

Member Files Closeout Certification Form

I certify that all AmeriCorps member files for the _____ Program from the _____ program year contain all documentation required by the State Commission. This documentation includes:

- Member application materials
- Member enrollment form, signed and dated by member and program official, if not enrolled electronically
- Signed and dated Parental Consent form if the member was under 18 years of age at entry into the program
- Copies of documentation to demonstrate member citizenship eligibility to enroll, if not verified in the My AmeriCorps Portal
- Proof of Age
- Documentation of results of criminal background check
- Member contract signed and dated before accrual of hours
- Timesheets verifying service hours, approved by member and supervisor (can be saved electronically)
- W-4 and W-2 Forms (when applicable)
- Mid and end of year member performance evaluations
- End of Term/Exit form, signed and dated by member and program certifying official, if not exited electronically
- Member discipline documentation (if applicable). Must be present if exited for cause.
- Documentation of compelling circumstances for pro-rated award (if applicable)
- Change of status form(s) (if applicable)

Total Number of Member Files for the Program Year: _____

If any member file is missing required documentation, please indicate which files are affected. Be sure the steps you have taken to correct this situation, and evidence of those efforts are contained within the member's file.

Files missing documentation

(member name & missing document):

Person completing Member File Certification Form:

Name _____

Signature _____

Title _____

Date _____