



AmeriCorps

Member Enrollment Form Update

Effective April 29, 2021

VIRGINIA SERVICE COMMISSION

Member Enrollment

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



Member Enrollment

- 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.
- 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.



Enrollment Form

- SSN/Citizenship verification
- NSCHC Verification
- 8 Day Enrollment



Enrollment Form

- SSN/Citizenship verification

The SSN/Citizenship verification will remain the same. And the administration review process will also remain in place. ASN will continue to accept administration reviews within 30 days of original member enrollment date.



Confirming SSN and Citizenship

Verification Status Types

OPEN: individual has been invited to participate in a program but has not yet created/updated and saved the information in the MyAmeriCorps Portal

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

Enrollment Form

- NSCHC Verification

NSCHC will be date entry fields, programs will enter calendar date of when the **NSCHC was confirmed and complete.**



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 - 08/17/2020

Citizenship Status: Verified - 08/17/2020

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.

Samantha Lukasiewicz - 04/11/2021 ?

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.

Samantha Lukasiewicz - 04/11/2021 ?

* 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 eight (8) days from the member's start date to certify the member's enrollment.

* Start Date: 

* Program Year: 

* Program Title: 

Service Location: 

* Slot Type:  ?

* I, **VSCSAMANTHA**, certify this form as of **04/11/2021**. ?

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.



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YOU WILL ENTER THE DATE, MEMBER CANNOT BE ENROLLED BEFORE THIS DATE

No more Check-boxes, YOU will enter the date checks were COMPLETE

(Fieldprint or Truescreen Adjudication date, whichever comes last)

Enrollment Form

- 8 Day Enrollment

Lift hard restrictions that are more than 8 days in the past. The compliance factor is not changing, **members must be enrolled in my AmeriCorps portal within 8 days of start date.** But if the enrollment function happens later, this will not stop the program from enrolling the member, it will just not be in compliance. This will be assessed during GPR and monitoring and enforced.



Tips and Best Practices

(Adopted from America's Service Commissions Enrollment Workgroup)

- Consider moving your member start date so that members do not start on your program's grant start date
- Schedule your member start date at the start of a stipend pay period to allow members who needed to be manually verified to have a later start date and still receive a stipend within your program's first member pay period
- Build additional time into your enrollment process in anticipation for manual verifications (we recommend allowing at least two weeks from when the member completes their part of the enrollment form to their start date)
- Prepare incoming members to be responsive to the email invitation and follow up with them if you note that their invitation is still pending
- Do a regular (potentially daily/as needed) audit of member verification status

Tips and Best Practices, cont'd

- Document all interactions with the helpdesk (including saving screenshots and obtaining ticket numbers)
- Take screenshots of the candidates' manual verification status
- Run an enrollment report before the end of the 8-day enrollment period to check on the enrollment status of all of your members
- Be in communication with your Program Officer if you experience any issues

Impact

- Greater probability of instances to be less than 100% compliant with requirement
- **PLEASE** ensure you have an internal procedure to make sure Members are enrolled within 8 days of their start date (to stay in compliance)
- Members are less likely to be impacted and 'lose' hours or part of their living allowance because of program's 'human error'
- **With the change in entering multiple dates, please update your policies/procedures**



Questions?



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