

## 2011-2012 CESC AmeriCorps Member File Checklist



**Purpose:** This checklist serves as the guide for maintaining AmeriCorps member files.

**Instructions:** Fill in the *member name*, *term of service*, *member start date*, and *member end date* sections of the first table. For each item listed under "Member File Documentation," check that the document has the necessary components, and record findings in the "Yes," "No," or "N/A" column as appropriate. All documents are required unless noted otherwise with an asterisk\* and the words "as applicable."

Reviewed By:	Date of Review:		
Member Name:	Program Name: California Energy Service Corps		
Term of Service: <input type="checkbox"/> Full-Time <input type="checkbox"/> Half-Time	Program Year: 2011-2012		
Member Start Date:	Member End Date:		
<b>Member File Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1. Member application</b>			
<b>2. Member enrollment</b>			
<input type="checkbox"/> Enrollment form member signature and date <input type="checkbox"/> Enrollment form staff signature and date <input type="checkbox"/> eGrants print out verifying that member was enrolled within 30 days			
<b>3. Proof of age</b>			
<b>4. Documentation of citizenship/naturalization/resident alien status</b>			
Primary documentation of status as a US citizen or national. <i>One of the following forms of documentation is acceptable. Check the item on file:</i> <input type="checkbox"/> A birth certificate plus Photo ID showing that the individual was born in the one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands <input type="checkbox"/> A United States passport (unexpired) <input type="checkbox"/> A report of birth abroad of a US Citizen (FS-240) issued by the State Department <input type="checkbox"/> A certificate of birth-foreign service (FS-545) issued by the State Department <input type="checkbox"/> A certificate of naturalization (Form N-550 or N-570) issued by the INS, plus Photo ID <input type="checkbox"/> A certificate of citizenship (Form N-560 or N-561) issued by the INS, plus photo ID <p style="text-align: center;">-OR-</p> Primary documentation of status as a lawful permanent resident of the US. <i>One of the following forms of documentation is acceptable. Check the item on file:</i> <input type="checkbox"/> Permanent resident card, INS form I-551 <input type="checkbox"/> Alien Registration Receipt Card, INS form I-551 <input type="checkbox"/> A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. Note: Foreign passport with temporary I-551 stamp okay but follow-up check for actual I-551 when received (check expiration date on stamp) <input type="checkbox"/> A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. <input type="checkbox"/> Application for Replacement Alien Registration Receipt Card I-90. Check that application is for alien registration receipt card and not some other temporary or conditional status - follow-up check necessary for actual I-551 when received <p style="text-align: center;">-IF-</p> <input type="checkbox"/> If one of the ten types of documentation listed above is not present, has the program obtained written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as US citizen, US national, or lawful permanent resident alien?			
<b>5. Emergency notification form</b>			
<b>6. Criminal background check verification form must include:</b>			
<input type="checkbox"/> National Sex Offender Public Registry check (Certifying signature and date) <input type="checkbox"/> National Sex Offender Public Registry print out with date stamp <input type="checkbox"/> State Criminal History check (Certifying signature and date) <input type="checkbox"/> Federal Bureau of Investigation (FBI) check (Certifying signature and date) <input type="checkbox"/> Actual state criminal history and FBI results are not included in the member file			
<b>7. Publicity release form (if member is under 18, form must be signed by parent/legal guardian)</b>			
<input type="checkbox"/> Member signature and date			
<b>8. High school diploma/GED documentation must state the following:</b>			
<input type="checkbox"/> The member has earned a diploma or high school equivalency (required by the Serve America Act for all tutoring programs starting after Oct. 1, 2009) <p style="text-align: center;">-OR-</p> <input type="checkbox"/> If the member has not earned a diploma or high school equivalency, the member signed a statement affirming that s/he has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and will obtain a high school diploma or equivalency before using the education award			

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<p><b>9. Member contract must contain:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum number of service hours and other requirements necessary to successfully complete the term of service and to be eligible for the education award</li> <li><input type="checkbox"/> Member start and end dates for contracted term of service, not to fall outside of the program start and end dates.</li> <li><input type="checkbox"/> Distribution of living allowance (if applicable)</li> <li><input type="checkbox"/> The amount of the education award the individual may receive upon successful completion of the terms of service</li> <li><input type="checkbox"/> Acceptable conduct</li> <li><input type="checkbox"/> Prohibited activities, including those specified in the regulations</li> <li><input type="checkbox"/> Requirements under the Drug-Free Workplace Act</li> <li><input type="checkbox"/> Suspension and termination rules</li> <li><input type="checkbox"/> The specific circumstances under which a member may be released for "cause"</li> <li><input type="checkbox"/> The specific circumstances under which a member may be released for "compelling personal circumstance"</li> <li><input type="checkbox"/> The position description</li> <li><input type="checkbox"/> Program grievance procedure</li> <li><input type="checkbox"/> Member signature and date</li> <li><input type="checkbox"/> Program Manager signature and date</li> </ul>			
<p><b>10. Timesheets must include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Service hours</li> <li><input type="checkbox"/> Training hours</li> <li><input type="checkbox"/> Fundraising hours (as applicable)</li> <li><input type="checkbox"/> Lunch/breaks are accounted for (as applicable)</li> <li><input type="checkbox"/> Member signature and date</li> <li><input type="checkbox"/> Supervisor signature and date</li> </ul>			
<p><b>11. Tax documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Action Request (EAR) – tax document for California Conservation Corps service sites</li> </ul> <p>-OR-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> W-4 form to document tax withholdings</li> </ul> <p>-OR-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> W-2 form</li> </ul>			
<p><b>12. Benefits Form – Full-Time and Part-Time members serving in Full-Time capacity ONLY.</b></p> <p>Health Care      <input type="checkbox"/> Accepted      - or -      <input type="checkbox"/> Declined      - or -      <input type="checkbox"/> Not Applicable</p> <p>Child Care        <input type="checkbox"/> Accepted      - or -      <input type="checkbox"/> Declined      - or -      <input type="checkbox"/> Not Applicable</p> <p>Loan Forbearance <input type="checkbox"/> Accepted      - or -      <input type="checkbox"/> Declined      - or -      <input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Member Signature and Date</p>			
<p><b>13. Member Orientation Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Member signature and date</li> <li><input type="checkbox"/> Supervisor signature and date</li> </ul>			
<p><b>14. Member Handbook Acknowledgement Form</b></p>			
<p><b>15. Mid-term performance review – Full-Time and Part-Time members ONLY.</b></p>			
<p><b>16. End of term performance review</b></p>			
<p><b>17. Member Exit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exit form member signature and date</li> <li><input type="checkbox"/> Exit form staff signature and date</li> <li><input type="checkbox"/> eGrants print out verifying the member was exited within 30 days</li> </ul>			
<p><b>18. Member discipline documentation and corps-specific evaluations</b></p>			
<p><b>19. Documentation of Compelling Personal Circumstances (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pro-rated education award is documented by compelling personal circumstances that falls within the parameters identified in the AmeriCorps Regulations for the relevant program year</li> </ul>			
<p><b>20. Change of Status Form (if applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does enrollment form and exit form for each individual reflect the same term of service?</li> <li><input type="checkbox"/> If not, is there an approved change of status form in the file that reflects the appropriate conversion?</li> <li><input type="checkbox"/> Was the conversion made within the first three months of the member's term? If not, is there evidence of grantee and Corporation approval?</li> <li><input type="checkbox"/> Was the form submitted to the Corporation within 30 days?</li> </ul>			