

eGrants Instructions: How to Transfer a Member

A State Commission or National Direct may grant permission to transfer an actively serving member to another ASN program to continue/complete their service term. Programs should ensure approvals and confirmations related to the member transfer are well documented and stored in the member file. eGrants tracks the transfers and documents prior hours and current hours to form a complete term of service for the Trust enrollment.

Requirements for Transferring a Member

Both the transferring-from grantee (Program A) and the transferring-to grantee (Program B) must follow the following process to administratively complete a member transfer.

- Program A must first determine that circumstances warrant a transfer.
- Prior to initiating a transfer, Program A must provide written confirmation to Program B that valid circumstances support the transfer to Program B.
- The member must apply to and be accepted by Program B, which must have an available slot (this means the program is able to provide an entire term of member support costs and an education award).
- The member must be able to finish their term of service within twelve months of their original start date.
- Program B must approve the transfer in writing.
- No funds can be transferred from Program A to Program B.
- If Program A has already conducted the mid-term evaluation, they will provide it to Program B. If Program A has not yet conducted the mid-term evaluation, Program B will conduct the mid-term evaluation with consultation with Program A.
- The transferred member cannot be counted twice for purposes of enrollment and/or retention.
- The slot that remains with Program A will revert to new, unfilled status regardless of the length of time the member served.

eGrants Instructions begin on next page.



eGrants Instructions to Transfer a Member

Both the transferring-from grantee (Program A) and the transferring-to grantee (Program B) must follow the following process to complete a member transfer in eGrants.





Step	Screenshot
Step 4 Under the Member Information menu on the left, select TRANSFER MEMBER.	Member Information Ot Raymond Abrams Pr Member Home - Suspend Member - Transfer Member - Change Term Se Exit Member -
 Step 5 At the bottom of the screen in the section titled ENTER TRANSFER INFORMATION, complete the fields: Transfer to Program Code: input Program B's grant number. Hours Served: Input the number of hours served with Program A. Effective Date: Input the effective transfer date. 	Enter Transfer Information: The member's SSN and Citizenship status must be verified or manually verified before a transfer request may be initiated. * Transfer to Program Code: * Hours served: * Hours served: * Effective Date: Cancel Create
Step 6At the top of the page, you will seethe message "Please note: Thetransfer request was createdsuccessfully."At the bottom of the page, underSERVICE INFORMATION, selectVIEW on the right of the row.	Service Information Program Organization City/State Service Service = Start End = Start End =
Step 7 Under the State and National Service Term History section, next to Current Status, select EDIT PENDING UPDATE.	View Service Term Information State and National Service Term Information Name Jernima Adeyinka Member ID 1720485 Program Name VOCAL Service Location Literacy Chicago Service Start 01/07/2025 Service End Date 01/06/2026 Date Program Code 23AFCIL0010001 Program Year 2024 Trust Eligible Yes Slot Type Reduced Half Time State and National Service Term History Updated By Action n/a 01/07/2025 CTJORDAN/724 Active Current Status: In-Service Codate I form



Step	Screenshot
Step 8 Confirm the transfer information and select APPROVE.	Transfer Information: The member's SSN and Citizenship status must be verified or manually verified before a transfer request may be completed. * Transfer to Program: Peace Corps Fellows/AmeriCorps Program * Hours served: 25 * Effective Date: 02/11/2025 Image: Cancel Transfer To Program
Step 9 A message at the top of the page will say, "Please note: The transfer out request was approved successfully and is awaiting approval from the new program."	Member Home Please note: The transfer out request was approved successfully, and is awaiting approval from the new program. Member Information Ins Click here for help.
PROGRAM B	
completes steps 10 through 15.	
Step 10 After Program A has completed steps 1-9, log in to eGrants and select PORTAL HOME.	S Grantee edit of application or report 2 Subapplicant edit of application 1 Subapplication rejected by prime S order order order VIEW MY AMERICORPS PORTAL Portal Home Reporting to CNCS to access common Financial Report
Step 11 Select S&N WORKBASKET from the menu on the left.	Manage Service Locations Member II Manage Users SSN: *** Recruitment Workbasket SSN Statu: S&N Workbasket Citizenshij S&N Reports Veteran/A VISTA Workbasket I am not in Sponsor Verification VISTA Reports



Step	Screenshot
Step 12	Welcome Kristen
Select the tab PENDING	Portal Home Pending Pending Pending Group Environments Status Change Pending Exvis
ENROLLMENTS.	Trainee Profile Search Potential Applicants Click here for help.
	Search Submitted Applications Results 1 Through 10 1 2 3 4 5 6 7 8 9 10 Next Last Manage Members Your search returned 97 results.
	Invite Members Name* Program* Program* Page Date Request Member SSN & Citizenship Status Name* Program* Year Submitted Type Status Status
	Hanage Pegrams Nanage Service Locations Chelsey Abendfroth Pegram Pegram
	Recurtance Corps Recurtance Vorbasket B 504 Worksket Regrand Recurtance Vorbasket Pages 2024 Pogran Pages 2024 Pogran Pages 2024 Pogran Pogran Pogran Pogran
Step 13	San regions Dever from Vorkbasket
Navigate to the transferring in	Portal Home Panding Pending Group Status Change Pending Excellents Requests Panding Excellents
transferring) and select the profile.	Iranes Profile Saarch Submitted Applicants Click here for help. Search Submitted Applications Results 1 Through 10 1 2 3 4 Next Last
	Manage Members Invite Members SNA Classify Satus Name ³ Program ³ Program ⁴ Role ³ Oate Advanted Training Control Contro
	Manage Events Mile Morrison City Year Manage Rograms Mile Morrison City Year Manage Rograms Mile Morrison Delete?
Step 14	Transfer Information:
Add Program B's NSCHC	The member's SSN and Citizenship status must be verified and the organization must
Certification date and select	certify that they have completed and adjudicated all required National Service Criminal
APPROVE.	By entering a date into this field, I certify that I or my
	organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW row check (with all lurisdictions on
	NSOPW.gov reporting), the state of service and state of
	NSCHC Certification: residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the
	date I have entered. This certification is not required for
	recorded in the Portal (i.e., the NSCHC Certification date field
	may be left blank).
	* Please click "save" after entering the NSCHC Certification date in this section.
	* Transfer to Program: City Year Miami FPG
	* Hours served: 500
	* Effective Date: 10/28/2024
	cancel save reject approve
Step 15	Member Home
The member is now enrolled in	Please note:
Program B.	The transfer request was approved successfully.
Program B actions are complete.	Member Information Glick here for help.
The transfer information will	View Service Term Information
	View Service Lerm Information
appear as a notation on the State	State and National Service Term Information Name Mia Morrison Member ID 1520847
and National Service Term History,	Program Name City Year Miami FPG Service Location plicarts Service Start 08/05/2024 Service End Date 08/04/2025
located in the member profile	Program Code 21ESHFL0010002 Program Year 2024
section "Service Information."	Trust Eligible Yes Slot Type Full Time
	usate and National Service Term History Update Effective Updated Action Tune Date By
	ations 0/28/2024 AAUGUSTIN Transfer 10/28/2024: Transfered In from 24NDFMA0010006
	siket Current Status: In-Service unlock exit form
	Update Type: Select
	back best

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