**Member Enrollment Flow Chart April 2019**

**Phase 1**

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

**Phase 2**

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

- Select member applicant in MyAmeriCorps
- Send invitation to applicant via MyAmeriCorps
- Screen members for eligibility and criminal history
- 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

**Phase 3**

- **Update Enrollment Form with “Verified” status**
  - 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
    - Documentation is verified

**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**