

How to Maintain Compliant Member Files

Session #3.1 | Wednesday, July 15, 2020, 9:45am
Samantha Lukasiewicz & Christina Dumas



Key Concept ideas to remember

- Member Files are required
- Member Files are grant records of a member's eligibility for in-service and post-service benefits.
- Member Files **MUST** include the documents **in bold** on the Member File Checklist
- Programs must safeguard PII
- Electronic signatures and files are allowed, with measures to ensure security

- **Resource Links w description of them internal and external**
 - Member File Checklist (revised and attached)
 - 2020 Specific Terms and Conditions:
<https://egrants.cns.gov/termsandconditions/2020ACSNProgramSpecificTC50820200604.pdf>

- **Activity Sheets or notes for us to drop in that are used during training (not polls etc) that participants will fill in during the session or after the session**

- **Anything you want to provide for reference**

NOTES	