

## MEMBERS ASSIGNMENT LISTINGS CHECKLIST

### How to Avoid Common Mistakes When Posting in eGrants Portal

When uploading member assignment listings, follow this checklist to ensure all required information is entered for timely approval. Please allow 48 – 72 hours for review.

- I. Are [Prohibited Activities](#) listed in the description? Yes  No
- II. Do Member Duties and Service Description sections provide a basic description about what the members will be doing? Yes  No
- III. Does the Program Benefits section include education award, stipend (or living allowance), childcare and health coverage for full-time members (with the exception of EAPs, Professional Corps and Partnership Challenge)?  

Yes  No

*“Choice of Education Award or End of Service Stipend” is not applicable to State & National members. Less than full time, summer programs, EAPs and Partnership Challenge must include at least the education award. Professional Corps programs are not required to offer health coverage.*

- IV. Are the Program Start/End Dates and Accepting Applications dates updated?  

Yes  No

*Note that approved member assignment listings will not show in the Portal until the first date under “Accepting Applications.”*

- V. Is the Age Requirement section completed? Yes  No

*To control for age discrimination, upper age limit must be 99 and above or None for non-Youth Corps programs.*

- VI. Is the appropriate bubble clicked when asked at the top of the screen, “Do you want to make this listing available now”?  

Yes  No

*For additional information, please contact your CNCS Program Officer.*