



Compelling Personal Circumstance Policy and Procedure

Policy Statement: Compelling Personal Circumstances (CPC) September 2010

1. Criteria

- a. Member exits program due to circumstances beyond their control.
- b. Member “Transfers” to another AmeriCorps program.

2. Procedure:

- a. Corpsmember fills out CPC form.
- b. Service site staff signs approval form.
- c. Special Projects Unit Manager signs approval form.
- d. Panel reviews form and makes a decision.
- e. AmeriCorps Program Coordinator updates eGrants enrollment information.

1. Release from participation:

A participant who is released for compelling personal circumstances and who completes at least 15% of the required term of service is eligible for a pro-rated education award.

Grantees may release members from participation for two reasons:

A. For compelling personal circumstances

A participant who is released for compelling personal circumstances and who completes at least 15% of the required term of service is eligible for a pro-rated education award. A compelling personal circumstance is a situation or incident that affects the Member or occurs to the member that is not within the Member’s control including, but not limited to:

- i. The Member experiences a serious injury, illness, or disability that prevents the Member from completing the term of the Program;

- ii. An immediate family member of the Member suffers a serious injury, illness, disability, or death and the Member is needed to care for the family member or assume the duties of the family member preventing the Member from completing the term of the Program;
- iii. Conditions attributable to the Program or otherwise unforeseeable and beyond the Member's control such as a natural disaster, strike, relocation of a spouse, or the non-renewal or premature closing of a project or program that makes the completion of the term of service unreasonably difficult or unattainable;
- iv. Military service obligations; or
- v. Acceptance by a Member of an opportunity to make the transition from welfare to work.

A compelling personal circumstance shall not include, but is not limited to:

- i. Enrollment in school;
- ii. Seeking employment or exiting program for another job, excluding transition from a public assistance program requiring a transition to the workforce; or
- iii. Personal dissatisfaction with the Program.

A Member is required to provide written documentation to the AmeriCorps Program staff that sets forth the compelling personal circumstances to support the request for the release from the term of service. If the compelling and personal circumstance is a serious injury, illness, or disability experience by the Member or his/her member, written verification is required from the appropriate healthcare professional. A Member who leaves the Program for a compelling personal circumstance, approved by the AmeriCorps Program staff, and has completed at least 15% of the required service is eligible for a portion of the education award that corresponds to the period served.

If a Member leaves the Program for any reason, other than an approved compelling personal circumstance, before the completed term of service, a Member is not entitled to receive any portion of the education award and the term will be calculated as one of the two service opportunities.

If you are released from your term of service for compelling personal circumstances, you have two options:

- i. You may either receive a pro-rated education award; or
- ii. Temporarily suspend your term of service for up to two years and complete your service within that time frame with this program or a similar program.

If you leave the program for any reason other than compelling personal circumstances before the end of the term of service, you will not receive any portion of the education award and this term will count as one of your two service opportunities.

CESC is responsible for determining whether a member's personal circumstances are compelling.

B. For cause

A release for cause covers all circumstances in which a member does not successfully complete his/her term of service for reasons other than compelling personal circumstances. A member may be released for cause that includes, but is not limited to:

- i. Violation of the terms and conditions of the member's contract;
- ii. Convicted of a violent felony or the sale or distribution of a controlled substance during a term of service;
- iii. Possession, sale, or use of alcohol, non-prescription drugs, or drug paraphernalia on state or federal property, vehicles, project sites or while engaged in the performance of service activities;
- iv. Insubordination that includes refusal to serve or to comply with a directive;
- v. Fighting, violence, threats of violence, disorderly conduct or destruction of state or Federal property;
- vi. Possession, carrying, or use of a weapon on state or federal property or project sites;
- vii. Conduct demonstrating lack of good judgment or cooperation, disrespect of racial, sexual, or individual differences, and unwillingness to assume responsibilities;
- viii. Using state or federal time, materials, facilities, or equipment to conduct personal business;
- ix. The member is Absent Without Leave (AWOL) two times or violates CCC suspension contract agreement;
- x. Any member who leaves AmeriCorps service without obtaining a release for compelling personal circumstances is considered to have been released for cause;
- xi. The member has committed a third offense in accordance with paragraph (D) of the Rules of Conduct section of this agreement; and
- xii. The member commits any of the acts listed in section (E) in the Rules of Conduct above.

A member released for cause may not receive any portion of an education award. A member release for cause may reapply to any AmeriCorps program; however, the Member is required to disclose that the Member was released for cause from another AmeriCorps Program.

2. Procedure for Compelling Personal Circumstances:

- a. The corpsmember fills out a Compelling Personal Circumstance petition. A Member who serves at least 15% of his/her service term (255 hours of a Full Time Service Term; 135 hours of a Half Time Service Term) and has received positive evaluations from his/her supervisor, is eligible for a partial education award. The amount of the award is to be determined by the number of hours completed in his/her service term.
- b. Service site staff signs CPC petition verifying that the Member is eligible for a partial pro-rated education award and sends the form to California Conservation Corps (CCC) Special Projects Unit Manager.
- c. The CCC Special Projects Unit Manager reviews the partial award petition and approves the CPC petition for panel review.
- d. Each member of the review panel will evaluate and approve the petition. A conference call or hearing will be scheduled if necessary. The review panel will consist of: CCC AmeriCorps Program Coordinator, CCC Special Project Unit Manager (Program Director), CCC Chief of Program Development, CCC Regional Deputy (if appropriate), and Energy Service Partners (if necessary).
- e. If the petition is approved, the AmeriCorps Program Coordinator ensures all enrollment in eGrants is properly coded, members hours are logged and match his/her submitted time sheets, then signs and files the CPC petition form.