



AmeriCorps

Key Terms and Definitions

AFR: Aggregate Financial Report. Twice per year, operational AmeriCorps State programs must submit an AFR to VSC to note the amount of federal funding used. This report is then compiled and sent to the federal government on behalf of programs.

AmeriCorps Member: A service member who is completing the term of service for the AmeriCorps program. They are referred to as members and not volunteers or workers to enforce the service aspect of the program.

AmeriCorps Programs: The organizations who receive AmeriCorps State funding are considered AmeriCorps programs. These programs include the AmeriCorps members who serve and the service sites in which they serve. Each program follows the AmeriCorps State and CNCS rules and regulations. In addition, they may have their own program policies and procedures based on these rules and regulations and their organization.

AmeriCorps State: There are three types of AmeriCorps programs under the AmeriCorps umbrella, AmeriCorps VISTA, AmeriCorps State/National and AmeriCorps NCCC. Each has their own specific regulations and goals. AmeriCorps State focuses on direct service to meet an undressed community need. AmeriCorps State funds stay within one state and are funneled through a state commission to nonprofit, government entities, faith based organizations, or colleges/universities who then oversee the programming and AmeriCorps members.

AmeriCorps (formerly Corporation for National and Community Service or CNCS): AmeriCorps is the federal agency that helps more than 5 million Americans improve the lives of their fellow citizens through service. Working hand in hand with local partners, AmeriCorps invest funds into nonprofit and faith-based groups that are making a difference in local communities. They do so through two umbrella programs: AmeriCorps and AmeriCorps Seniors. These two programs feature several programs and initiatives: AmeriCorps State and National, VISTA, NCCC, Volunteer Generation Fund, RSVP, Foster Grandparents, and Senior Companions. VSC receives funding from the AmeriCorps for AmeriCorps State programming and a commission support grant. VSC is not considered an AmeriCorps office. AmeriCorps has offices located in Washington DC as well as Regional Offices that oversee VISTA and Senior Corps programs.

Direct Service/Indirect Service: AmeriCorps State and National and NCCC members perform direct service as opposed to VISTA members who perform indirect service. Direct service members interact with clients directly offering needed service such as tutoring, job assistance, disaster recovery tasks, etc. Indirect service members perform their service at an administrative level.

Education Award: AmeriCorps members are given an Education Award (not a scholarship) after completing their service. Note: this award is currently taxable.

eGrants/My AmeriCorps Portal/The Portal: Programs utilize this AmeriCorps sponsored website to recruit AmeriCorps Members, submit grants, and manage programs. Programs must utilize the Portal to enroll members, manage members, exit members, apply for funding, and communicate with AmeriCorps.

FFR: Federal Financial Report. Twice per year, VSC submits a FFR to the AmeriCorps to note the amount of federal funding used, federal funds used as match, and program income. AFRs are compiled in order to collect data to submit the federal government on behalf of programs.

Gear: This term refers to any apparel featuring the official AmeriCorps logo, which members are REQUIRED to wear during service. Members must adhere to Prohibited Activities guidelines while wearing this year as well.

GPR: Grantee Progress Report. This report provides information for AmeriCorps staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by AmeriCorps' Office of Public Affairs to promote service.

Grant Application Review Process: This is the process in which AmeriCorps State funding is reviewed and approved by a State Service Commission. It encompasses outreach to potential program organizations, the creation of the AmeriCorps State applications based on AmeriCorps guidance and regulations, the review of said applications, and the subsequent awards process.

Living Allowance: AmeriCorps members receive a living allowance (not a paycheck or wage) to support the ability to perform their service.

MSY (Member Service Year): One MSY is equivalent to one full-time member (1700 hours). AmeriCorps funds are contingent on the number of MSYs requested by the program. There are 6 types of AmeriCorps member terms or slots-full time (1700), reduced full time (1200), half time (900), reduced half time (675), quarter time (450), and minimum time (300). The total MSYs a program requests depends on the number and type of slots/members positions included in a particular program design.

NOFO: Notice of funding opportunity. This is the notice AmeriCorps or VSC sends out when AmeriCorps State funding is available for request.

OnCorps: This is the system that VSC uses to manage programs. It is where programs house member and supervisor timesheets, submit progress reports and submit expenses reports.

PER: Periodic Expense Report. This is the document used to document that funds drawn each month by an operational program. This is then reviewed by VSC for approval. If approved, the program can then submit a request for funds.

Program Director: This refers to the person in charge of the AmeriCorps program. They are the main contact for the program.

Prohibited Activities: AmeriCorps has designated a mandatory list of activities for which AmeriCorps members are prohibited from participating while in serve. If members are discovered participating in any of these activities, they may be released from their service term.

RFF: Request for funds. AmeriCorps programs use VSC's form to request funding from their grant after their PER is approved.

Service Hours: AmeriCorps members service hours include the time they are engaged in their service activities and receiving training.

Service site: This is the organization(s) where a member provides service in the community. AmeriCorps members serve at service sites (not workplace or job sites).

Service: The VSC refers to “service” in this document when referencing AmeriCorps members’ duties. AmeriCorps members “serve”, they do not work or volunteer at their site. Service is considered the action of helping others in a structured program. AmeriCorps members may receive a living stipend in exchange for their service but it is not considered a wage or based on the number hours they serve.

State Service Commission: This is the state entity that distributes and manages AmeriCorps State funding and programs. Commissions are overseen by AmeriCorps and are required if a state is to receive AmeriCorps State funding. A commission refers to both the staff who work at the commission and the governing body that oversees the staff and funding approval process.

Sub-grantee: Virginia AmeriCorps State programs are considered sub-grantees of VSC.

Virginia Department of Social Services (VDSS): This is the state agency under which the Virginia State Service Commission (VSC) is housed. VDSS’ mission is to design and deliver high-quality human services that help Virginians achieve safety, independence and overall well-being.

Virginia Service Commission (VSC) Staff: VSC currently has full and part time staff depending on the program year. The team is structured as followed. The Director of the Office on Volunteerism and Community Services oversees the full organization and directly manages the AmeriCorps Program Manager. The AmeriCorps Program Manager then oversees the “program staff” which may include the Program Officers, Fiscal Officer, AmeriCorps Monitoring and Compliance Specialist, Communications Specialist, AmeriCorps Data Reviewer and Quality Assurance Coordinator, Disaster Readiness & Response Coordinator, and any additional staff hired. Sub-grantees of VSC may work with all staff at times but will primarily interact with their assigned Program Officer.

Volunteer Center: Volunteer Centers act as the local “volunteer hub” where all citizens can go to get informed and connected to meaningful volunteer work that contributes to the solutions of serious community problems.

Volunteer Hours: AmeriCorps member volunteer hours include the time they are engaged in volunteer/service activities outside of their primary service activities or training.

Volunteer: An individual who gives of their time without monetary compensation for a community organization or cause. This person may or may not be in a structured program but they do not receive a living stipend and are not under contract.

Vulnerable populations: Persons who are age 17 or younger, age 55 or older, or individuals with disabilities.