

Member Management

Thursday 3:45 – 5:00 p.m.

Session Objectives

- There are certain requirements that are necessary to put into place to ensure compliance regarding Member Management.
- Member eligibility, timekeeping, background checks as well as other issues will be reviewed.

AmeriCorps Members Eligibility Requirements

Statutory

- U.S. Citizen or Permanent Resident Alien
(Note an I-9 Form is not sufficient documentation)
- At least 17 years old (16 if Youth Corps)
- High School diploma or GED or agree to obtain one

Managing Members

- Ensure there is a signed member contract before any hours are served.
- Conduct appropriate Criminal Background Checks for their type of service
- There is documentation that members have received an orientation
- Receive one or two evaluations per year depending on the members term of service

Documenting & Certifying AmeriCorps Member Hours

- Programs should have written policy for AmeriCorps Member hours.
- You will need to track training* and direct service hours.
- All AmeriCorps Member hours should be properly documented on clear, legible, time sheets that are completed in pen without the use of white out.
- Timesheets should be signed and dated by BOTH AmeriCorps Member and supervisor.

Member Timekeeping

- Programs need to develop systems to document AmeriCorps member time.
- The system should
 - track direct service time, training* and fundraising time.
 - have the capacity to report hours to date; and hours to completion to members.
 - meet documentation requirements
 - allow total hours to be reported upon exit

Documenting Member Training

- If you design your program with no more than 20% training, you can use the documentation of the training plan along with documentation of following your plan.
- Documentation includes written training plan, copies of sign-in sheets, agendas and other support that you are implementing training plan.
- If you have questions discuss this with your Program Administrator.

Minimum Standard for Electronic Timekeeping Systems:

Electronic timekeeping systems are allowed as the system of record when three conditions are met:

1. You have an established written policy establishing the use of electronic timekeeping system as your system of record; and,
2. You have a secure, verifiable electronic signature system that
 - a. identifies and authenticates a particular person as the source of the electronic signature; and
 - b. indicates such person's approval of the information contained in the electronic message.
3. Once appropriate electronic signatures have been applied, no changes may be made unless there is a clear, auditable record of the revision.
4. You follow all current grant provisions regarding timekeeping records, including access restrictions, security, privacy, and retention.

The use of regular e-mail to communicate approval is not a secure, verifiable electronic signature system.

Living Allowance

- Equally distributed over the term of service
- Cannot be paid on an hourly basis or in lump sums
- Cannot be “docked” as a disciplinary measure
- It can be garnished (e.g. for child support)
- It is taxed

Criminal Background Checks

- Grantees must conduct State criminal registry checks individuals who have recurring access to children, persons age 60 and older, or individuals with disabilities and National Sex Offender Public Registry (NSOPR) checks on individuals who are enrolled as participants or hired as grant-funded employees.
- Individuals for whom the State criminal registry results are pending may be enrolled, but may not have unsupervised access to vulnerable populations until the results are complete.
- Grantees must document in writing that (1) the applicant's identity was verified by examining the applicant's government-issued photo identification card and (2) that the required criminal history checks were conducted.
- Grantees must maintain the results of the criminal history check in a secure location and document in writing that the grantee considered the results in selecting the applicant.

Background Checks

- An individual who is registered, or required to be registered, on a State sex offender registry, is ineligible to serve.
- An individual who refuses to consent to a criminal registry check is ineligible to serve.
- Grantees should develop written policies and procedures to address results of background check and can define other disqualifying offenses.

Member Performance Reviews

- Grantees must conduct and keep a record of at least a midterm and end-of-term written evaluation of each member's performance for Full and Half-Time members and an end-of-term written evaluation for less than Half-time members. The evaluation should focus on such factors as:
 - Whether the member has completed the required number of hours;
 - Whether the member has satisfactorily completed assignments; and
 - Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service.
 - Required documentation to serve second term



Taking it Home!

1. Program and Fiscal Staff working on grant should review rules and regulations regarding Members.
2. Written Policies and Procedures and Internal Controls should be established and REVIEWED ANNUALLY
3. If programs have partners that oversee members they should conduct annual training and monitor activities.
4. If you have questions contact your Program Administrator.