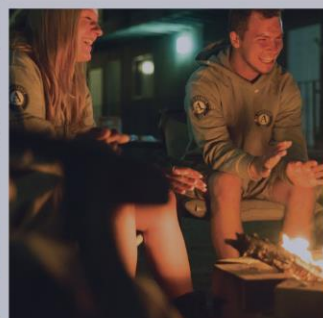




Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★



Member Enrollment

2019 Enrollment Process

Purpose

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



- This presentation is designed to guide AmeriCorps program users through the AmeriCorps member enrollment process in the MyAmeriCorps Portal
- The presentation represents AmeriCorps State and National requirements for enrolling members in the Portal as of April 2019
- 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.
- If you are a subgrantee, please ensure you are following any additional policies or procedures required by your State Commission or prime grantee

Enrollment Process Flow Chart

- Located along with this presentation on the [Managing AmeriCorps Grants](#) webpage

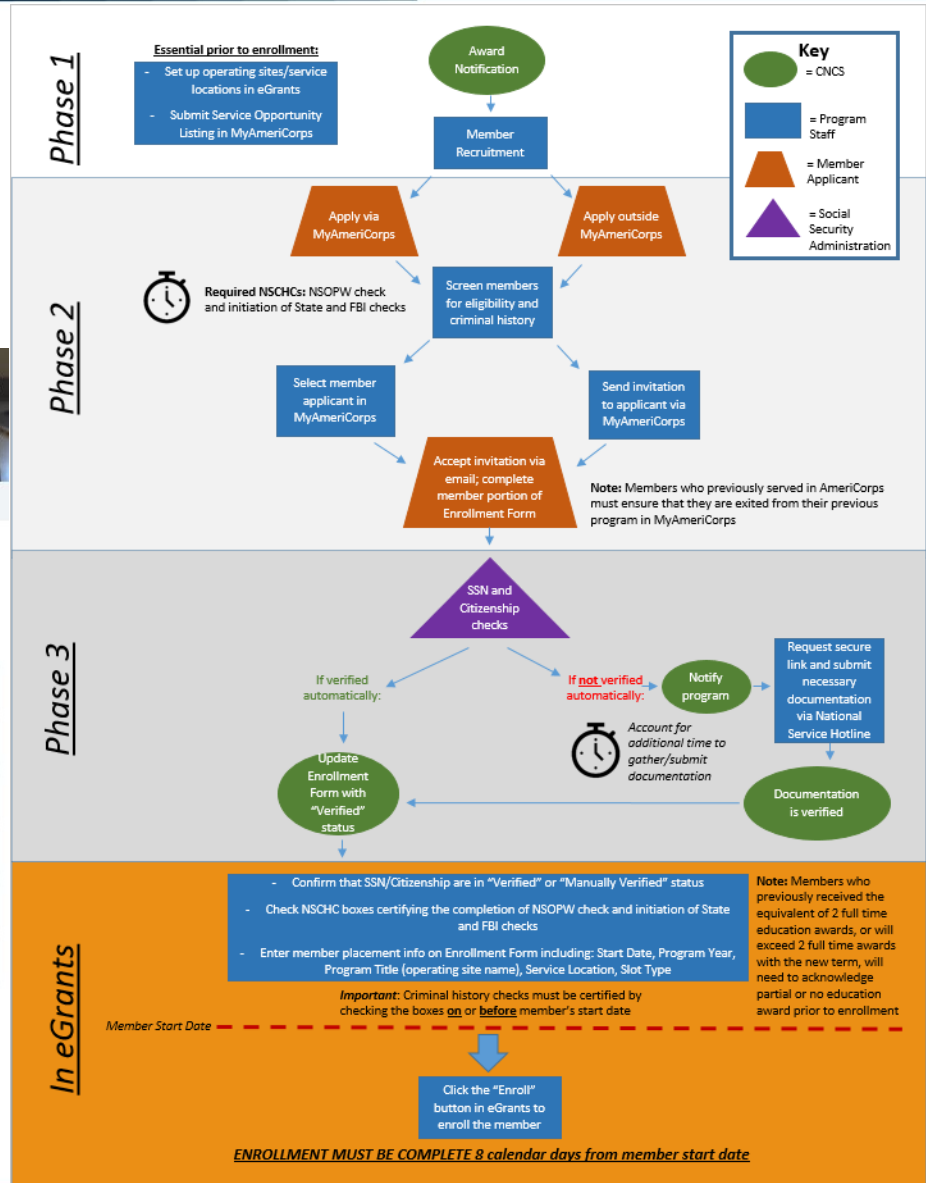


Home / AmeriCorps / AmeriCorps Programs / AmeriCorps State and National / Manage AmeriCorps State and National Grants

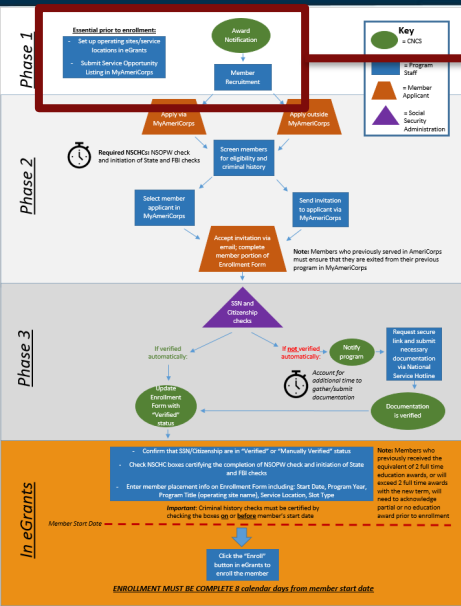
Grants & Funding

Resources for AmeriCorps State and National Grantees

- Funding & Resources
 - Rules, Regulations, and Provisions
- Manage Funds
 - Financial Management and Grant Administration
 - National Service Criminal History Checks
- Learning and Best Practices
 - eGrants
- FAQs
 - Grantee Progress Reports
 - Member Enrollment**

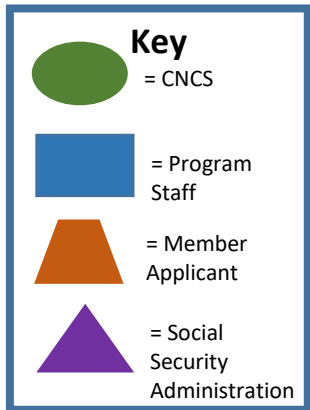


Phase 1



Essential prior to enrollment:

- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps



Award Notification



Award Notification

- National Direct and Tribal Grantees (“Direct Grantees”) are notified by CNCS
 - Email notification: April
 - Notice of Grant Award: prior to requested grant start date
 - Can be accessed via eGrants:

17ND191427	New	12/27/2016	Awarded
------------	-----	------------	---------

| Contact Help Desk | disable the pictures
on: 6.11.2

Select a Report

- Aggregate Budget (Summary) Report
- Aggregate Budget Narrative
- Application for Federal Assistance
- Funding Summary Chart
- Notice of Grant Award**
- Organization IDCR History
- Organization/People Report
- Program Summary Chart
- Subsidiary Budget Narrative
- Subsidiary Budget(Summary)Report

- Subgrantees are notified by their State Commission

Notice of Grant Award (Direct Grantees and State Commissions)



Notice of Grant Award

Corporation for National and Community Service
250 E Street SW, Suite 300
Washington, DC 20525-0001
(202) 606-5000

AmeriCorps National Grantee

[Redacted Grantee Name]

Award Information

Agreement No.: [Redacted] Performance Period: 07/01/2017 - 06/30/2020
 Amendment No.: 0 Budget Period: 07/01/2017 - 06/30/2020
 CFDA No.: 94.006 Grant Year: 1

Award Description

This award funds the approved 2017-18 AmeriCorps National Direct program. No member may enroll prior to the approved start date of the member enrollment period. Your 2017-18 regulatory match is 24% and your budgetary match is 63%. CNCS will monitor your regulatory and budgetary matches upon submission of your financial reports.

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the National and Community Service Act of 1990, as amended (42 U.S.C. §12501 et seq.)

Funding Information

Year 1	Previously Awarded This Year	This Award/ Amendment	Total Current Year
Total Obligated by CNCS	\$0	\$340,875	\$340,875
Grantee's Unobligated Balance (Carryover)	\$0	\$0	\$0
Total Available	\$0	\$340,875	\$340,875

Cumulative Funding for Project Period

Total Awarded in Previous Amendments	\$0
Total CNCS Funds Awarded to Date	\$340,875

Member Information

Member Education Awards as of this Amendment		
	W/Allowance	WO/Allowance
Full Time (1700 hours)	25	0
1-Year Half Time (900 hours)	0	0
2-Year Half Time (1st Year)	0	0
2-Year Half Time (2nd Year)	0	0
Reduced Half Time (675 hours)	0	0
Quarter Time (450 hours)	0	0
Minimum Time (300 hours)	0	0
Member Service Years (MSY Awards)	25	

Funding Source and Amount

2017--OPE1-F11-OPO-23000-4101 \$340,875.00

Special Conditions

The grantee must submit the following items to the Program Officer for review and approval before members will be allowed to

Grant ID

Project and Budget Periods (*NOT the same as member enrollment period, which may start later and/or end earlier*)

Awarded funds and member positions

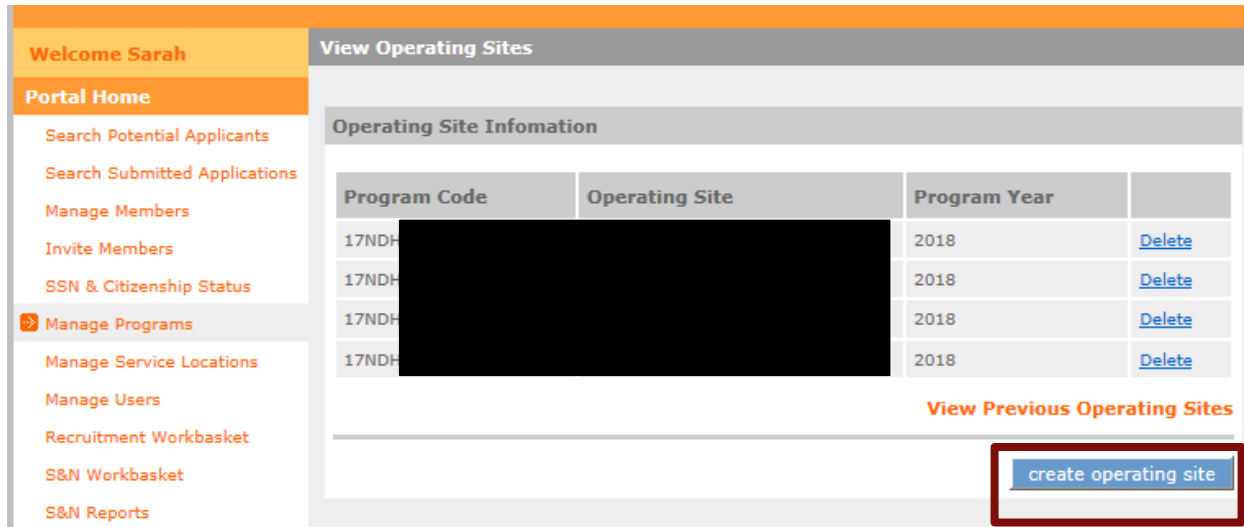
Special conditions on the award (including subgrantee-specific special conditions)

Set up Operating Sites (Direct Grantees)

Essential prior to enrollment:

- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps

- Set up operating sites in the Portal (*direct grantees only*)
 - Required in order to issue member invitations
 - See [Program Management tutorial](#) on the Knowledge Network



View Operating Sites

Operating Site Information

Program Code	Operating Site	Program Year	
17NDH	[REDACTED]	2018	Delete
17NDH	[REDACTED]	2018	Delete
17NDH	[REDACTED]	2018	Delete
17NDH	[REDACTED]	2018	Delete

[View Previous Operating Sites](#)

[create operating site](#)

Click to
set up
operating
sites

Set up Service Locations

Essential prior to enrollment:

- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps

- Set up service locations in the Portal
 - All AmeriCorps members must be assigned to service locations
 - See [Program Management tutorial](#) on the Knowledge Network

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 10 1 | 2 | 3 | 4 | [Next](#) | [Last](#)

Your search returned 32 results.

Name ▾	City ▾	State ▾	Zip ▾
[REDACTED]	PHILADELPHIA	PA	19125 -3321
[REDACTED]	PHILADELPHIA	PA	19132 -1834
[REDACTED]	PHILADELPHIA	PA	19128 -3824
[REDACTED]	PHILADELPHIA	PA	19121 -1801
[REDACTED]	PHILADELPHIA	PA	19145 -4816
[REDACTED]	PHILADELPHIA	PA	19142 -1638
[REDACTED]	PHILADELPHIA	PA	19140 -2302
[REDACTED]	PHILADELPHIA	PA	19140 -2725
[REDACTED]	PHILADELPHIA	PA	19143 -5012
[REDACTED]	PHILADELPHIA	PA	19128 -3794

[create](#)

Click to
create
new
service
locations

Service Opportunity Listings

Essential prior to enrollment:

- Set up operating sites/service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps

Grantees are required to post all available member service opportunities in the [MyAmeriCorps Portal](#)

Service Opportunity Listing Resources

- PowerPoint Step-by-step
- Requirements
- Template

Grantees may also use other recruitment strategies in addition to MyAmeriCorps

eGRANTS

Welcome Dorothy

Recruitment Workbasket

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Pending Applications

Service Opportunities

VADs

Create Opportunity Listing

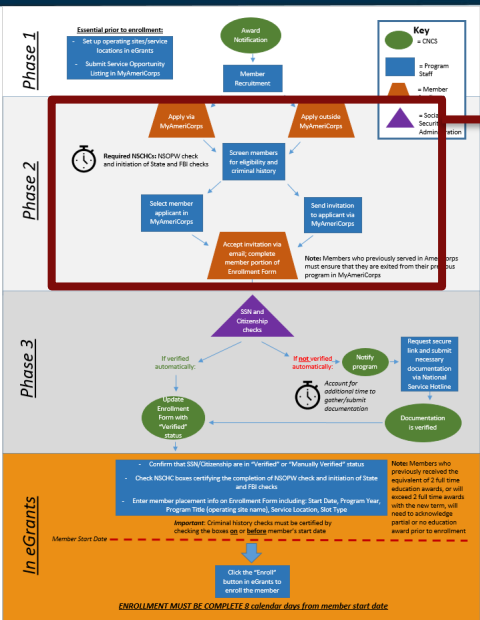
Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	09/01/2017	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

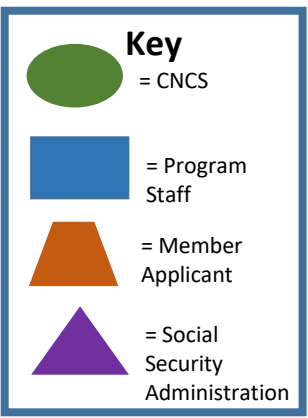
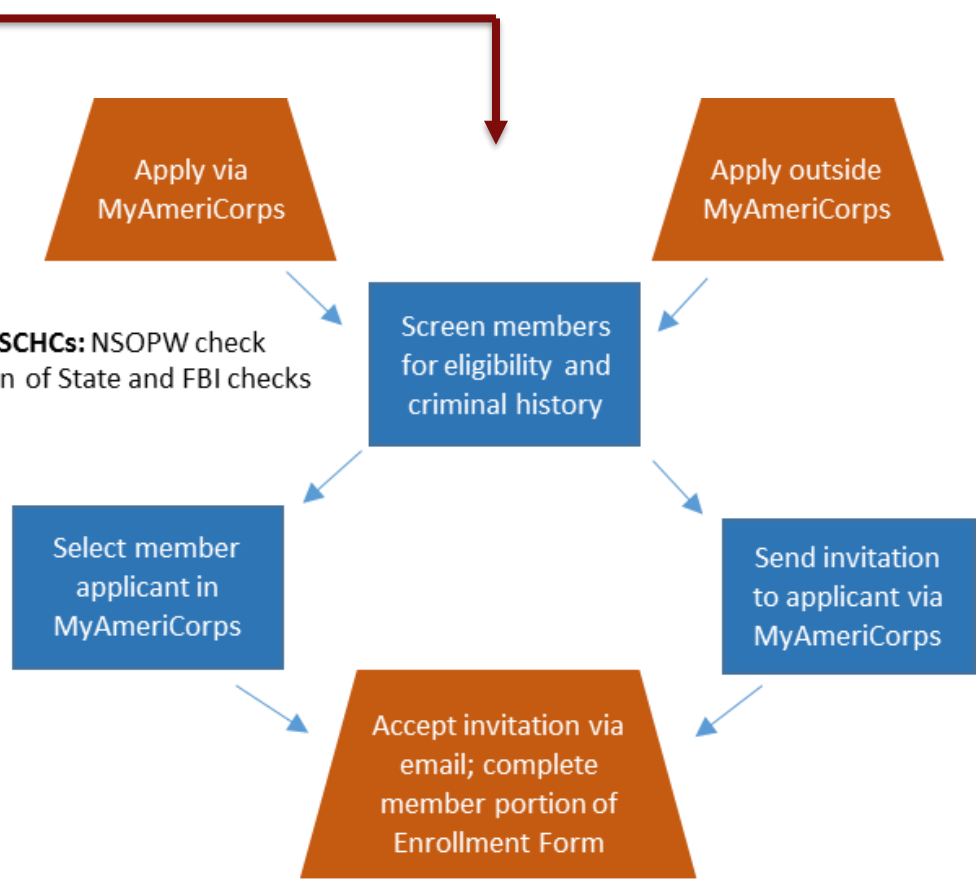
To create a new Service Opportunity Listing

To modify an existing Service Opportunity Listing

Phase 2

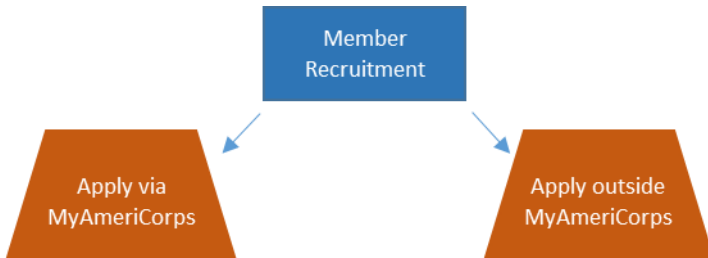


Required NSCHCs: NSOPW check and initiation of State and FBI checks



Note: Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps

Receiving Member Applications



- Programs can set up their Service Opportunity Listings to allow members to apply inside and/or outside of MyAmeriCorps:

Are you accepting applications now? Yes No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application? Yes No

If you require your own application, how do applicants get it?

Phone:

E-mail:

Website: http://

Indicates whether or not member candidates can apply via MyAmeriCorps

Programs that do not accept applications via MyAmeriCorps must develop their own process to receive applications and select members

Member Screening



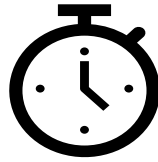
Required NSCHCs: NSOPW check
and initiation of State and FBI checks

Screen members
for eligibility and
criminal history

- Programs must conduct screening of prospective members as part of the recruitment and selection process
 - Eligibility ([45 CFR § 2522.200](#))
 - Age
 - U.S. citizen/national/lawful permanent resident
- [National Service Criminal History Check \(NSCHC\)](#)
 - [A National Sex Offender Public Website \(NSOPW\)](#) check completed prior to the start of service
 - State and/or FBI checks initiated prior to the start of service
 - Additional details can be found in the [National Service Criminal History Check Manual](#)

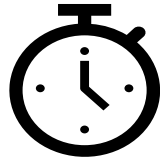
National Service Criminal History Checks (NSCHCs)

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COMMUNITY
SERVICE



Required NSCHCs: NSOPW check and initiation of State and FBI checks

- Recommended NSCHC process:
 - Establish Truescreen and Fieldprint accounts
 - CNCS-approved vendors that provide components of the National Service Criminal History Check (NSCHC)
 - Truescreen: State and NSOPW checks
 - Fieldprint: FBI checks
 - Use of these vendors is recommended to ensure NSCHC compliance
- **Failure to conduct timely and compliant NSCHCs may:**
 - **Delay member enrollment**
 - **Result in cost disallowances**



Required NSCHCs: NSOPW check and initiation of State and FBI checks

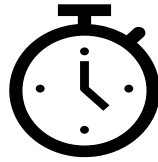
– NSOPW and State checks via Truescreen:

- Sign up and learn about the process here:
<https://applicationstation.truescreen.com>
- Average turnaround time to obtain adjudication recommendation:
1-5 business days
- See individual state information here:
<https://www.nationalservice.gov/resources/criminal-history-check/criminal-history-check-state-state>

– FBI checks via Fieldprint:

- Sign up and learn about the process here:
www.fieldprintcnscs.com
- Average turnaround time to obtain adjudication recommendation:
48 hrs or 2 business days

National Service Criminal History Checks (NSCHCs)



Required NSCHCs: NSOPW check and initiation of State and FBI checks

- NSOPW completion and State/FBI check initiation must be certified by checking the relevant boxes on the Member Enrollment Form no later than the member's start date. *(Remember to click "save information" after checking the boxes!)*

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. [REDACTED] 04/22/2019

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. [REDACTED] 04/22/2019

The member's start date CANNOT be earlier than these dates

Member Acceptance via MyAmeriCorps



Select member applicant in MyAmeriCorps

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Selection
<p>To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (*) denotes a required field. To reject an applicant, you may just click "reject."</p>								
<p>* Overall recommendation</p> <p><input type="radio"/> The above-listed applicant is selected for service with this AmeriCorps program.</p> <p><input type="radio"/> The above-listed applicant is rejected for service with this AmeriCorps program.</p>								
<p>* <input type="checkbox"/> I certify that before this individual is enrolled to serve as an AmeriCorps member with our organization, eligibility documentation for this applicant will have been reviewed against the grant requirements and the above listed applicant will be eligible to serve as an AmeriCorps member. When the applicant accepts the service position, the applicant's information provided in this application is automatically sent to the Social Security Administration for verification. If there is an issue with the applicant's information, your organization will receive an email from the Corporation for National and Community Service within three business days of the individual's acceptance requesting additional information. It is your organization's responsibility to follow up with the individual, review this information (documentation for this issue is to be made available in the member's file), and have this information provided to the Corporation before this individual is enrolled.</p>								
<p><input type="submit" value="submit"/></p>								

Click the relevant radio button to select the applicant

Click to submit the selection. The applicant will be notified via email

Complete the certification

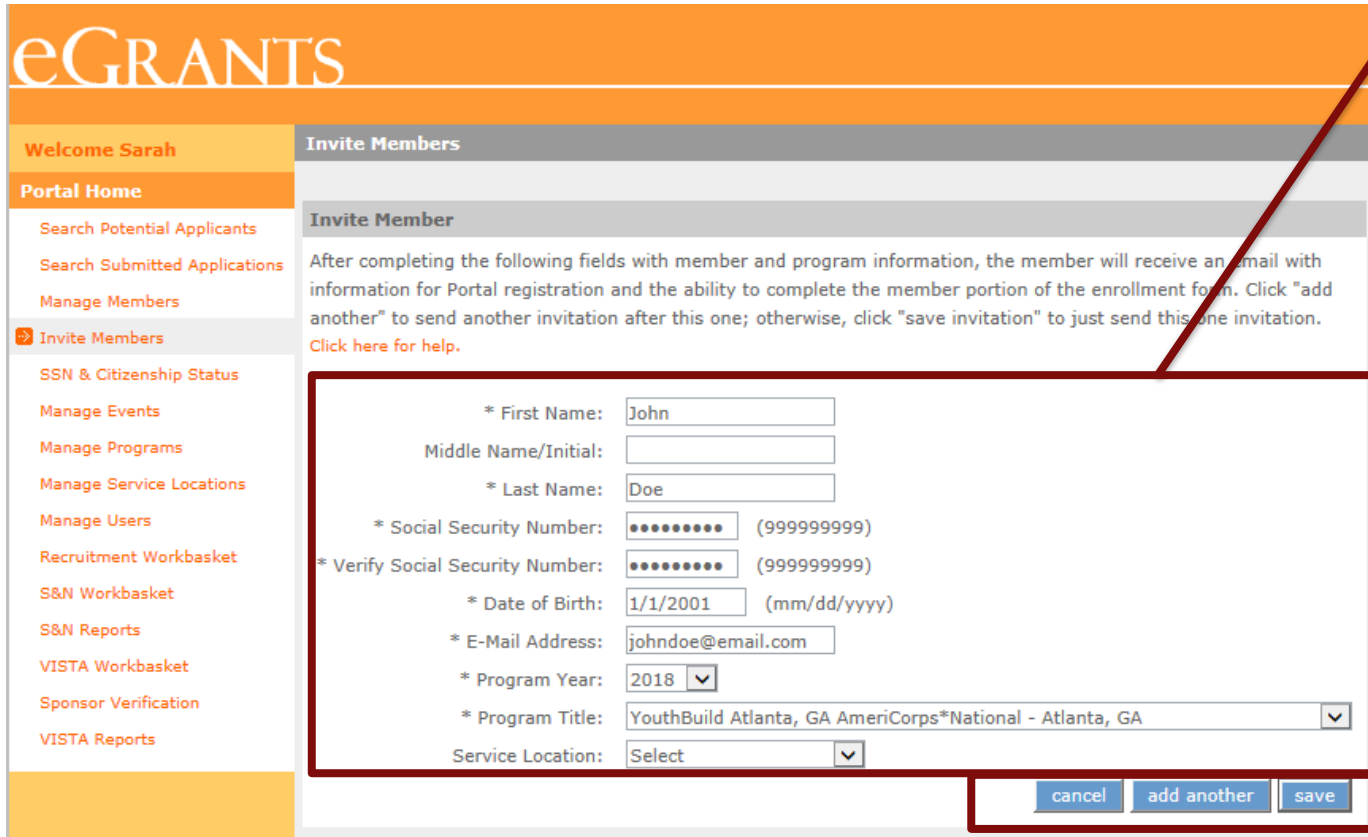
Member Acceptance via Invitation

Send invitation to
applicant via
MyAmeriCorps

Enter applicant's data
and select the Program
Year, Program Title
(operating site name),
and Service Location
from the drop-down
lists. *Important: make
sure this information is
entered correctly*

Click **add another** to
send the current
invitation and enter
another

Click **save** and then
send to complete
the invitation. The
applicant will be
notified via email



eGRANTS

Welcome Sarah

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Invite Members

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

* First Name:

Middle Name/Initial:

* Last Name:

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

* Date of Birth: (mm/dd/yyyy)

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:

Member Receives Invitation



Tue 5/22/2018 11:19 AM

myamericorps@americorps.gov

My AmeriCorps Enrollment

Accept invitation via
email; complete
member portion of
Enrollment Form

To Stone, James R.

Dear Jim Stone:

Thank you for applying to serve on AmeriCorps City Year Baton Rouge program. Use the following link to complete your registration and enrollment:

<http://uatmy.americorps.gov/mp/member/validateInvitation.do?id=743033&pin=cjuuxhha31>

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://edscncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

Member will receive an invitation
email with a link to complete their
enrollment



Link goes to the MyAmeriCorps Portal
where they will verify their identity

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COMMUNITY
SERVICE

My AmeriCorps
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

Invitation Verification

Invitation Verification	
* Last Name:	<input type="text"/>
* Date of Birth:	<input type="text"/> (mm/dd/yyyy)
* SSN:	<input type="text"/> eg. 123456789
* E-mail:	<input type="text"/>

Please complete all required fields. An asterisk (*) denotes a required field.
By clicking on "login" you are agreeing to the terms and conditions outlined below.

Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility
FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 16, 2018, 04:25 PM
Release version: 6.9

Member Enrollment Form



Accept invitation via email; complete member portion of Enrollment Form

Note: Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps

- Per the Grant Terms and Conditions, the Enrollment Form must be completed by the member
 - Programs must request a waiver if this is not possible
- To facilitate successful enrollment, members who have previously served in AmeriCorps must:
 - Ensure that they have been exited from their previous program by verifying with their previous supervisor

The screenshot shows the 'Enrollment Form' page on the My AmeriCorps website. At the top, there is a header with the Corporation for National & Community Service logo, the My AmeriCorps logo, and navigation links for 'Contact My AmeriCorps | Login' and 'FONT SIZE: Default | Large'. The main heading is 'Enrollment Form' with a link to 'Click here for help.' Below this, a message states: 'Thank you for verifying your invitation. Please complete your enrollment information below.'

The form is divided into two main sections: 'Invitation Information' and 'Enrollment Information'. The 'Invitation Information' section contains fields for 'First Name: Jim', 'Middle Name/Initial:', 'Last Name: Stone', 'SSN:', 'Date of Birth:', and 'E-Mail:'. The 'Enrollment Information' section contains several required fields marked with an asterisk: '* Permanent Address Line 1:', '* Permanent Address Line 2:', '* Permanent City:', '* State:', '* Permanent Zip:', '* Permanent Zip Plus:', 'Permanent Home Phone:', 'Permanent Work Phone:', '* Mailing Address Line 1:', 'Mailing Address Line 2:', '* Mailing City:', '* Mailing State:', '* Mailing Zip Code:', '* Mailing Zip Plus:', 'Mailing Home Phone:', and 'Mailing Work Phone:'. There is a note: 'To use your mailing address as your permanent address [click here](#)'.

Below the address fields, there is a disclaimer: 'DNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.' This is followed by dropdown menus for '* Sex:' and '* Citizenship Status:'. At the bottom, there is a question: '* What is the highest level of education you have completed?:' with a 'Please Select' dropdown menu. Below this, there are checkboxes for 'All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.', 'I am a veteran', 'I am an active duty member of the U.S. Armed Forces', 'I am a member of the National Guard or Reserve Component', and 'I am an immediate family member of a veteran.'

Member Enrollment Form



Accept invitation via email; complete member portion of Enrollment Form

Friend
 TV commercial
 Radio commercial
 AmeriCorps recruiter/representative
 Received information in the mail
 AmeriCorps program poster
 Other. Please specify
 Recruitment brochure
 College Resource Fair
 Facebook ad or on Facebook in general
 Twitter
Other social media platform.
Please specify:
 AmeriCorps online recruitment system
 Job search Web page
 State Service Commission

Enter Your Desired Login Information Below

* Desired User Name:
* Password:
* Confirm Password:

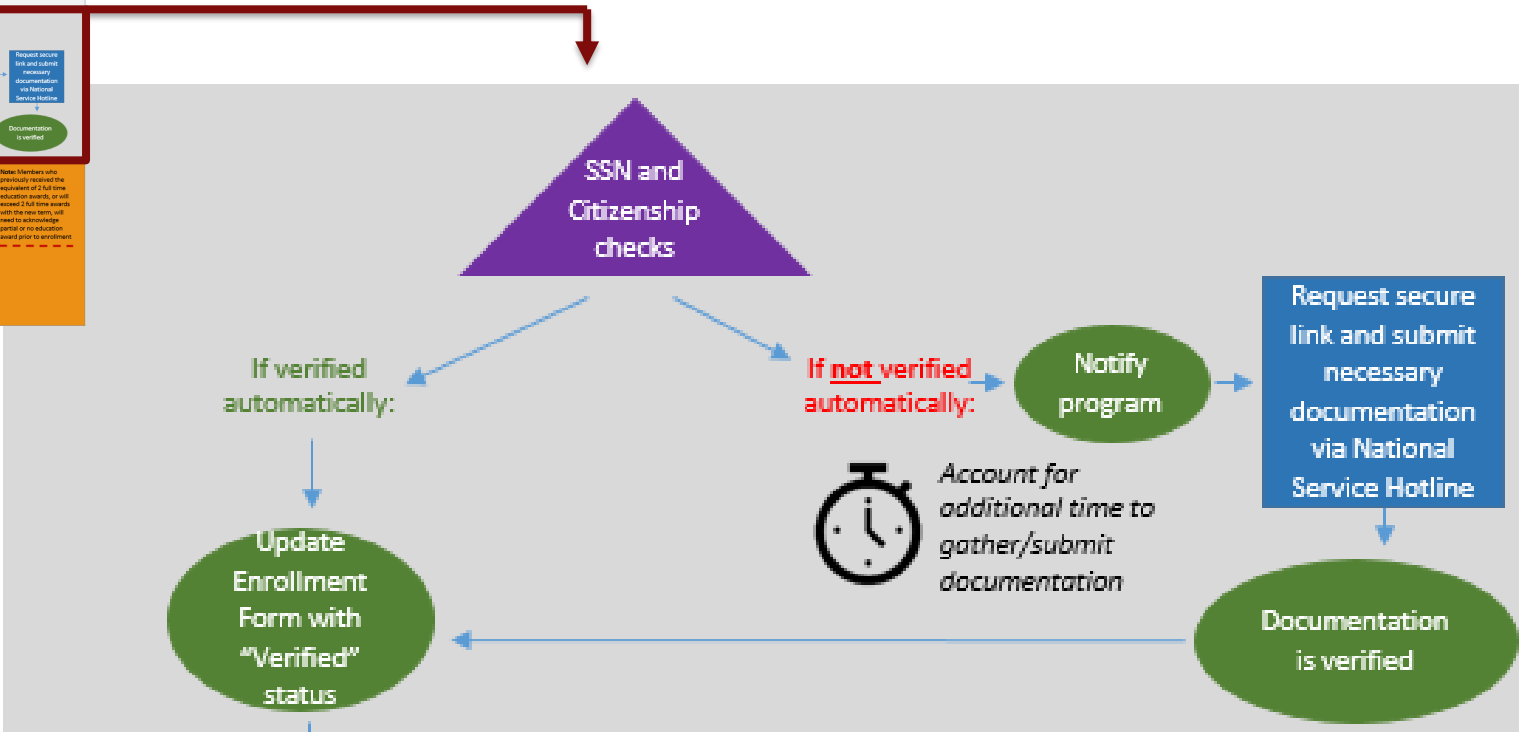
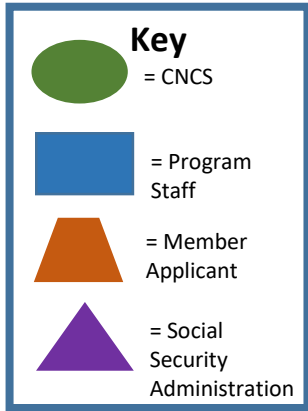
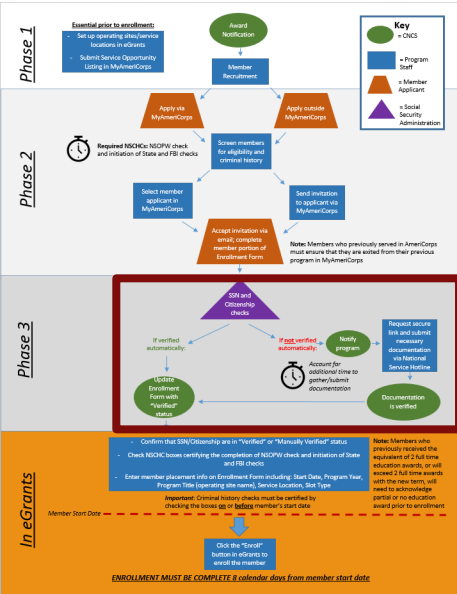
I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

OMB Number 3045-0054

Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 16, 2018, 04:25 PM
Release version: 6.9

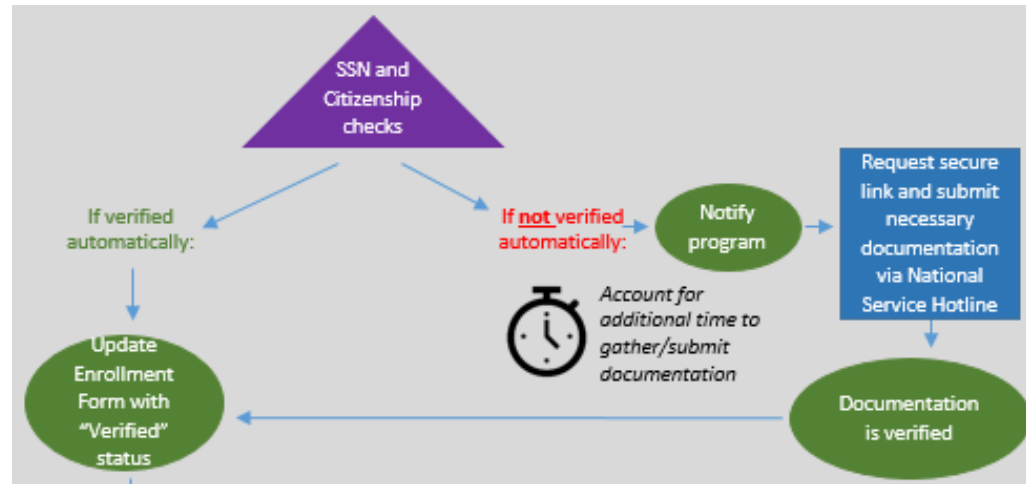
Member clicks “save information” to submit the form and trigger the next steps of the process

Phase 3



SSN & Citizenship Verification

- The Portal submits the record to the Social Security Administration (SSA) as soon as the member completes and saves their section of the enrollment form
- SSA checks the member's citizenship status and social security number (SSN) validity
- Within 3 business days (usually by the next day), the record indicates "Verified" or, if not verified, "Returned" in the Portal



SSN Status: Verified - 02/05/2019

Citizenship Status: Returned

SSN & Citizenship Verification



- If not automatically verified by SSA, the program (grantee administrator) receives an email notification to submit additional documentation
 - Citizenship verification: see [45 CFR 2522.200\(c\)](#)
 - SSN verification: social security card, name change documentation (e.g. marriage certificate, court order, etc.)
- The program requests a Secure File Link from the CNCS National Service Hotline and submits the necessary documents
- If submitted documentation is sufficient to verify eligibility, CNCS staff updates the record to “Manually Verified” within 3 business days. (No email notification is sent.)

If additional documentation is not sufficient or is not legible, the program will be notified via email. This will delay the manual verification process.



Requesting a Secure File Link

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SERVICE



Request secure link and submit necessary documentation via National Service Hotline

- Via webform: <https://questions.nationalservice.gov>

- Best practices:

- Indicate that you are a State and National program enrolling members and need a Secure File Link to submit SSN/citizenship verification documentation
- If your program has multiple individual cases requiring SSN/citizenship verification at the same time, send these cases under a single ticket

Corporation for NATIONAL & COMMUNITY SERVICE

National Service Hotline

Contact Us: 1-800-942-2677

[Live Chat](#)

Answers | Ask a Question to WebForm | About | Provide Feedback

Submit a question to our support team.

DO NOT SUBMIT QUESTIONS FOR THE FOLLOWING ISSUES. For security reasons, instead please call the National Service Hotline, 1-800-942-2677, to have these issues addressed:

- Password Reset
- Account Balances
- Application Status
- Check Trace Requests
- Payment Status
- Voucher Requests
- Updates to your account

Top 5 Answers

[What is FEMA Corps?](#)

[How does the AmeriCorps Education Award process work?](#)

[How are applications submitted and what are the requirements?](#)

[How do I process a Segal AmeriCorps Education Award payment request?](#)

[Explain to me the different types of AmeriCorps programs.](#)

[General Question](#) | [eGrants Question](#) | [My AmeriCorps Question](#)

Do not include Social Security Number or Date of Birth.

First Name *

Last Name *

Email Address *

Announcements

Dec 18, 2018 is the close for all education award/interest payments. Payments to resume on 1/3/19.

Hours of Operations:

9:00 a.m. to 7:00 p.m. EST, Monday through Friday, during the months of January, May, June, July, August, and September.

For the months of February, March, April, October, November and December, normal hours of operations are:

Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed

The hotline is closed on all federal holidays.

The National Service Hotline can provide answers for:

General inquiries:

- About the Corporation for National & Community Service
- All AmeriCorps programs
- All Senior Corps programs
- All Learn & Serve programs

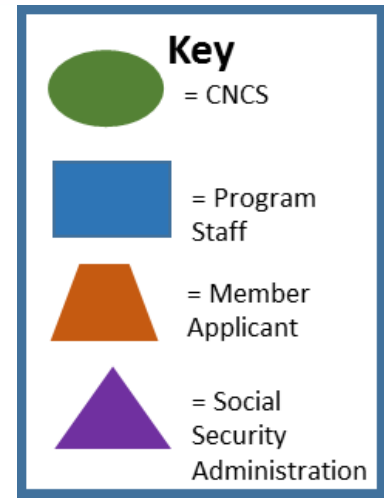
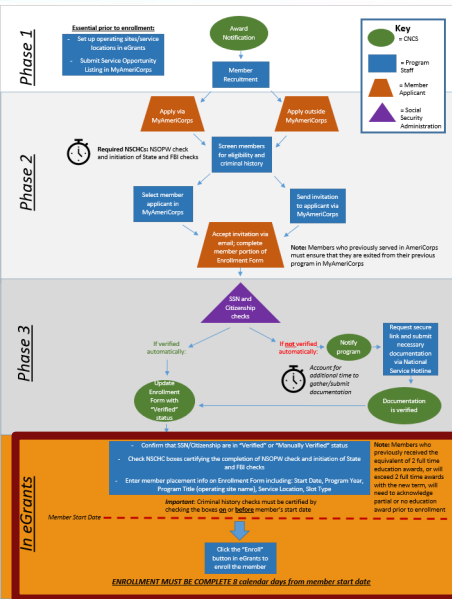
System issues:

- eGrants system
- My Americorps Portal

Program specific inquiries:

- Applicant, Candidate, Member, and Alumni questions
- Non-profit Organizations and

In eGrants

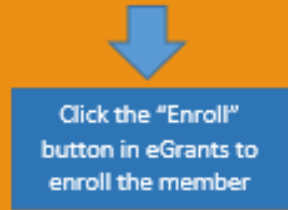


- Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

Note: Members who previously received the equivalent of 2 full time education awards, or will exceed 2 full time awards with the new term, will need to acknowledge partial or no education award prior to enrollment

Important: Criminal history checks must be certified by checking the boxes on or before member's start date

Member Start Date



ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date

In eGrants

Confirming SSN & Citizenship Verification

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- Confirm that SSN/Citizenship are in “Verified” or “Manually Verified” status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on enrollment form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

• Verification Status Types

- **Open:** individual has been invited to participate in a program but has not yet created/updated and saved their MyAmeriCorps Portal Profile
- **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)*

Completing Enrollment Form Fields



- Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on enrollment form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

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 - 03/10/2019
Citizenship Status: Verified - 03/10/2019

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. [REDACTED] - 04/22/2019 ?

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. [REDACTED] - 04/22/2019 ?

* 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 five (5) days from the member's start date to certify the member's enrollment.

* Start Date: 04/22/2019
Program Year: 2018
Program Title: [REDACTED]
Service Location: [REDACTED]
* Slot Type: Full Time (1700) [5] w/ Living Allowance

* I, [REDACTED] certify this form as of 04/22/2019. ?

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.

The dates on which the NSCHC boxes were checked are shown. *These may be later than the dates on which the checks were actually run.*

IMPORTANT: The start date entered by the program cannot be earlier than the four dates listed above. It must be the same or later.

Enrolling Member



- Confirm that SSN/Citizenship are in “Verified” or “Manually Verified” status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on enrollment form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

* Start Date:

* Program Year:

* Program Title:

Service Location:

* Slot Type:

* I,

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.

Once all information has been entered correctly, the “enroll member” button will become active. *All information on the form can be entered and saved ahead of time EXCEPT the start date and slot type, which cannot be saved prior to the date of enrollment.*

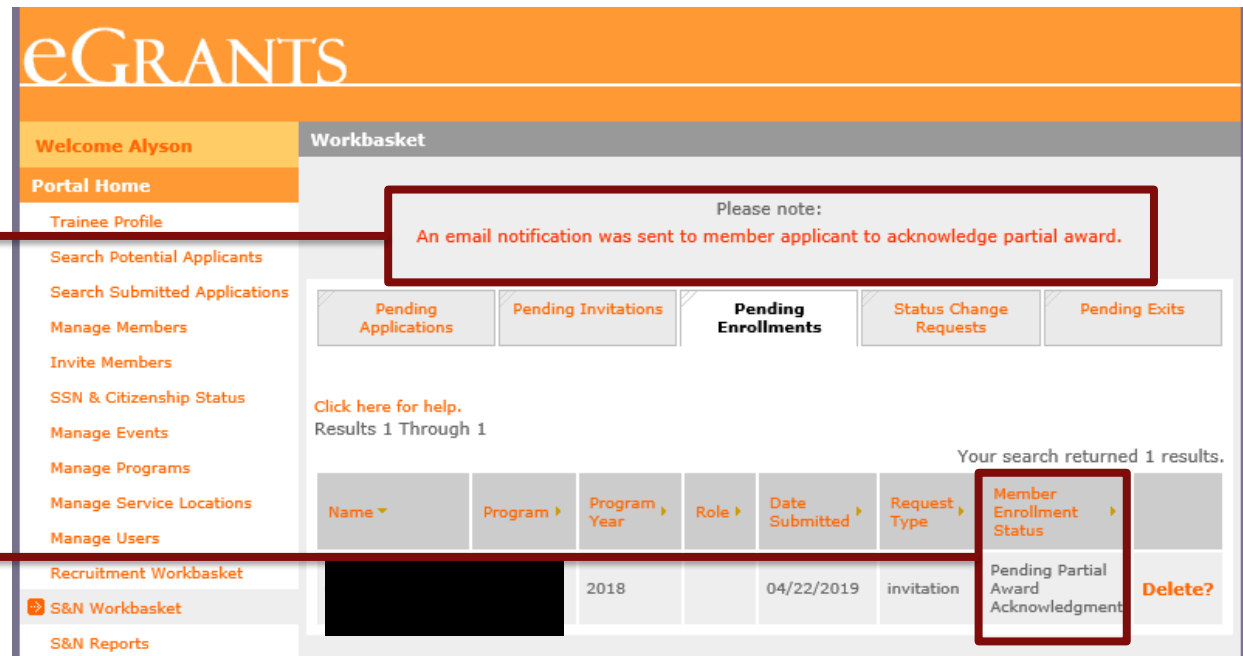
Click the “Enroll” button in eGrants to enroll the member

Partial Award Acknowledgment

- Members who previously received the equivalent of 2 full time education awards, or will exceed 2 full time awards with the new term, will need to acknowledge partial or no education award prior to enrollment
- Program View:

- After clicking “enroll” program staff will see this note for members who need to perform this acknowledgment

- Additionally, Member Enrollment Status will indicate pending partial award acknowledgement.
THE MEMBER ENROLLMENT IS NOT COMPLETE



The screenshot shows the eGRANTS system interface. At the top, there is a navigation bar with the eGRANTS logo. Below it, a sidebar on the left contains a list of menu items under 'Portal Home' and 'Recruitment Workbasket'. The main content area is titled 'Workbasket' and features a 'Please note:' box with a red border containing the message: 'An email notification was sent to member applicant to acknowledge partial award.' Below this, there are several buttons for 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. A table below shows search results for 'Member Enrollment Status'. The table has columns for Name, Program, Program Year, Role, Date Submitted, Request Type, and Member Enrollment Status. The first row shows a member with a pending partial award acknowledgement status, and a 'Delete?' button is visible next to it.

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
		2018		04/22/2019	invitation	Pending Partial Award Acknowledgment	Delete?

Partial Award Acknowledgement

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- Member View

When the program attempts to enroll the member, an email will be sent to the member that looks similar to this:

-----Original Message-----

From: myamericorps@americorps.gov <myamericorps@americorps.gov>

Sent: Monday, April 22, 2019 11:23 AM

To: [REDACTED]

Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear [REDACTED]

This e-mail is to notify that you are currently in the process of being enrolled in the National Service Trust.

You have already received the value of 1.17 education awards. By law, the maximum value of education awards that you may receive is the value of two full-time awards (2.0). Based upon the value of education awards you have already received, upon successful completion of this term of service you will be eligible to receive a partial education award with a value of 0.83, award which is equal to \$4933.33.

If you wish to participate in this term of service upon completion of which you will receive a partial education award, please click on the link below which will take you to AmeriCorps website. Log into your account and click on the "Enrollment Form" link on the left hand side.

<http://uatmy.americorps.gov/mp>

Once on the enrollment form, go to the button on the page to accept/decline the partial award.

Please do not reply to this message. If you have any questions or have further assistance, please submit a help request via https://edscncs-tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

Partial Award Acknowledgement

At the end of the member's enrollment form, the member will be asked to check if they accept or decline a partial education award.

Partial Award Acknowledgment

I Accept, I wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

I Decline, I do NOT wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

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.

[cancel](#) [save information](#)

Once this information is saved, the member enrollment status in eGrants will be updated to "Partial Award Acknowledged."

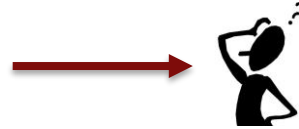
Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
		2018		04/22/2019	invitation	Partial Award Acknowledged	Delete?

The program can then return to the member enrollment form and take the "enroll" action. **ONLY THEN IS THE MEMBER ENROLLMENT COMPLETE.**

[cancel](#) [save information](#) [enroll member](#)

Click the "Enroll" button in eGrants to enroll the member

What To Do if the “Enroll” Button Isn’t Active



- 1) Check the member’s SSN and citizenship verification status
 - Both statuses must be “Verified” or “Manually Verified”
 - Verification dates must be on or before the entered start date
- 2) Check the NSCHC certifications
 - Both boxes must be checked
 - Certification dates must be on or before the entered start date
- 3) Check the entered start date
 - Must be no later than today’s date
 - Must be no earlier than 8 calendar days prior to today’s date
 - Must be no earlier than the SSN/citizenship verification dates
 - Must be no earlier than the NSCHC certification dates
- 4) If all of the steps above are complete and you still cannot enroll the member, contact the National Service Hotline



- Subgrantees should reach out to their Direct grantee or State Commission for additional resources and guidance as it relates to your specific program
- [Managing AmeriCorps Grants](#) webpage, under “Enrollment” section
 - Slides and recording for this training
 - Enrollment Flow Chart
 - Enrollment policy documents
- CNCS National Service Hotline
 - 1-800-942-2677
 - <https://questions.nationalservice.gov>
- [Criminal History Check Resources](#)
- [Member Service Opportunity Listing Resources](#)



THANK YOU!