrollment Form with “Verified” status
2. If verified automatically:
   - Update Enrollment Form with “Verified” status
3. If not verified automatically:
   - Notify program
   - Account for additional time to gather/submit documentation
   - Request secure link and submit necessary documentation via National Service Modeling
   - Documentation is verified

In eGrants
- Submit Service Opportunity Listing in MyAmeriCorps
- Enter member placement info into Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type
- Ensure that SM5/GI are in “Verified” or “Manually Verified” status
- Confirm current eligibility and criminal history status
- Check NSCPV-based certifying the completion of NSCPV check and initiation of State and FII checks

Notes:
- Members who previously served in AmeriCorps must ensure that they are seated from their previous program in MyAmeriCorps.

ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date.
Phase 1

Essential prior to enrollment:
- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmieriCorps

Key:
- Green = CNCS
- Blue = Program Staff
- Orange = Member Applicant
- Purple = Social Security Administration
Award Notification

- National Direct and Tribal Grantees ("Direct Grantees") are notified by CNCS
  - Email notification: April
  - Notice of Grant Award: prior to requested grant start date
    - Can be accessed via eGrants:

- Subgrantees are notified by their State Commission
Notice of Grant Award

Corporation for National and Community Service
250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000

AmeriCorps National
Grantee

Award Information
Agreement No.: [Redacted]
Amendment No.: 0
CFDA No.: 94.006

Performance Period:
07/01/2017 - 06/30/2020
Budget Period:
07/01/2017 - 06/30/2020

Award Description
This award funds the approved 2017-18 AmeriCorps National Direct program. No member may enroll prior to the approved start date of the member enrollment period. Your 2017-18 regulatory match is 24% and your budgetary match is 63%. CNCS will monitor your regulatory and budgetary matches upon submission of your financial reports.

Purpose
The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.)

Funding Information
Year 1
Previously Awarded This Year
This Award/Amendment
Total Current Year
Total Obligated by CNCS $0 $340,875 $340,875
Grantee’s Unobligated Balance (Carryover) $0 $0 $0
Total Available $0 $340,875 $340,875
Cumulative Funding for Project Period
Total Awarded in Previous Amendments $0
Total CNCS Funds Awarded to date $340,875

Member Information
Member Education Awards as of this Amendment

<table>
<thead>
<tr>
<th>Category</th>
<th>WFA Allowance</th>
<th>WFA Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time (1700 hours)</td>
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</tr>
<tr>
<td>1-Year Half Time (900 hours)</td>
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<td>0</td>
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<tr>
<td>2-Year Half Time (1st Year)</td>
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<tr>
<td>2-Year Half Time (2nd Year)</td>
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<tr>
<td>Reduced Half Time (675 hours)</td>
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<td>Quarter Time (450 hours)</td>
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<td>Minimum Time (300 hours)</td>
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<tr>
<td>Member Service Years (MSY Awards)</td>
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</table>

Funding Source and Amount
2017-OPEI-F11-OPO-23000-4101
$340,875.00

Special Conditions
The grantee must submit the following items to the Program Officer for review and approval before members will be allowed to

Grant ID
Project and Budget Periods (NOT the same as member enrollment period, which may start later and/or end earlier)
Awarded funds and member positions
Special conditions on the award (including subgrantee-specific special conditions)
Set up Operating Sites (Direct Grantees)

- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps

Essential prior to enrollment:
- Set up operating sites in the Portal *(direct grantees only)*
  - Required in order to issue member invitations
  - See [Program Management tutorial](#) on the Knowledge Network

Click to set up operating sites
Set up Service Locations

• Set up service locations in the Portal
  – All AmeriCorps members must be assigned to service locations
  – See [Program Management tutorial](#) on the Knowledge Network

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<table>
<thead>
<tr>
<th>Welcome Sarah</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal Home</td>
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<tr>
<td>Search Potential Applicants</td>
</tr>
<tr>
<td>Manage Programs</td>
</tr>
<tr>
<td>Program Information</td>
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</tbody>
</table>

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### View Service Locations

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 10

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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<tbody>
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<tr>
<td>PHILEDLMIA</td>
<td>PA</td>
<td>19128</td>
<td>3794</td>
</tr>
</tbody>
</table>

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Click to create new service locations
Grantees are required to post all available member service opportunities in the MyAmeriCorps Portal.

Service Opportunity Listing Resources:
- PowerPoint Step-by-step
- Requirements
- Template

Grantees may also use other recruitment strategies in addition to MyAmeriCorps.

To create a new Service Opportunity Listing
To modify an existing Service Opportunity Listing
Phase 2

Key
- CNCS
- Program Staff
- Member Applicant
- Social Security Administration

Required NSCHCs: NSOPW check and initiation of State and FBI checks

Apply via MyAmeriCorps

Screen members for eligibility and criminal history

Select member applicant in MyAmeriCorps

Send invitation to applicant via MyAmeriCorps

Accept invitation via email; complete member portion of Enrollment Form

Note: Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps
Receiving Member Applications

- Programs can set up their Service Opportunity Listings to allow members to apply inside and/or outside of MyAmeriCorps:
  
  ![Diagram showing Member Recruitment with options to apply via MyAmeriCorps or apply outside MyAmeriCorps.]

  **Indicates whether or not member candidates can apply via MyAmeriCorps.**

  **If you require your own application, how do applicants get it?**
  - Phone: 
  - E-mail: 
  - Website: http:///

  Programs that do not accept applications via MyAmeriCorps must develop their own process to receive applications and select members.
Member Screening

• Programs must conduct screening of prospective members as part of the recruitment and selection process
  o Eligibility ([45 CFR § 2522.200](https://www.ecfr.gov/cgi-bin/text-idx?SID=c5f15d6671d9642fb5e737f92ef5335e&node=con004401.0.1.2&open=section))
    - Age
    - U.S. citizen/national/lawful permanent resident

• [National Service Criminal History Check (NSCHC)](https://www.national-service.gov/nschc)
  o [A National Sex Offender Public Website (NSOPW)](https://www.nsopw.gov) check completed prior to the start of service
  o State and/or FBI checks initiated prior to the start of service
  o Additional details can be found in the [National Service Criminal History Check Manual](https://www.national-service.gov/nschc-manual)
National Service Criminal History Checks (NSCHCs)

Required NSCHCs: NSOPW check and initiation of State and FBI checks

• Recommended NSCHC process:
  - Establish Truescreen and Fieldprint accounts
    • CNCS-approved vendors that provide components of the National Service Criminal History Check (NSCHC)
      - Truescreen: State and NSOPW checks
      - Fieldprint: FBI checks
  - Use of these vendors is recommended to ensure NSCHC compliance

• Failure to conduct timely and compliant NSCHCs may:
  - Delay member enrollment
  - Result in cost disallowances
Truescreen and Fieldprint Resources

Required NSCHCs: NSOPW check and initiation of State and FBI checks

- NSOPW and State checks via Truescreen:
  - Sign up and learn about the process here: https://applicationstation.truescreen.com
  - Average turnaround time to obtain adjudication recommendation: 1-5 business days
  - See individual state information here: https://www.nationalservice.gov/resources/criminal-history-check/criminal-history-check-state-state

- FBI checks via Fieldprint:
  - Sign up and learn about the process here: www.fieldprintcncs.com
  - Average turnaround time to obtain adjudication recommendation: 48 hrs or 2 business days
National Service Criminal History Checks (NSCHCs)

Required NSCHCs: NSOPW check and initiation of State and FBI checks

• NSOPW completion and State/FBI check initiation must be certified by checking the relevant boxes on the Member Enrollment Form no later than the member’s start date. (Remember to click “save information” after checking the boxes!)

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.

NSOPW check: ✔

04/22/2019

State of Residence, State of Service, and FBI check initiation: ✔

The member’s start date CANNOT be earlier than these dates
Select member applicant in MyAmeriCorps

To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (*) denotes a required field. To reject an applicant, you may just click "reject."

* Overall recommendation

- The above-listed applicant is selected for service with this AmeriCorps program.
- The above-listed applicant is rejected for service with this AmeriCorps program.

*  

I certify that before this individual is enrolled to serve as an AmeriCorps member with our organization, eligibility documentation for this applicant will have been reviewed against the grant requirements and the above listed applicant will be eligible to serve as an AmeriCorps member. When the applicant accepts the service position, the applicant's information provided in this application is automatically sent to the Social Security Administration for verification. If there is an issue with the applicant's information, your organization will receive an email from the Corporation for National and Community Service within three business days of the individual's acceptance requesting additional information. It is your organization's responsibility to follow up with the individual, review this information (documentation for this issue is to be made available in the member's file), and have this information provided to the Corporation before this individual is enrolled.

Complete the certification

Click the relevant radio button to select the applicant

Click to submit the selection. The applicant will be notified via email

submit
Enter applicant’s data and select the Program Year, Program Title (operating site name), and Service Location from the drop-down lists. **Important: make sure this information is entered correctly**

Click **add another** to send the current invitation and enter another.

Click **save** and then **send** to complete the invitation. The applicant will be notified via email.
Dear Jim Stone:

Thank you for applying to serve on AmeriCorps City Year Baton Rouge program. Use the following link to complete your registration and enrollment:

http://uatmy.americorps.gov/mp/member/validateinvitation.do?id=743033&pin=9j7uxhha31

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://edscnscusthelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

Member will receive an invitation email with a link to complete their enrollment.

Link goes to the MyAmeriCorps Portal where they will verify their identity.
Member Enrollment Form

Note: Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps

- Per the Grant Terms and Conditions, the Enrollment Form must be completed by the member
  - Programs must request a waiver if this is not possible
- To facilitate successful enrollment, members who have previously served in AmeriCorps must:
  - Ensure that they have been exited from their previous program by verifying with their previous supervisor
Member clicks “save information” to submit the form and trigger the next steps of the process.
Phase 3

Key

= CNCS

= Program Staff

= Member Applicant

= Social Security Administration

SSN and Citizenship checks

If verified automatically:

- Update Enrollment Form with “Verified” status

If not verified automatically:

- Notify program

- Request secure link and submit necessary documentation via National Service Hotline

Account for additional time to gather/submit documentation

Documentation is verified
SSN & Citizenship Verification

- The Portal submits the record to the Social Security Administration (SSA) as soon as the member completes and saves their section of the enrollment form.

- SSA checks the member’s citizenship status and social security number (SSN) validity.

- Within 3 business days (usually by the next day), the record indicates “Verified” or, if not verified, “Returned” in the Portal.
SSN & Citizenship Verification

• If not automatically verified by SSA, the program (grantee administrator) receives an email notification to submit additional documentation
  – Citizenship verification: see 45 CFR 2522.200(c)
  – SSN verification: social security card, name change documentation (e.g. marriage certificate, court order, etc.)

• The program requests a Secure File Link from the CNCS National Service Hotline and submits the necessary documents

• If submitted documentation is sufficient to verify eligibility, CNCS staff updates the record to “Manually Verified” within 3 business days. (No email notification is sent.)

If additional documentation is not sufficient or is not legible, the program will be notified via email. This will delay the manual verification process.
Requesting a Secure File Link

• Via webform: https://questions.nationalservice.gov

• Best practices:

  – Indicate that you are a State and National program enrolling members and need a Secure File Link to submit SSN/citizenship verification documentation

  – If your program has multiple individual cases requiring SSN/citizenship verification at the same time, send these cases under a single ticket
In eGrants

Key
- CNCS
- Program Staff
- Member Applicant
- Social Security Administration

- 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
Confirming SSN & Citizenship Verification

- **Open**: individual has been invited to participate in a program but has not yet created/updated and saved their MyAmeriCorps Portal Profile

- **Pending**: individual’s name, SSN, and DOB have been sent to SSA for verification and are awaiting results

- **Verified**: individual’s SSN/citizenship eligibility has been automatically verified by SSA

- **Returned**: individual was not verified automatically by SSA; document submission is required to prove eligibility

- **Manually Verified**: individual’s SSN/citizenship eligibility has been verified by CNCS based on submitted documentation

- **Cannot be Verified**: individual has been proven not to be eligible with respect to SSN or citizenship. *(If a program believes this status is incorrect, they can email ASNAdministrativeReview@cns.gov)*

- 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
Completing Enrollment Form Fields

- 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

The dates on which the NSCHC boxes were checked are shown. These may be later than the dates on which the checks were actually run.

IMPORTANT: The start date entered by the program cannot be earlier than the four dates listed above. It must be the same or later.
Enrolling Member

- 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

Once all information has been entered correctly, the “enroll member” button will become active. All information on the form can be entered and saved ahead of time EXCEPT the start date and slot type, which cannot be saved prior to the date of enrollment.

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

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 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.
Partial Award Acknowledgment

• 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

• Program View:

- After clicking “enroll” program staff will see this note for members who need to perform this acknowledgment

- Additionally, Member Enrollment Status will indicate pending partial award acknowledgement. **THE MEMBER ENROLLMENT IS NOT COMPLETE**
When the program attempts to enroll the member, an email will be sent to the member that looks similar to this:

---Original Message---
From: myamericorps@americorps.gov <myamericorps@americorps.gov>
Sent: Monday, April 22, 2019 11:23 AM
To: ********@****************
Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

***PLEASE DO NOT REPLY TO THIS MESSAGE***

Dear ********@****************

This e-mail is to notify that you are currently in the process of being enrolled in the National Service Trust.

You have already received the value of 1.17 education awards. By law, the maximum value of education awards that you may receive is the value of two full-time awards (2.0). Based upon the value of education awards you have already received, upon successful completion of this term of service you will be eligible to receive a partial education award with a value of 0.83, award which is equal to $4933.33.

If you wish to participate in this term of service upon completion of which you will receive a partial education award, please click on the link below which will take you to AmeriCorps website. Log into your account and click on the "Enrollment Form" link on the left hand side.

http://uatmy.americorps.gov/mp

Once on the enrollment form, go to the button on the page to accept/decline the partial award.

Please do not reply to this message. If you have any questions or have further assistance, please submit a help request via https://edscncs-tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.
Partial Award Acknowledgement

At the end of the member’s enrollment form, the member will be asked to check if they accept or decline a partial education award.

Once this information is saved, the member enrollment status in eGrants will be updated to “Partial Award Acknowledged.”

The program can then return to the member enrollment form and take the “enroll” action. **ONLY THEN IS THE MEMBER ENROLLMENT COMPLETE.**
What To Do if the “Enroll” Button Isn’t Active

1) Check the member’s SSN and citizenship verification status
   - Both statuses must be “Verified” or “Manually Verified”
   - Verification dates must be on or before the entered start date

2) Check the NSCHC certifications
   - Both boxes must be checked
   - Certification dates must be on or before the entered start date

3) Check the entered 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 NSCHC certification dates

4) If all of the steps above are complete and you still cannot enroll the member, contact the National Service Hotline
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
  – Enrollment Flow Chart
  – Enrollment policy documents

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

• Criminal History Check Resources
• Member Service Opportunity Listing Resources
THANK YOU!