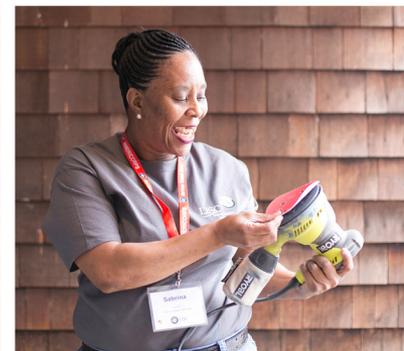




Navigating the Member Enrollment Process



AmeriCorps State and National Symposium

SEPTEMBER 18-20, 2019 | ARLINGTON, VA



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



Participants

- James R. Stone
 - Senior Compliance and Exceptions Manager
- Jennifer Kerner
 - Policy and Guidance Manager
- You

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Session Outline

- Purpose & Objectives
- Important Notes
- Requirements
- Overview
- Phases and Steps
- Troubleshooting
- Resources
- Questions, Review, Tips

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Purpose & Objectives

- This presentation is designed to guide AmeriCorps program users through the AmeriCorps member enrollment process in the MyAmeriCorps Portal—it is a reprise of previous webinars
- The presentation represents AmeriCorps State and National requirements for enrolling members in the Portal
- Following this session, participants will be familiar with the member enrollment process, common issues, resources, and best practices

Our Mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

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Important Notes

- 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
- Remember that eGrants is the system of record for start date, including NSCHC and education awards



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)

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2019.04: AmeriCorps State and National Enrollment and Enrollment Date Change Policy

- The system of record for an AmeriCorps member's National Service Trust information is eSPAN. The MyAmeriCorps Portal is the mechanism through which programs enter and update member records in eSPAN including enrolling a member and recording an individual's start date.
- Programs are responsible for ensuring the data values they enter via the MyAmeriCorps Portal are accurate and submitted within the required timeframes.
- CNCS will rely on the information entered by programs via MyAmeriCorps Portal. The member's start of service date indicated on the Member Service Agreement/Contract should agree with the value entered into eSPAN via the MyAmeriCorps Portal.
- Programs must verify that individuals are eligible to serve based on the requirements specified in 45 CFR § 2522.200



2019.04: AmeriCorps State and National Enrollment and Enrollment Date Change Policy

- <https://www.nationalservice.gov/documents/2019/1904-asn-enrollment-and-enrollment-date-change-policy>
- Changes to an individual's start date after the eight-day enrollment period ends require CNCS review and approval. Grantees and AmeriCorps members have 30-days from the effective date of enrollment to request an Administrative Review to modify an enrollment record.
- CNCS will consider changes in member start date **ONLY** if:
 1. The member or program can document a failure of CNCS's technology platform that prevented the member or program staff from completing the enrollment within the required timeframe

OR

 2. The member or program can demonstrate other circumstances that prevent a program from making a timely enrollment to the MyAmeriCorps Portal, such as a natural disaster.

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Enrollment Process Flow Chart

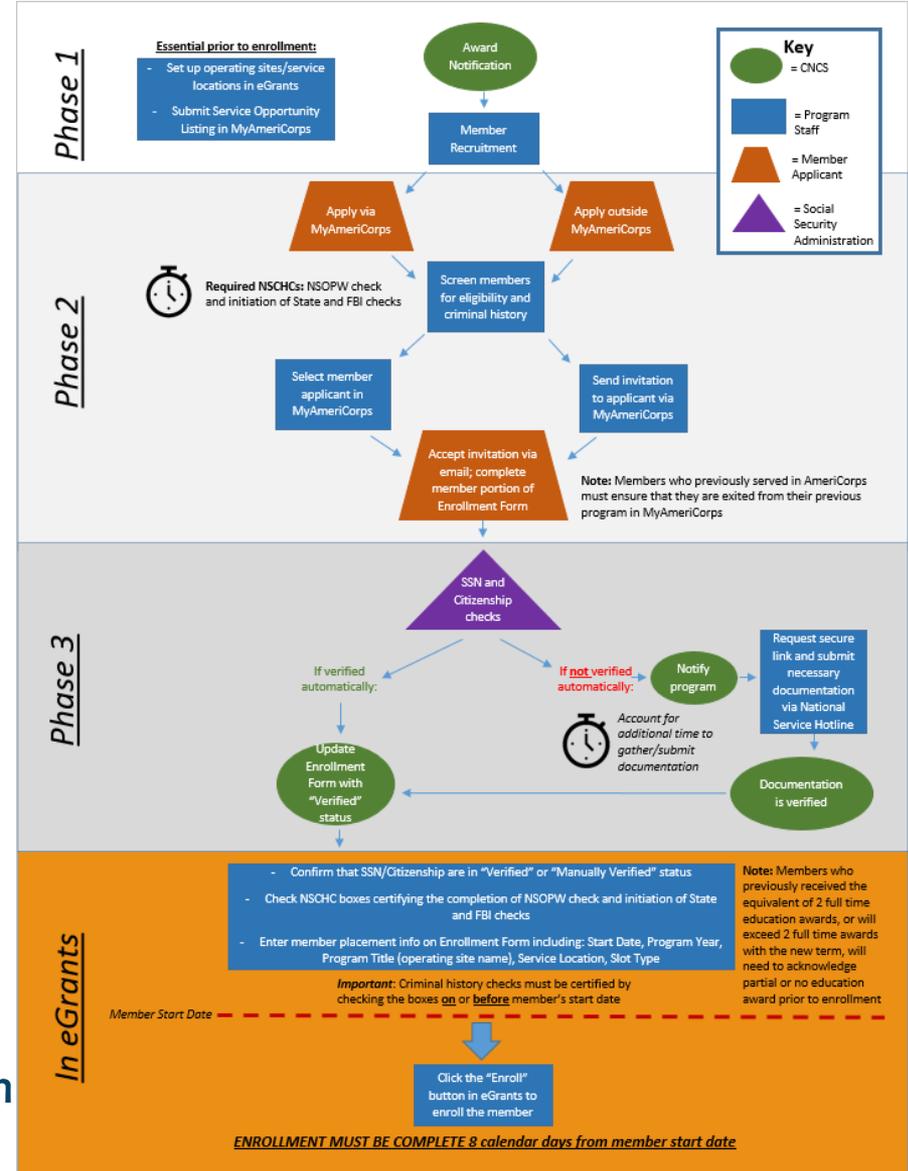
- Located along with this presentation on the [Managing AmeriCorps Grants](#) webpage



Grants & Funding

Resources for AmeriCorps State and National Grantees

- Funding & Resources
 - Rules, Regulations, and Provisions
- Manage Funds
 - Financial Management and Grant Administration
 - National Service Criminal History Checks
- Learning and Best Practices
 - eGrants
- FAQs
 - Grantee Progress Reports
 - Member Enrollment**

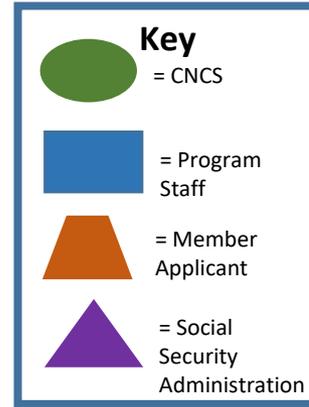
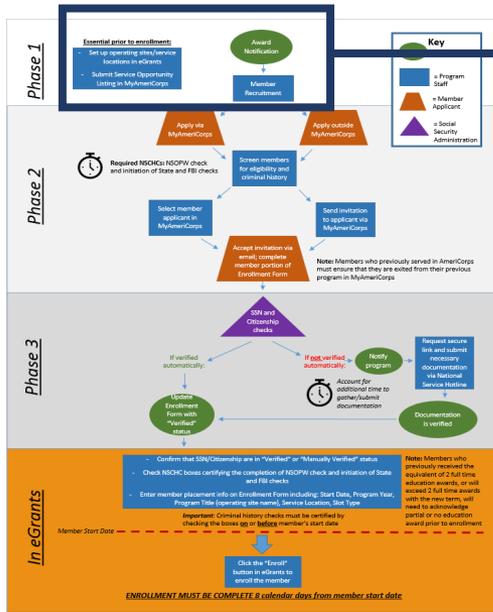


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Phase 1



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Award Notification

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:

17ND191427	New	12/27/2016	Awarded
------------	-----	------------	---------

| Contact Help Desk | disable the pictures
on: 6.11.2

Select a Report

- Aggregate Budget (Summary) Report
- Aggregate Budget Narrative
- Application for Federal Assistance
- Funding Summary Chart
- Notice of Grant Award**
- Organization IDCR History
- Organization/People Report
- Program Summary Chart
- Subsidiary Budget Narrative
- Subsidiary Budget(Summary)Report

- Subgrantees are notified by their State Commission



Notice of Grant Award (Direct Grantees and State Commissions)



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

[Redacted]

Grant ID

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
Grant Year: 1

Project and Budget Periods (*NOT the same as member enrollment period, which may start later and/or end earlier*)

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.).

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Notice of Grant Award (Direct Grantees and State Commissions)



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				Member Information		
Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year	Member Education Awards as of this Amendment		
					W/Allowance	WO/Allowance
Total Obligated by CNCS	\$0	\$340,875	\$340,875	Full Time (1700 hours)	25	0
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0	1-Year Half Time (900 hours)	0	0
Total Available	\$0	\$340,875	\$340,875	2-Year Half Time (1st Year)	0	0
Cumulative Funding for Project Period				2-Year Half Time (2nd Year)	0	0
Total Awarded in Previous Amendments			\$0	Reduced Half Time (675 hours)	0	0
Total CNCS Funds Awarded to Date			\$340,875	Quarter Time (450 hours)	0	0
				Minimum Time (300 hours)	0	0
				Member Service Years (MSY Awards)	25	

Awarded funds and member positions

Special conditions on the award (including subgrantee-specific special conditions)

Funding Source and Amount

2017--OPE1-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



Set up Operating Sites (Direct Grantees)

- 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

Essential prior to enrollment:

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

View Operating Sites

Operating Site Information

Program Code	Operating Site	Program Year	
17N	[REDACTED]	2018	Delete
17N	[REDACTED]	2018	Delete
17N	[REDACTED]	2018	Delete
17N	[REDACTED]	2018	Delete

[View Previous Operating Sites](#)

[create operating site](#)

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

Essential prior to enrollment:

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

Welcome Sarah

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

Program Information

Program: [Redacted]

Program Info

Service Location Info

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 1 | 2 | 3 | 4 | [Next](#) | [Last](#)

Your search returned 32 results.

Name ▾	City ▾	State ▾	Zip ▾
[Redacted]	PHILADELPHIA	PA	19125 -3321
[Redacted]	PHILADELPHIA	PA	19132 -1834
[Redacted]	PHILADELPHIA	PA	19128 -3824
[Redacted]	PHILADELPHIA	PA	19121 -1801
[Redacted]	PHILADELPHIA	PA	19145 -4816
[Redacted]	PHILADELPHIA	PA	19142 -1638
[Redacted]	PHILADELPHIA	PA	19140 -2302
[Redacted]	PHILADELPHIA	PA	19140 -2725
[Redacted]	PHILADELPHIA	PA	19143 -5012
[Redacted]	PHILADELPHIA	PA	19128 -3794

[create](#)

Click to create new service locations

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Set up Service Locations

Essential prior to enrollment:

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

- 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

eGRANTS

Welcome Dorothy | Recruitment Workbasket

Portal Home

- Pending Applications
- Service Opportunities**
- VADs

Create Opportunity Listing

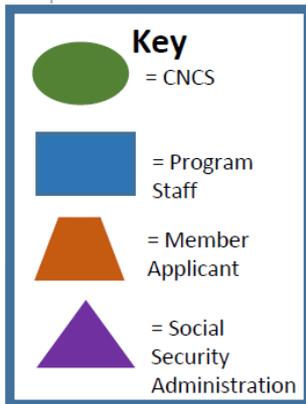
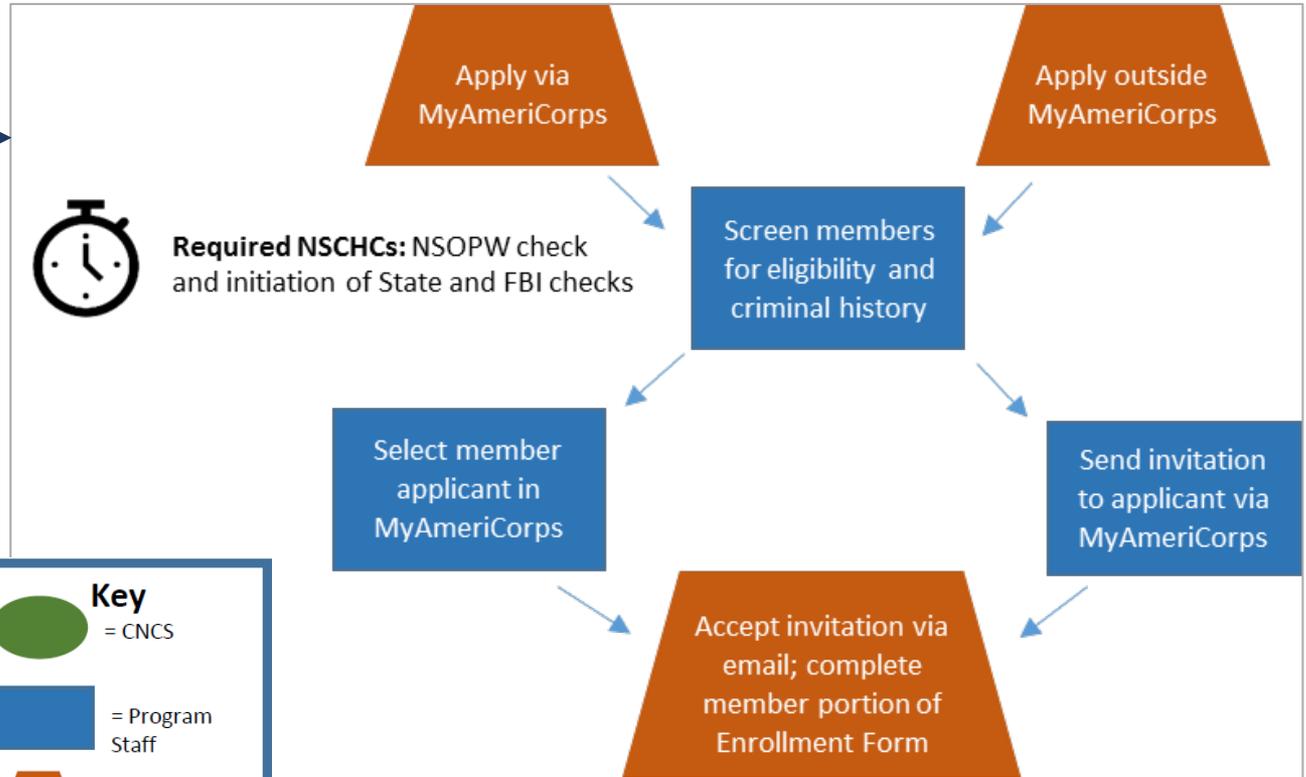
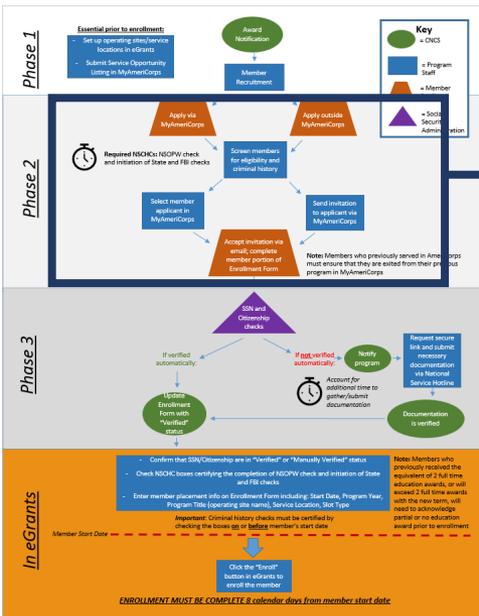
Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL Americorps	SN	09/01/2017	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

To create a new Service Opportunity Listing

To modify an existing Service Opportunity Listing

Phase 2



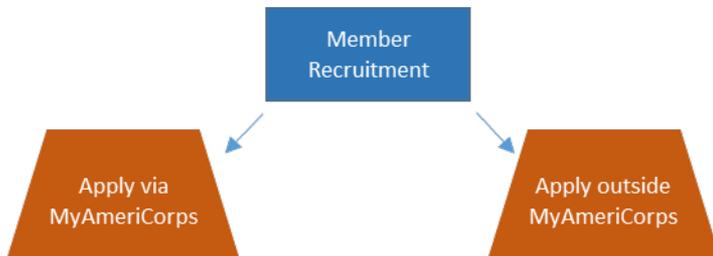
Note: Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps

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Receiving Member Applications



- Programs can set up their Service Opportunity Listings to allow members to apply inside and/or outside of MyAmeriCorps:

Are you accepting applications now? Yes No
Accepting applications from: (mm/dd/yyyy)
Application deadline: (mm/dd/yyyy)
Do you accept AmeriCorps application? Yes No
If you require your own application, how do applicants get it?
Phone:
E-mail:
Website: http://

Indicates whether or not member candidates can apply via MyAmeriCorps

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



Member Screening



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

Screen members for eligibility and criminal history

- Programs must conduct screening of prospective members as part of the recruitment and selection process
 - Eligibility ([45 CFR § 2522.200](#))
 - Age
 - U.S. citizen/national/lawful permanent resident
- [National Service Criminal History Check \(NSCHC\)](#)
 - [A National Sex Offender Public Website \(NSOPW\)](#) check completed prior to the start of service
 - State and/or FBI checks initiated prior to the start of service
 - Additional details can be found in the [National Service Criminal History Check 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.fieldprintcnscs.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!)*

NSOPW check: 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. [REDACTED] 04/22/2019 ?

State of Residence, State of Service, and FBI check initiation: I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual. [REDACTED] 04/22/2019 ?



The member's start date CANNOT be earlier than these dates

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Member Acceptance via MyAmeriCorps

Select member applicant in MyAmeriCorps

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Selection
<p>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."</p>								
<p>* Overall recommendation</p> <p><input type="radio"/> The above-listed applicant is selected for service with this AmeriCorps program.</p> <p><input type="radio"/> The above-listed applicant is rejected for service with this AmeriCorps program.</p>								
<p><input type="checkbox"/> 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.</p>								
								<input type="submit" value="submit"/>

Complete the certification

Click the relevant radio button to select the applicant

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

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Member Acceptance via Invitation

Send invitation to applicant via MyAmeriCorps

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*

eGRANTS

Welcome Sarah

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Invite Members

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

* First Name:

Middle Name/Initial:

* Last Name:

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

* Date of Birth: (mm/dd/yyyy)

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:

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



Member Receives Invitation



Tue 5/22/2018 11:19 AM

myamericorps@americorps.gov

My AmeriCorps Enrollment

To Stone, James R.

Accept invitation via email; complete member portion of Enrollment Form

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=cjuuxhha31>
Please do not reply to this message. If you have any questions or need 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.

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

The screenshot shows the My AmeriCorps portal header with the National & Community Service logo and the text "My AmeriCorps Your Place to Manage Your AmeriCorps Experience". The main content area is titled "Invitation Verification" and contains a form with the following fields: "* Last Name:", "* Date of Birth:" (with a "(mm/dd/yyyy)" format hint), "* SSN:" (with an example "eg. 123456789"), and "* E-mail:". Below the form is a "submit" button. A blue arrow points from the top right of the form area down to the SSN field. At the bottom of the page, there is a footer with links for "Contact Us", "Newsletters", "Site Map", "Site Index", "Office of Inspector General", "FirstGov", "Privacy", "Accessibility", "FOIA", "No Fear Act", "Federal Register Notices", "Site Notices", and the text "Last updated: Wednesday, May 16, 2018, 04:25 PM" and "Release version: 6.9".

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Member Enrollment Form

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

- 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

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Enrollment Form
[Click here for help.](#)

Thank you for verifying your invitation. Please complete your enrollment information below.

Invitation Information

First Name: Jim	SSN: ***-**-1999
Middle Name/Initial:	Date of Birth: 04/04/1944
Last Name: Stone	E-Mail: jstone@cns.gov

Enrollment Information

* Permanent Address Line 1:

Permanent Address Line 2:

* Permanent City:

* State:

* Permanent Zip:

* Permanent Zip Plus:

Permanent Home Phone:

Permanent Work Phone:

To use your mailing address as your permanent address [click here](#)

* Mailing Address Line 1:

Mailing Address Line 2:

* Mailing City:

* Mailing State:

* Mailing Zip Code:

* Mailing Zip Plus:

Mailing Home Phone:

Mailing Work Phone:

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

* Sex:

* Citizenship Status:

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.
**Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551; (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.
NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.
*** You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "A5", "A05", or "A-5"; or an Order of the Immigration Judge granting asylum.

* What is the highest level of education you have completed?:

All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.

I am a veteran

I am an active duty member of the U.S. Armed Forces

I am a member of the National Guard or Reserve Component

* What is your military, veteran, or family I am an immediate family member of a veteran

Member Enrollment Form

Accept invitation via email; complete member portion of Enrollment Form

Member clicks “save information” to submit the form and trigger the next steps of the process

Twitter
Other social media platform.
Please specify:

AmeriCorps online recruitment system
 Job search Web page
 State Service Commission

Enter Your Desired Login Information Below

* Desired User Name:

* Password:

* Confirm Password:

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.

OMB Number 3045-0054

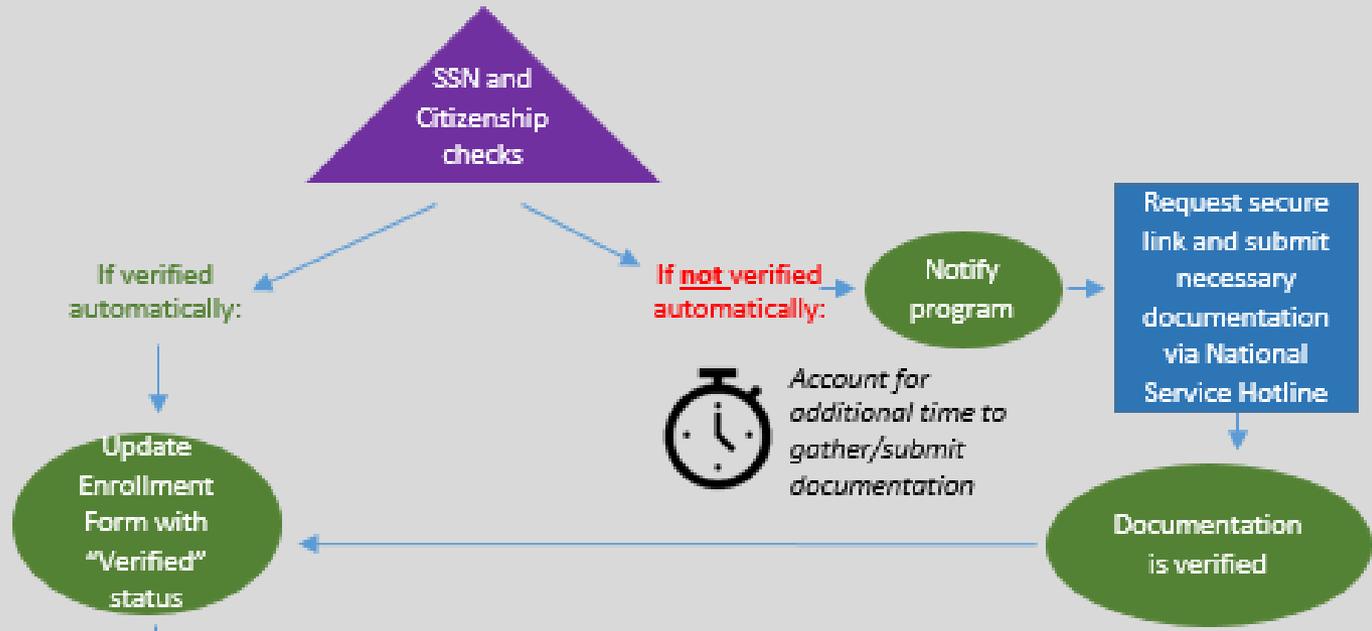
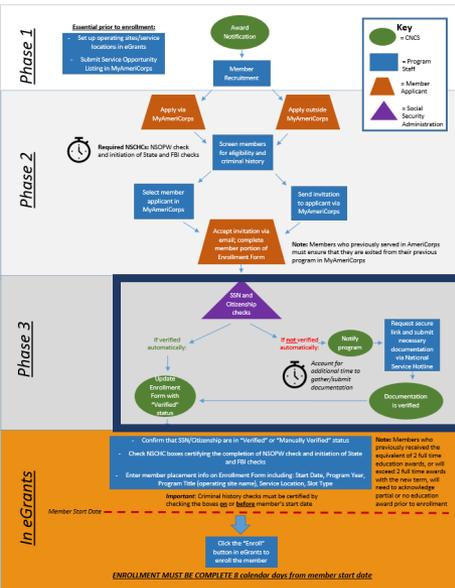
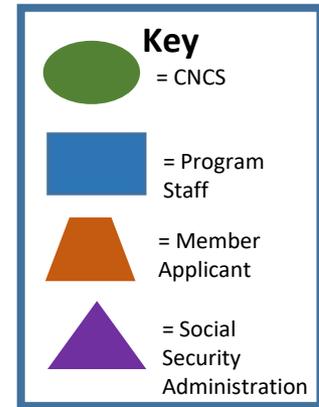
Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 16, 2018, 04:25 PM
Release version: 6.9

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Phase 3



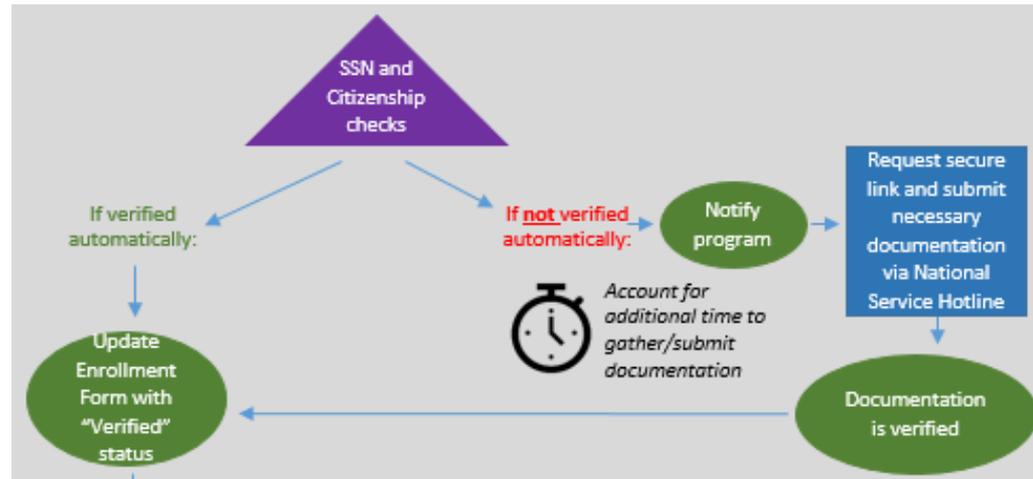
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SSN & Citizenship Verification

- 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 Status: Verified - 02/05/2019
Citizenship Status: Returned



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

Request secure link and submit necessary documentation via National Service Hotline

- 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

Corporation for NATIONAL & COMMUNITY SERVICE  National Service Hotline Contact Us: 1-800-942-2677
[Live Chat](#)

Answers | **Ask a Question to WebForm** | About | Provide Feedback

Submit a question to our support team.

DO NOT SUBMIT QUESTIONS FOR THE FOLLOWING ISSUES. For security reasons, instead please call the National Service Hotline, 1-800-942-2677, to have these issues addressed:

- Password Reset
- Account Balances
- Application Status
- Check Trace Requests
- Payment Status
- Voucher Requests
- Updates to your account

Top 5 Answers

- [What is FEMA Corps?](#)
- [How does the AmeriCorps Education Award process work?](#)
- [How are applications submitted and what are the requirements?](#)
- [How do I process a Segal AmeriCorps Education Award payment request?](#)
- [Explain to me the different types of AmeriCorps programs.](#)

[General Question](#) | [eGrants Question](#) | [My AmeriCorps Question](#)

Do not include Social Security Number or Date of Birth.

First Name *

Last Name *

Email Address *

Announcements

Dec 18, 2018 is the close for all education award/interest payments. Payments to resume on 1/3/19.

Hours of Operations:

9:00 a.m. to 7:00 p.m. EST, Monday through Friday, during the months of January, May, June, July, August, and September.

For the months of February, March, April, October, November and December, normal hours of operations are:

Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed

The hotline is closed on all federal holidays.

The National Service Hotline can provide answers for:

General inquiries:

- About the Corporation for National & Community Service
- All AmeriCorps programs
- All Senior Corps programs
- All Learn & Serve programs

System issues:

- eGrants system
- My Americorps Portal

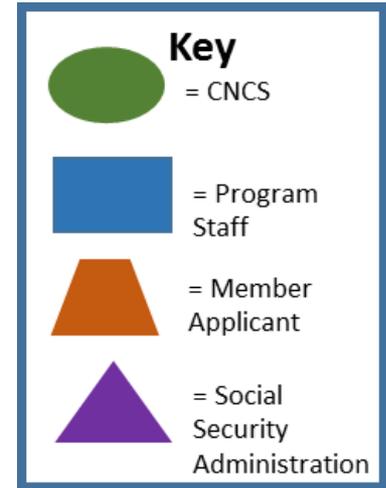
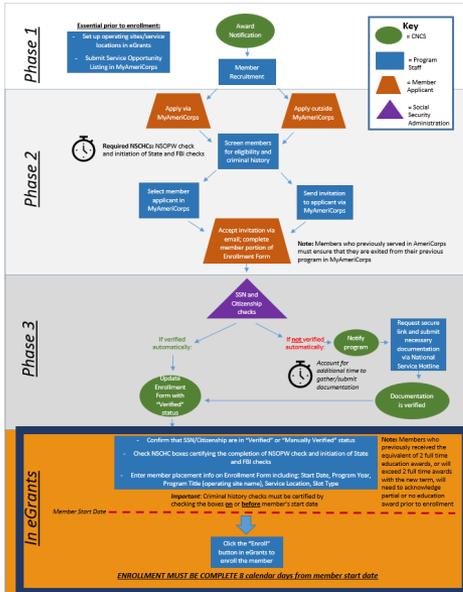
Program specific inquiries:

- Applicant, Candidate, Member, and Alumni questions
- Non-profit Organizations and



Corporation for NATIONAL & COMMUNITY SERVICE 

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

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

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

Member Start Date

Click the "Enroll" button in eGrants to enroll the member

ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date

In eGrants



Confirming SSN & Citizenship Verification



- 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

• Verification Status Types

- **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)*



Individual Member Enrollment

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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.

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

NSOPW check:

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.

██████████ 04/22/2019 ?

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

I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.

██████████ 04/22/2019 ?

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information

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.

* Start Date: 04/22/2019

* Program Year: 2018

* Program Title: ██████████

Service Location: ██████████

* Slot Type: Full Time (1700) [5] w/ Living Allowance

* I, ██████████ certify this form as of 04/22/2019. ?

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 Aud Remedies Act, 31 U.S.C. 3801-3812.

cancel

save information

enroll member



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

* Start Date: 

* Program Year: 

* Program Title: 

Service Location: 

* Slot Type:  

* I, , certify this form as of 04/22/2019. 

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.

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



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

The screenshot shows the eGRANTS system interface. At the top, there is a navigation menu with 'Welcome Alyson' and 'Portal Home'. Below this is a sidebar with various options like 'Trainee Profile', 'Search Potential Applicants', etc. The main content area is titled 'Workbasket' and contains a notification box that says 'Please note: An email notification was sent to member applicant to acknowledge partial award.' Below the notification are several buttons: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. There is also a 'Click here for help.' link. Below this is a table with the following columns: Name, Program, Program Year, Role, Date Submitted, Request Type, Member Enrollment Status, and Delete?. The table shows one result with a status of 'Pending Partial Award Acknowledgment'. A red box highlights the 'Member Enrollment Status' column header and the 'Pending Partial Award Acknowledgment' status in the table row. Two blue arrows point from the text on the left to the notification box and the table row.

Partial Award Acknowledgement

- Member View

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: [REDACTED]

Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear [REDACTED]

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.

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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.

Partial Award Acknowledgment

I Accept, I wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

I Decline, I do NOT wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

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.

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

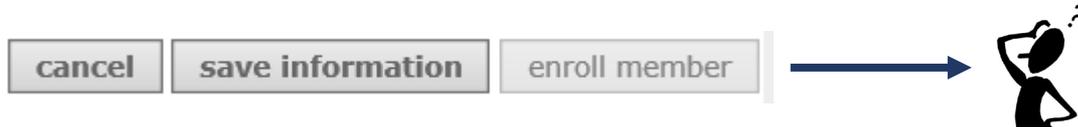
Name ▾	Program ▶	Program Year ▶	Role ▶	Date Submitted ▶	Request Type ▶	Member Enrollment Status ▶	
		2018		04/22/2019	invitation	Partial Award Acknowledged	Delete?

The program can then return to the member enrollment form and take the "enroll" action. **ONLY THEN IS THE MEMBER ENROLLMENT COMPLETE.**

Click the "Enroll" button in eGrants to enroll the member



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



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 [REDACTED] 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.

Pfirstname Flastname's Start Date may not be after the Current Date.

Delena [REDACTED] has declined the partial award, so they cannot be enrolled.

Viola Jlastname already has an active enrollment in this program for this year.



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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 of enrollment presentations
 - 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
- SSN and citizenship Verification Report



Manage AmeriCorps State and National Grants- “Member Enrollment”

Manage AmeriCorps St: x + v

https://www.nationalservice.gov/build-your-capacity/grants/manage-ameri-corps-state-and-national-grants

Grants & Funding Resources for AmeriCorps State and National Grantees

- Funding & Resources
- Manage Funds
- Learning and Best Practices
- FAQs

RULES, REGULATIONS, AND PROVISIONS	+
FINANCIAL MANAGEMENT AND GRANT ADMINISTRATION	+
NATIONAL SERVICE CRIMINAL HISTORY CHECKS	+
EGRANTS	+
GRANTEE PROGRESS REPORTS	+
MEMBER ENROLLMENT	-

All programs are encouraged to begin the member enrollment process for AmeriCorps members 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.

Member Enrollment Policy

- ASN Enrollment and Enrollment Date Change Policy (PDF)

Training Materials For the Member Enrollment Process

- Member Enrollment Flow Chart (PDF)
- Member Enrollment Presentation (PDF)
- Recorded Webinar on the Member Enrollment Process (recorded April 30, 2019)
- Recorded Webinar on the Member Group Enrollment Process (recorded June 12, 2019)
- Member Group Enrollment Presentation (PDF)

Archived Policy Documents Related to Member Enrollment

- May 30, 2018 Policy Memo
- May 30, 2018 FAQs
- August 17, 2018 Additional Guidance for AmeriCorps State and National Grantees

Identity and Citizenship Verification Process

To serve in an approved AmeriCorps position, an individual must be a citizen, national, or lawful permanent alien of the United States (42 U.S.C. 12602(a)(3)). CNCS provides an automated system through which an individual's information can be verified by the Social Security Administration. AmeriCorps members cannot be enrolled until their citizenship status and Social Security Number validity has been verified.

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National Service Hotline

The screenshot shows a web browser window with the URL https://questions.nationalservice.gov/app/ask_mac. The page header includes the logo for the Corporation for National & Community Service and the text "National Service Hotline". A contact number "1-800-942-2677" and a "Live Chat" link are also present. Below the header is a navigation bar with buttons for "Answers", "Ask a Question to WebForm", "About", and "Provide Feedback". The main content area features a heading "Submit a question to our support team." followed by a red warning: "DO NOT SUBMIT QUESTIONS FOR THE FOLLOWING ISSUES. For security reasons, instead please call the National Service Hotline, 1-800-942-2677, to have these issues addressed:". A list of prohibited issues includes Password Reset, Account Balances, Application Status, Check Trace Requests, Payment Status, Voucher Requests, and Updates to your account. Below this is a "Top 5 Answers" section with links to "What is FEMA Corps?", "How does the AmeriCorps Education Award process work?", "How are applications submitted and what are the requirements?", "How do I process a Segal AmeriCorps Education Award payment request?", and "How do I submit a paper application?". At the bottom of the main content area are links for "General Question", "eGrants Question", and "My AmeriCorps Question". On the right side, there is an "Announcements" section with a notice about the close of education award/interest payments for Dec 18, 2018, and "Hours of Operations" for the hotline, which are 9:00 a.m. to 7:00 p.m. EST, Monday through Friday, with specific exceptions for certain months. A note states the hotline is closed on all federal holidays. Below the hours is a section titled "The National Service Hotline can provide answers for:" followed by "General inquiries:" which includes "About the Corporation for National & Community Service".

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Criminal History Check Resources

Browser tabs: Manage AmeriCorps State e, Criminal History Check

Address bar: <https://www.nationalservice.gov/resources/criminal-history-check>

NATIONAL & COMMUNITY SERVICE

AMERICORPS SENIOR CORPS SERVE YOUR COMMUNITY OUR IMPACT GRANTS & FUNDING

CRIMINAL HISTORY CHECK RESOURCES

Resources

- AmeriCorps
 - Criminal History Check**
 - Disability Inclusion
 - Disaster Services
 - Evaluation Resources & Training
 - Education
 - Segal AmeriCorps Education Award
 - Financial and Grants Management
 - Healthy Futures
 - Online Courses
 - Performance Measurement
 - Senior Corps
 - Grant Terms & Conditions and Certifications & Assurances
 - Uniform Guidance
 - Veterans & Military Families
 - Building Effective Data Collection Plans (presented on October 12, 2017)
 - Member Enrollment Resources

Under the National and Community Service Act of 1990, as amended by the Serve America Act (SAA), all grantees must conduct National Service Criminal History checks on participants and program employees in AmeriCorps, Foster Grandparent, Senior Companion, MLK, 9/11, Volunteer Generation Fund, Social Innovation Fund and any other programs funded by the Corporation under National Service laws.

All employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under Corporation grants, even if the activities don't involve service with vulnerable populations, must conduct the checks prior to beginning employment or service. RSVP and VISTA grantees are required to conduct criminal history checks on all employees who receive part or all of their salary from the respective program grant.

The statutory requirement at [42 U.S.C. § 12545g](#) is supplemented by regulatory requirements at [45 CFR §2540.200 through §2540.207](#) (updated in 2012) as well as the terms and conditions of our grants. A grantee or subgrantee's inability to demonstrate that you conducted any aspect of the required criminal history checks will likely result in cost disallowance.

Visit the [Related Resources](#) page for information on screening and prevention.

National Service Criminal History Check (NSCHC) Introductory Information and Guidance for Different Checks

REQUIRED ANNUAL ONLINE TRAINING	TRAINING	FEDERAL REGULATIONS	POLICIES, PROCEDURES, AND GUIDANCE
2018 EXEMPTION PERIOD	NSCHC USING NSOPW AND STATE REPOSITORIES	NSCHC USING FIELDPRINT AND TRUESCREEN	

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Member Service Opportunity Listing Resources

The screenshot shows a web browser window with the URL <https://www.nationalservice.gov/resources/ameri corps/member-assignment-listings>. The browser's address bar includes icons for a book, a star, a list, a signature, and a share button. The website's navigation bar features a 'Serve' dropdown menu and a search icon. The main navigation menu includes 'CORPS', 'SENIOR CORPS', 'SERVE YOUR COMMUNITY', 'OUR IMPACT', and 'GRANTS & FUNDING'. The page title is 'MEMBER ASSIGNMENT LISTINGS'. The main content area contains an introductory paragraph: 'Service Opportunity Listings are part of the eGrants recruitment platform that allow for grantees to promote their program and announce open AmeriCorps member positions. The resources provided assist grantees and programs in creating effective and compliant service opportunity listings for the My AmeriCorps Portal:'. Below this are three expandable sections, each with a downward arrow icon on the left. The first section is titled 'Creating a Service Opportunity Listing' and includes a link to a 'PowerPoint/PDF'. The second section is titled 'Requirements for Service Opportunity Listings' and includes a link to a 'PDF'. The third section is titled 'Service Opportunity Listing Template' and includes a link to 'Word/PDF'.

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Questions? Review! User Tips?!

*Our Mission is to improve lives, strengthen communities,
and foster civic engagement through service and
volunteering.*

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Group Member Enrollment

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Group Member Enrollment

- This information is designed to help AmeriCorps program users understand the Group Enrollment feature for AmeriCorps members in the MyAmeriCorps Portal.
- This information is supplementary to the main Member Enrollment presentation, which is on previous slides and 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.



Group Enrollment Outline

- Overview
- Requirements
- Comparison with individual enrollment
- Steps
- Troubleshooting
- Resources
- Questions, Review, Tips



Enrollment Process Flow Chart

- Located on the [Managing AmeriCorps Grants](#) and [Member Enrollment Resources](#) webpages



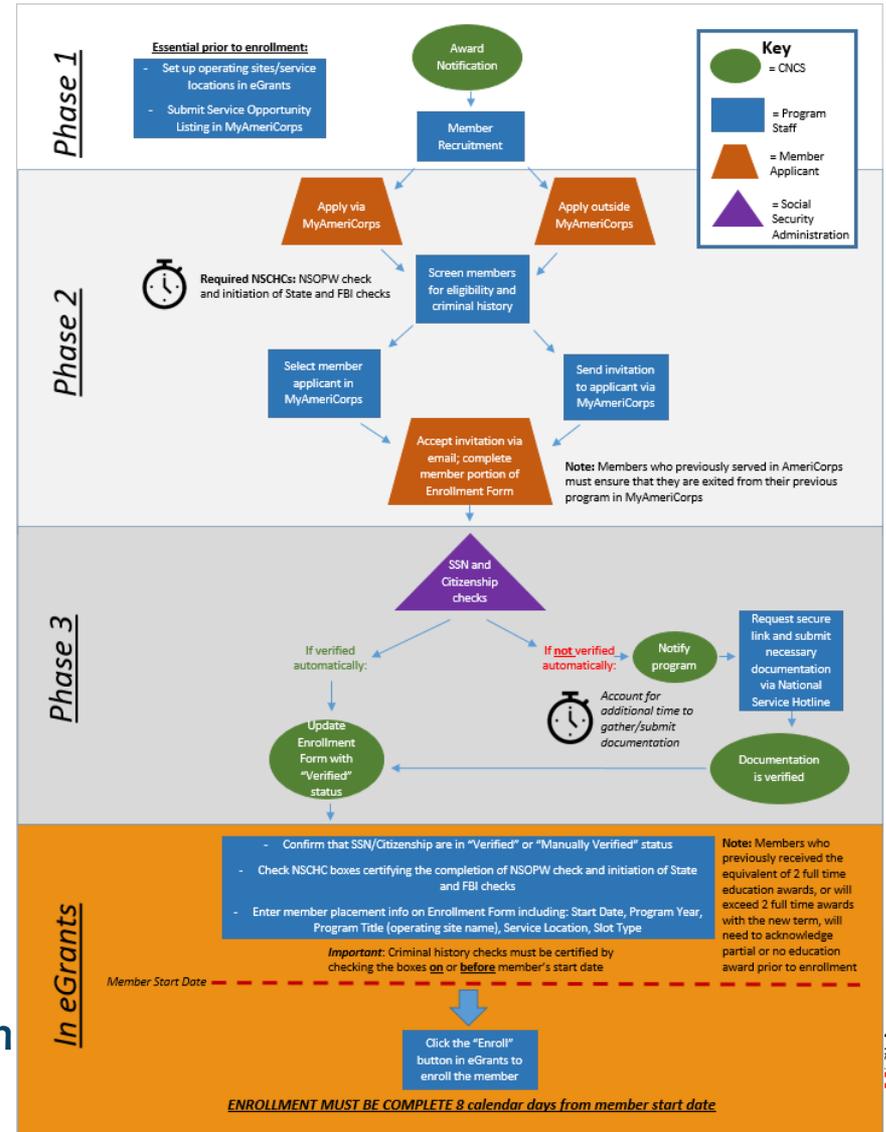
Grants & Funding

Resources for AmeriCorps State and National Grantees

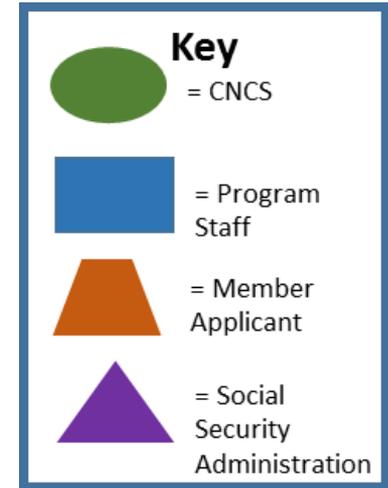
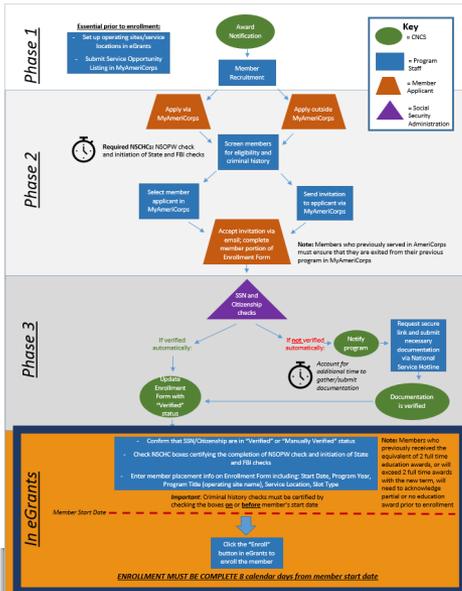
- Funding & Resources
 - Rules, Regulations, and Provisions
- Manage Funds
 - Financial Management and Grant Administration
 - National Service Criminal History Checks
- Learning and Best Practices
 - eGrants
- FAQs
 - Grantee Progress Reports
 - Member Enrollment**

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Phase Where Group Enrollment Option is Now Active



- 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

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

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

Member Start Date

Click the "Enroll" button in eGrants to enroll the member

ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date

In eGrants



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)



Special Requirements for Group Enrollment

- Members must be associated with the correct Program Year and Program Title during the invitation process

Welcome Sarah

Invite Members

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

* First Name:

Middle Name/Initial:

* Last Name:

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

* Date of Birth: (mm/dd/yyyy)

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:



Special Requirements for Group Enrollment (continued)

- **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*)



Group vs. Individual Enrollment

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



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

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

NSOPW check: 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.

Alyson Augustin - 04/22/2019 ?

State of Residence, State of Service, and FBI check initiation: I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.

Alyson Augustin - 04/22/2019 ?

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information

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.

* Start Date: 04/22/2019 
* Program Year: 2018 
* Program Title: City Year New Orleans AmeriCorps*State - New Orleans, LA 
Service Location: G. W. Carver Preparatory Academy 
* Slot Type: Full Time (1700) [5] w/ Living Allowance  ?

* I, **AAUGUSTIN**, certify this form as of **04/22/2019**. ?

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.

Completing Enrollment Form Fields: Group Enrollment Process

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

3:

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

Program Year: 2019
 Program Code: [REDACTED]
 Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC
 Slot Type: [REDACTED]

Results 1 through 20 [Click here for help.](#)
1 | 2 | [Next](#) [Last](#)
 Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Jose B [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Jake [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Patrici [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Cara [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Diana [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Pfirstn [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Delena [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Viola [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Fiona [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Katie [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Eve N [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Holly [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Olivia [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Gerald [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Qfnam [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Ariana [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Molly [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	

* I, [REDACTED], certify this form as of 06/06/2019 save information enroll

2:

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

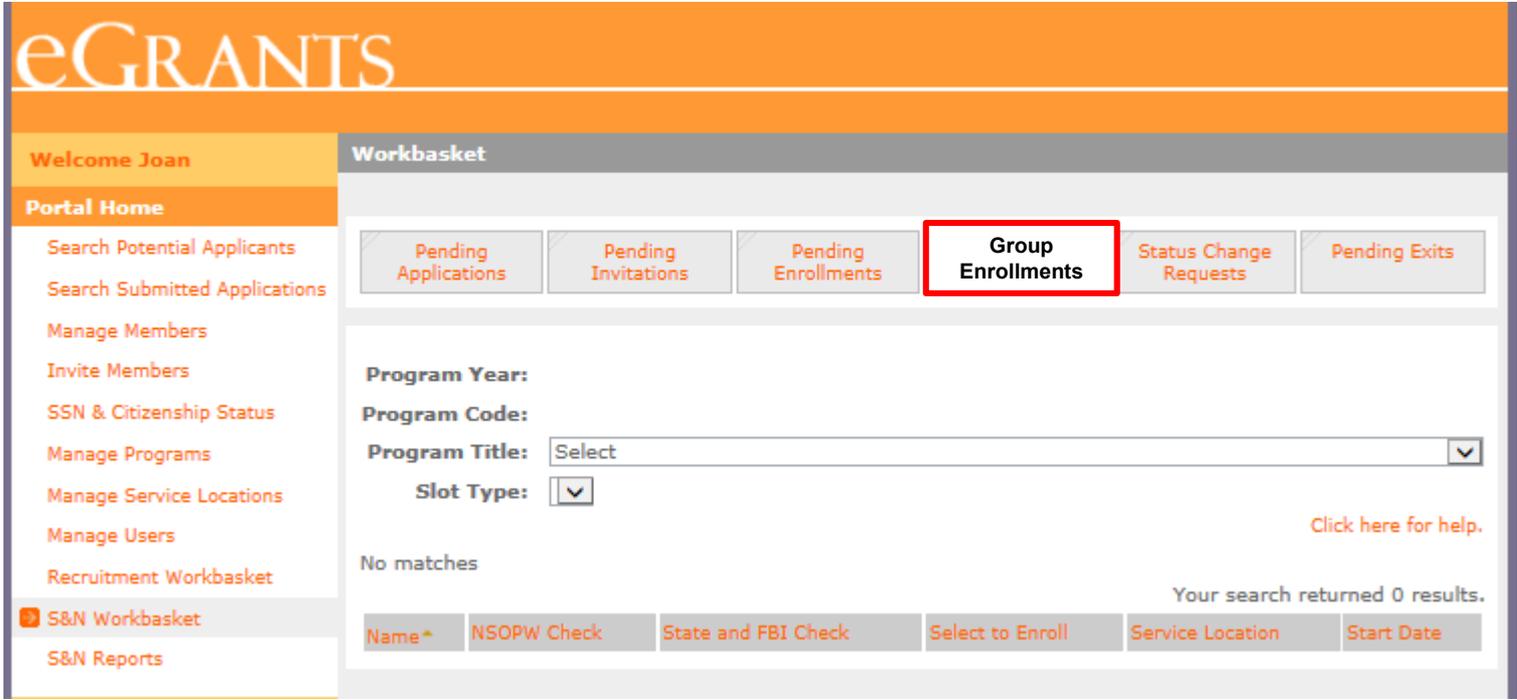
4:

Click the "Enroll" button in eGrants to enroll the member



Group Enrollment Step 1

Step 1: In the S&N Workbasket in the MyAmeriCorps Portal, click on the “Group Enrollments” tab



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Group Enrollment Step 2

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)

Welcome Joan

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

- S&N Reports

Workbasket

Pending Applications Pending Invitations Pending Enrollments **Group Enrollments** Status Change Requests Pending Exits

Program Year: 2019

Program Code: [redacted]

Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC

Slot Type: [dropdown]

Results 1 through 20 Click here for help. 1 | 2 | [Next](#) [Last](#)

Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select [dropdown]	[calendar]
Erica [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select [dropdown]	[calendar]
Tommy J Blastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select [dropdown]	[calendar]



Group Enrollment Step 3

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.)

The screenshot shows a web application interface for group enrollment. On the left is a sidebar with navigation options: Welcome Joan, Portal Home, Search Potential Applicants, Search Submitted Applications, Manage Members, Invite Members, SSN & Citizenship Status, Manage Programs, Manage Service Locations, Manage Users, Recruitment Workbasket, S&N Workbasket, and S&N Reports. The top navigation bar includes buttons for Pending Applications, Pending Invitations, Pending Enrollments, Group Enrollments (highlighted), Status Change Requests, and Pending Exits. The main content area shows search filters: Program Year (2019), Program Code (redacted), Program Title (Sub Project State CR317 AmeriCorps*State - Washington, DC), and Slot Type (Full Time (1700) [398] w/ Living Allowance, highlighted). Below the filters, it shows 'Results 1 through 20' and 'Your search returned 23 results.' A table lists three members: Beatrice Sam Alastname, Erica (redacted), and Tommy J Blastname. Each member has checkboxes for NSOPW Check, State and FBI Check, and Select to Enroll, along with a Service Location dropdown and a Start Date field.

Name*	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Erica [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	



Group Enrollment Step 4

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

The screenshot displays a web application interface for group enrollment. The sidebar on the left contains navigation options such as 'Welcome Joan', 'Portal Home', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Invite Members', 'SSN & Citizenship Status', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', and 'S&N Reports'. The main content area is titled 'Workbasket' and includes buttons for 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Group Enrollments', 'Status Change Requests', and 'Pending Exits'. Below these buttons, there are search filters for 'Program Year: 2019', 'Program Code: [REDACTED]', 'Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC', and 'Slot Type: Full Time (1700) [398] w/ Living Allowance'. The search results show 'Results 1 through 20' and 'Your search returned 23 results.' A table lists members with columns for 'Name', 'NSOPW Check', 'State and FBI Check', 'Select to Enroll', 'Service Location', and 'Start Date'. The table contains three rows: 'Beatrice Sam Alastname', 'Erica [REDACTED]', and 'Tommy J Blastname'. The 'NSOPW Check' and 'State and FBI Check' columns for all three members have checkboxes that are checked. A blue box highlights these checked boxes. The 'Service Location' column has a dropdown menu with 'Select' as the current selection. The 'Start Date' column has a date picker icon.

Name*	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select	
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select	



Group Enrollment Step 5

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

Welcome Joan

Workbasket

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

S&N Reports

Pending Applications | Pending Invitations | Pending Enrollments | **Batch Enrollments** | Status Change Requests | Pending Exits

Program Year: 2019

Program Code: [Redacted]

Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC

Slot Type: Full Time (1700) [398] w/ Living Allowance

Group Enrollments

Results 1 through 20

Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 1	
Erica [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	

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Group Enrollment Step 6

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

The screenshot shows a recruitment workbasket interface. On the left is a navigation menu with options like 'Search Potential Applicants', 'Manage Members', and 'S&N Workbasket'. The main area is titled 'Workbasket' and contains filters for 'Program Year: 2019', 'Program Code', 'Program Title', and 'Slot Type'. Below the filters, it shows 'Results 1 through 20' and 'Your search returned 23 results.' A table lists members with columns for Name, NSOPW Check, State and FBI Check, Select to Enroll, Service Location, and Start Date. The 'Erica' row has a date picker open, showing '06/07/2019'. A red star icon is at the bottom center, and two exclamation marks are at the bottom right.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

Group Enrollment Step 7

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

Welcome Joan

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

- S&N Reports

Workbasket

Pending Applications Pending Invitations Pending Enrollments **Batch Enrollments** Status Change Requests Pending Exits

Program Year: 2019
Program Code: 19ACHKY0010001
Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC
Slot Type: Full Time (1700) [398] w/ Living Allowance

Group Enrollments

Results 1 through [redacted] [Click here for help.](#) 1 | 2 | [Next](#) [Last](#)
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019



Group Enrollment Step 8

Step 8: At the bottom of the tab, certify the form

Welcome Joan

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
 - S&N Reports

Workbasket

Pending Applications Pending Invitations Pending Enrollments **Group Enrollments** Status Change Requests Pending Exits

Program Year: 2019
Program Code: [REDACTED]
Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC
Slot Type: Full Time (1700) [398] w/ Living Allowance

[Click here for help.](#)

Results 1 through 20 1 | 2 | [Next](#) [Last](#)
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

* I, [REDACTED], certify this form as of 06/07/2019

[save information](#) [enroll](#)

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Group Enrollment Step 9

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

Welcome Joan

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

- S&N Reports

Workbasket

Pending Applications Pending Invitations Pending Enrollments **Batch Enrollments** Status Change Requests Pending Exits

Program Year: 2019
Program Code: 19ACHKY0010001
Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC
Slot Type: Full Time (1700) [398] w/ Living Allowance

Results 1 through 20 [Click here for help.](#)
1 | 2 | [Next](#) [Last](#)
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

* I, JALEXANDER, certify this form as of 06/07/2019



Group Enrollment Step 10

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.

The following members have not been enrolled with the following reasons:
Tommy J Blastname's Start Date cannot be prior to the NSOPW check date. Please correct the Start Date.
Tommy J Blastname's Start Date cannot be prior to the State of Residence, State of Service, and FBI check date. Please correct the Start Date.

Program Year: 2019
Program Code: [REDACTED]
Program Title: Sub Project State CR317 AmeriCorps*State - Washington, DC
Slot Type: Full Time (1700) [397] w/ Living Allowance

Results 1 through 20 [Click here for help.](#)
1 | 2 [Next](#) [Last](#)
Your search returned 22 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	06/01/2019



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 [REDACTED] 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.

Pfirstname Flastname's Start Date may not be after the Current Date.

Delena [REDACTED] has declined the partial award, so they cannot be enrolled.

Viola Jlastname already has an active enrollment in this program for this year.



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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 presentation
 - Slides and recording for the main Member Enrollment presentation 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](#)



Questions? Review! User Tips?!

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