SCP – Previous Change Logs 2017-2022

This table lists all changes made in previous revisions of this document, beginning with January 2017 to 2022. For the most recent changes, please see the Change Log in the front of the current Operations Handbook. All page numbers are accurate at the time of the original revision. Some content may shift in future revisions.

EDITS MADE IN VERSION 2017.1 (JANUARY 2017)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	A new method of tracking versions has been implemented, labeling each revision by the calendar year and calendar quarter of the publication. For example, CNCS published this revision in January (Quarter 1) of 2017, so this is Version 2017.1.
2	This change is not related to a specific chapter.	We have combined the appendices of each program's handbook (the SCP Operations Handbook, FGP Operations Handbook and RSVP Operations Handbook) and introduced a new numbering system. This simplifies the use of appendices for sponsors with multiple programs, allows for greater consistency among the programs, and will enable CNCS to update them quickly and accurately in the future. We have added a new chapter, Chapter 14: Description and List of Appendices, with more information. Internal references to specific appendices have been updated accordingly.
3	This change is not related to a specific chapter.	This change log was added.
4	This change is not related to a specific chapter.	This version contains several formatting changes to allow for more accurate, consistent updates. This includes the formatting of the Preface, the Table of Contents, and page headers.
5	This change is not related to a specific chapter.	The capitalization of the names of the Senior Companion Program and Foster Grandparent Programs have been standardized to include a capital "P."
6	This change is not related to a specific chapter.	All dates are written out in full, without ordinal suffixes. For example: March 31, not 3/31. Years are included as necessary on a case-by-case basis.
7	This change is not related to a specific chapter.	Several links to the Senior Companion Program Regulations (45 CFR 2551) have been updated.
8	Chapter 1: Introduction and Overview (pg. 1)	Minor edits for grammar and style were made to the CNCS Overview section.

Change Number	Chapter and Page Number	Change
9	Chapter 1: Introduction and Overview (pg. 9)	Information has been added about Litmos, CNCS' learning management system. Links have also been updated.
10	Chapter 2: Project Operations (pg. 18)	A link has been added to the Davis-Bacon Act
11	Chapter 6: Volunteer Stations (pg. 36)	An erroneous reference to documenting the special needs of children has been removed. This text is not relevant to the Senior Companion Program.
12	Chapter 6: Volunteer Stations (pg. 39)	A sentence has been added to specify that the effective date of a memorandum of understanding must be on or after the date it is signed.
13	Chapter 9: Volunteer Cost Reimbursements (pg. 63)	A link to the Office of General Counsel's Income Disregard Memo has been updated.
14	Chapter 9: Volunteer Cost Reimbursements (pg. 66)	Minor changes were made to Section 9.2.3 on Meal Reimbursements for clarity. These edits do not change the substantive meaning of this section.
15	Chapter 9: Volunteer Cost Reimbursements (pg. 67)	The text of Section 9.2.4 on insurance requirements for volunteers has been edited to more clearly identify minimum insurance requirements. It also now incorporates relevant information that was previously in a stand-alone memo titled "Senior Corps Insurance Requirements." Specific coverage requirements are now in a new appendix, Appendix A.13.
16	Chapter 10: Grants Management (pg. 74)	The original version of this handbook contained an incorrect statement of the matching requirements for the Senior Companion Program. This was first corrected in a second edition of the handbook published shortly after its original 2017 publication date with a short note after the Table of Contents. This version includes the corrected text. It is noted here for clarity and completeness.
17	Chapter 11: Reports and Record Keeping (pg. 91)	Information has been added to clarify the application of record retention requirements to volunteer files.
18	Chapter 13: SCP Handbook Cross Reference Index (pg. 105)	A link to information on Indirect Cost Rates has been updated.
19	Appendix A.5: Closing Out Your Grant (Formerly Appendix 4)	A reference to a grant ending on April 30 has been changed to March 31.
20	Appendix A.12: NSCHC Supplement (Formerly Chapter 14)	Chapter 14, a supplement on the National Service Criminal History Checks, has been converted to an appendix, A.12, and its contents updated to apply to all programs. Information clarifying the applicability of the NSCHC requirements to non-federally funded Senior

Change Number	Chapter and Page Number	Change
		Demonstration Grants has also been added. Several links have also been updated.
21	Appendix A.12: NSCHC Supplement (Formerly Chapter 14)	The original version of this handbook contained an incorrect statement regarding the applicability of the National Service Criminal History Checks to Senior Companion volunteers. This was first corrected in a second edition of the handbook published shortly after its original 2017 publication date with a short note after the Table of Contents. This version includes the corrected text. It is noted here for clarity and completeness.
22	Appendix B.3 (formerly Appendix 3): Guidance on Recognition Costs	This document has been edited to clarify the fact that costs associated with special guests at recognition events are generally allowable, whereas costs associated with guests of volunteers are not.
23	Appendix 12: Sample Office Space Cost Allocation Worksheet	This appendix has been removed.

EDITS MADE IN VERSION 2017.2 (APRIL 2017)

Change Number	Chapter and Page Number	Change
1	Change Log, Appendix E.3 and Chapter 14:Description and List of Appendices (pg. 109)	The Change Log from the previous version of this Handbook (2017.1) has been moved to a new Appendix, Appendix E.3. This Appendix will collect all Change Logs going forward for historical reference. The Change Log at the front of this publication contains only the updates made in this revision of the Handbook. We have updated Chapter 14: Description and List of Appendices to reflect this change.
2	Chapter 2: Project Operations (pg. 16) and FGP Handbook Cross Reference Index	Links to CNCS's Frequently Asked Questions on Lobbying and Partisan Political Activity have been added to this chapter and the Cross Reference Index.
3	Chapter 3: Performance Measurement and Evidence-Based Programming (pg. 25), Appendix A.14 and Chapter 14: Description and List of Appendices (pg. 108)	We have added a new appendix, Appendix A.14, which lists evidence-based programs and registries known to Senior Corps at the time of publication. We have also added a reference to this appendix in Chapter 3: Performance Measurement and Evidence-Based Programming. We have updated Chapter 14: Description and List of Appendices to reflect this change.
4	Chapter 6: Volunteer Stations (pg. 37)	Information on Letters of Agreement for In-Home Assignments has been edited to refer readers to the more complete information provided in Chapter 7. (See next edit for more information.)
5	Chapter 7: SCP Volunteer Assignments (pg. 45) and Appendix C.10: Letters of Agreement for In-Home Assignments	Information on Letters of Agreement for In-Home Assignments located in Chapter 7: SCP Volunteer Assignments, Chapter 6: Volunteer Stations, and Appendix C.10 has been consolidated into this Chapter. We have also added information indicating that assignment plans and letters of agreement may be combined in appropriate situations. Appendix C.10 has been simplified so that it only contains an editable sample letter of agreement.
6	Chapter 7: SCP Volunteer Assignments (pg. 46)	Guidance on an appropriate teleservice policy has been added.
7	Chapter 9: SCP Volunteer Cost Reimbursements (pg. 64)	Text has been added to clarify that the income disregard memo need not be updated every year and that the memo dating from 2010 is the effective version of this memo.

Change Number	Chapter and Page Number	Change
8	Chapter 9: FGP Volunteer Cost Reimbursements (pg. 70)	Information on recognition has been updated to clarify that recognition may include informal recognition methods throughout the year, in addition to formal, public recognition.
9	Chapter 11: Reports and Record Keeping (pg. 96)	The beginning of Section 11.3 on Project Compliance Monitoring Site Visits has been edited to clarify that a compliance monitoring visit to a project must occur **at least** once every six years and may occur in the interim years as well for a variety of reasons.
10	Appendix A.7: Quick Reference Guide for Senior Corps Reports	Information on the PRS (formerly known as the PPVA) has been updated.

EDITS MADE IN VERSION 2017.3 (JULY 2017)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	The spelling of "recordkeeping" has been standardized throughout this handbook.
2	Chapter 1: Introduction and Overview (pg. 1)	Minor changes were made to the "CNCS Overview" section for clarity.
3	Chapter 3: Performance Measurement and Evidence-Based Programming (pg. 23), Chapter 6: Volunteer Stations (pg. 40) Chapter 14: Description and List of Appendices (pg. 110), Appendix A.16	Appendix A.16, a sample data sharing agreement has been added. A reference to this document has been added to Chapter 3 and Chapter 6. The appendix also been added to the cross-reference index and list of appendices in Chapter 14.
4	Chapter 4: Community Participation (pg. 27)	Text has been added to clarify the allowability of costs related to advisory councils.
5	Chapter 8: SCP Volunteers (pg. 56 and 59), Chapter 9: SCP Volunteer Cost Reimbursements (pg. 69), Chapter 11: Reports and Recordkeeping (pg. 91-4)	In each of these locations, we have revised language to emphasize: • A certification of physical fitness and income eligibility review are ***annual***, not one time requirements. • These documents are critical grant records and must be maintained in accordance with federal recordkeeping requirements. • These requirements specify that grant records such as these must be maintained until at least three years from the date a sponsor submits the final FFR for the project period when the volunteer exits service or three years past the last audit, whichever is later. • An in-depth explanation of this requirement has been added to Chapter 11, with an example and chart.
6	Chapter 8: SCP Volunteers (pg. 61)	An erroneous reference to a guidance document not relevant to this chapter has been removed.
7	Chapter 11: Reports and Recordkeeping (pg. 93)	Additional information on the confidentiality of volunteer records has been added, including information on grantees' responsibility to safeguard confidential volunteer information and how to respond to potential breaches, with links to additional resources and information.

Change Number	Chapter and Page Number	Change
8	Appendix A.3: Guidance on Recognition Costs	References to the Code of Regulations have been added. In addition, text on the use of leave as a form of recognition has been added, with a link to pre-existing guidance on using leave as a form of recognition. Finally, guidance on "Special Volunteer Recognition" has been clarified to indicate that special volunteer recognition may include milestones in service or other special achievements.
9	Appendix A.15: Guidance on Prohibition of Fee-for-Service Activities	Pre-existing guidance on the prohibition on fee-for-service activities has been incorporated into this handbook as Appendix A.15. The content of the document has not been edited. Internal references have also been edited to refer to this appendix.

EDITS MADE IN VERSION 2017.4 (OCTOBER 2017)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	A link to a list of all appendices, including editable versions of samples and templates, has been added to the bottom of each appendix and Chapter 14.
2	Chapter 8: SCP Volunteers (pg. 52)	A sentence that previously indicated that MOUs had to be signed before volunteer *recruitment* has been corrected to indicate that MOUs must be in place prior to volunteer *placement* at a given station.
3	Chapter 8: SCP Volunteers (pg. 56)	Per capita payments from certain tribal trust settlements have been added to the list of money receipts that should not be included in income for eligibility purposes.
4	Chapter 8: SCP Volunteers (pg. 56-57)	More explicit instructions on how to calculate income eligibility for volunteers have been added to clarify the recommended process. An example has also been added.
5	Chapter 8: SCP Volunteers (pg. 60-66)	Section 8.6 on Training and Orientation has been substantially revised. It now includes in-depth information on the minimum requirements for orientation and training, including specific examples of how to apply those requirements in practice. It also contains an expanded description of potential content for orientations and trainings and an overview of basic adult learning principles.
6	Chapter 8: SCP Volunteers (pg. 67)	Section 8.7, previously named “Terms of Service” has been renamed “Service Requirements.”
7	Chapter 8: SCP Volunteers (pgs. 68)	Text has been added to clarify that time spent in physical examinations to determine eligibility to serve count toward the minimum and maximum service requirements and volunteers should receive stipends for them, consistent with sponsor policies and procedures.
8	Chapter 9: SCP Volunteer Cost Reimbursements (pg. 71)	Repetitive text recommending that in-services and orientations may be used to advise volunteers of cost reimbursement policies has been removed.
9	Chapter 9: SCP Volunteer Cost Reimbursements (pg. 70)	Text clarifying that the meaning of the terms “Direct Benefit Ratio” and “80/20 rule” have been added.
10	Chapter 9: SCP Volunteer Cost Reimbursements (pg. 70)	Text has been added to explain the situations when a waiver may be required from the Direct Benefit Ratio, as established in 45 CFR 2552.91(e)(2).

Change Number	Chapter and Page Number	Change
11	Chapter 9: FGP Volunteer Cost Reimbursements (pg. 73)	Text has been added to clarify that transportation costs for physical examinations to determine eligibility may be reimbursed by sponsors, consistent with sponsor policies and procedures.
12	Appendix C.6	An erroneous, duplicative reference to the Senior Companion Program has been edited to correctly refer to the Foster Grandparent Program.
13	Appendix A.17	A sample in-kind contribution form has been added as Appendix A.17.

EDITS MADE IN VERSION 2018.1 (JANUARY 2018)

Change Number	Chapter and Page Number	Change
1	Chapter 6: Volunteer Stations (pg. 37)	Additional information has been added about how to document volunteer station cash or in-kind support, particularly with regards to how to distinguish such support from a fee-for-service relationship.
2	Chapter 8: SCP Volunteers (pg. 60)	A reference to "reserve" Senior Companion volunteers has been amended to instead refer to a waiting or contact list that can be used to fill new opportunities.
3	Chapter 11: Reports and Recordkeeping (pg. 98)	Further guidance on electronic records, including electronic "signatures," has been added.
4	Appendix A.18, Appendix E.3, and Appendix E.4	Guidance on Senior Corps and the Senior Companion Program in times of disaster has been updated and expanded. This information, formerly in Appendix A.18, has been moved to Appendix E.3. The Previous Change Log, which was formerly Appendix E.3, is now Appendix. D.4. References within this document to any of these appendices have also been updated.

EDITS MADE IN VERSION 2018.2 (APRIL 2018)

Change Number	Chapter and Page Number	Change
1	Chapter 1: Introduction and Overview (pg. 5) and SCP Handbook Cross Reference Index	Information on CNCS' Office of External Affairs has been updated, including a link to its new Communications Resource page.
2	Chapter 1: Introduction and Overview (pg. 10) and SCP Handbook Cross Reference Index	A link to the Federal Register has been added.
3	Chapter 2: Project Operations (pg. 16)	Language has been updated to clarify that policies regarding prohibited activities are required, not encouraged.
4	Chapter 2: Project Operations (pg. 18)	A typo has been corrected to remove duplicative references to the SCP program.
5	Chapter 5: Project Staff (29)	A reference to staffing appropriately to implement "evidence-based programming" has been broadened to reflect other ways programs can strengthen how they build and use evidence.
6	Chapter 5: Project Staff (pg. 30)	Information on engaging volunteers in staff activities has been edited to focus on non-SCP volunteers. Further information on SCP Leaders is available in Chapter 7.
7	Chapter 9: SCP Cost Reimbursements (pg. 73)	CNCS' Office of General Counsel has issued a new income disregard memo. This is now reflected in the handbook.
8	Chapter 10: Grants Management (pg. 83 & 85)	Information on the required non-federal share for Senior Companion Programs that occurred in two places has now been condensed to appear in only one place. In addition, more information on how to calculate the required non-federal share, including a formula, has been added.
9	Chapter 10: Grants Management (pgs. 88, 90-92)	Information on managing VSYs has been updated to: • Emphasize that the goal of any program is full expenditure of VSYs • Take into account the requirement that all SCP grantees program at least one VSY in work plans that result in either National Performance Measure outcomes or outputs related to the inclusion of individuals with disabilities for every $6,000 in federal funding they receive • Update the minimum thresholds of VSY performance that prompt specific actions on the part of CNCS State Offices.
10	Appendix A.4 and A.11	Minor typos in these two appendices have been corrected.

EDITS MADE IN VERSION 2018.3 (JULY 2018)

Change Number	Chapter and Page Number	Change
1	Chapter 1: Introduction and Overview (pg. 9)	More detailed instructions have been added for signing up to Litmos, including information on how to sign up for courses relevant to more than one Senior Corps programs. Information about the Senior Corps New Project Curricula have also been added.
2	Chapter 8: SCP Volunteers (pg. 52)	The phrase "and be willing to abide by the SCP program requirements" has been added to paragraph 8.1.1 to match guidance in the FGP Handbook and the cited statute and regulation.
3	Chapter 9: SCP Volunteer Cost Reimbursements (pg. 76)	Language addressing the specific allowability of congregate meals as non-federal share has been edited to redirect grantees to guidance in Chapter 10 of this handbook, which addresses when federal funds granted by an agency other than CNCS can be used as non-federal share generally.
4	Chapter 10: Grants Management (pg. 86)	A link has been added to the portion of the Uniform Guidance that identifies when funds from another federal agency may be included as non-federal share (2 CFR 200.306). In addition, more detail has been added to the discussion of using funds from another federal program as non-federal share.

EDITS MADE IN VERSION 2018.4 (OCTOBER 2018)

Change Number	Chapter and Page Number	Change
1	Appendix A.12 NSCHC Supplement	This appendix has been removed. All references to this appendix now route users to the CNCS Knowledge Network page on Criminal History Checks (https://www.nationalservice.gov/resources/criminal-history-check).
2	Appendix A.12 Senior Corps Minimum Insurance Coverage Requirement (Formerly Appendix A.13)	Senior Corps Minimum Insurance Coverage Requirement, previously named "Appendix A.13" has been renamed "Appendix A.12."
3	Appendix A.13 Evidence-Based Programs and Registries (Formerly Appendix A.16)	Evidence-Based Programs and Registries, previously named "Appendix A.14" has been renamed "Appendix A.13."
4	Appendix A.14 Guidance on Fee-for-Service Prohibition (Formerly Appendix A.15)	Guidance on Fee-for-Service Prohibition, previously named "Appendix A.15" has been renamed "Appendix A.14."
5	Appendix A.15 Sample Data Sharing Agreement (Formerly Appendix A.16)	The Sample Data Sharing Agreement, previously named "Appendix A.16" has been renamed "Appendix A.15."
6	Appendix A.16 Sample In-Kind Contribution Form (Formerly Appendix A.17)	The Sample In-Kind Contribution Form, previously named "Appendix A.17" has been renamed "Appendix A.16."
7	This change is not related to a specific chapter	Broken hyperlinks were updated throughout the document.

EDITS MADE IN VERSION 2019.1 (JANUARY 2019)

A Note on Changes Resulting from the Final Rule:

On December 17, 2018, the Final Rule for the Foster Grandparent Program (FGP), Senior Companion Program (SCP), and RSVP was posted to the Federal Register. After a 45-day public review period, updated regulations for all three programs became effective on January 31, 2019.

These regulations affect many aspects of program operations described in this handbook. Due to the scope of the changes, it is not practical to identify each change by page number. Instead, the major changes in each chapter are listed below. In addition, the changes in this Handbook focus on compliant, effective practice going forward, so that this document remains relevant in the future. In general, they do not make explicit before-and-after comparisons of regulation prior to and following the effective date of the Final Rule. Additional resources that do focus on this transition are available at Senior Corps' Final Rule Headquarters.

You may suggest additional changes or guidance by emailing SeniorCorpsHandbooks@cns.gov.

This update also contains some changes that are not directly related to the Final Rule. As a result, the changes below are presented in two sections. The first outlines the changes directly related to the Final Rule. The second contains all other changes. Changes that are not directly related to the Final Rule are identified by page number, as in prior change logs.

A. Changes Relating to the Final Rule

Chapter	Changes
Chapter 1: Introduction and Overview	Annual volunteer physical examination requirement was removed. Excess Automobile Liability Insurance was added to program definitions. Minimum requirement of volunteer service hours was reduced.
Chapter 2: Project Operations	Annual service plan and annual assessment requirements were removed. Minimum requirement of ongoing in-service training was reduced. Guidance surrounding project staff compensation was updated. A new definition of "Proprietary Health Care Organization" was added.
Chapter 5: Project Staff	Guidance surrounding project staff compensation was updated.
Chapter 6: Volunteer Stations	A new definition of "Proprietary Health Care Organization" was added. Minimum requirement of ongoing in-service training was reduced. Regulation references were updated.

Chapter	Changes
Chapter 7: SCP Volunteer Assignments	Guidance surrounding project staff compensation was updated. Minimum requirement of volunteer service hours was reduced. SCP Leader assignment plans were updated. Regulation references were updated.
Chapter 8: SCP Volunteers	References to the physical examination requirement were removed. Minimum requirement of volunteer service hours was reduced. Minimum requirement of in-service training was reduced. Additional guidance was added on sponsor service policies. Non-stipend volunteer service requirements were revised to mirror stipended volunteer service requirements. Regulation references were updated.
Chapter 9: SCP Volunteer Cost Reimbursements	References to the Direct Benefit Ratio or "80/20 rule" were removed. Removed requirement of using physical examinations to determine eligibility. Physical examinations were added to the list of detailed volunteer cost reimbursements. Regulation references were updated.
Chapter 10: Grant Management	References to the Direct Benefit Ratio or "80/20 rule" were removed. Requirement to separate any administrative cost related to non-stipend volunteers was removed. Minimum requirement of volunteer service hours was reduced. Text was added to clarify that sponsors may still provide the annual physical, though it is no longer required by CNCS.
Chapter 11: Records and Recordkeeping	References to the physical exam requirement were removed. Clarification surrounding physical examination documentation retention was added.
Appendix A	References to the Direct Benefit Ratio or "80/20 rule" were removed (A.3 and A.7). Annual Project Assessment was removed (A.5).
Appendix C	Physical exam requirement was removed (C.1, C.5, C.7, C.9 and C.12). Criteria for determining income eligibility was updated (C.6). Minimum requirement of volunteer service hours was reduced (C.8). Annual Project Assessment was removed (C.9).
Appendix E	Minimum requirement of volunteer service hours was reduced (E.2).

B. All Other Changes

Change Number	Chapter and Page Number	Change
1	Chapter 2: Project Operations (pg. 18)	Text has been added to provide clarification on religious activities and transportation assignments.
2	Chapter 2.2.1 (pg. 14), Chapter 6.3.3 (pg. 41), and Chapter 8.1.2 (pg. 53)	Non-discrimination text has been updated to align with CNCS ' non-discrimination policy
3	Chapter 7: SCP Volunteer Assignments (pg. 49)	More detailed instructions about adding the Senior Companion Leader Monetary Incentive to a grantee's budget have been added. Updated assignment objectives with revised performance measure outcomes.
4	Chapter 7: SCP Volunteer Assignments (pg. 50).	Updated termination of assignments to better parallel FGP and removed language assessing physical condition of volunteer.
5	Chapter 10: Grants Management (pg. 85)	The "SCP Leader Monetary Incentive" line item was added to the "Other Volunteer Costs" list.
6	Chapter 10: Grants Management (pg. 94)	Text has been added to specify the current Simplified Acquisition Threshold amount and its role in budget amendments that require prior approval from CNCS.
7	Chapter 11: Reports and Recordkeeping (pg. 104)	Volunteer Timesheet and Salary and Wage documentation guidance has been updated to reflect new Uniform Guidance.
8	Appendix A	Appendix A.1- Assurances and Appendix A.2- Certifications have been removed. All references to these appendices now route users to the CNCS Terms & Conditions and Certifications & Assurances for CNCS Grants page. As a result of removing A.1 and A.2, the remaining Appendix A appendices have been renumbered. References within this document to any of these appendices have also been updated.
9	Appendix A.5- Quick Reference Guide for Senior Corps Reports and Due Dates	References to Q1 and Q2 grants and their report due dates have been removed.

Change Number	Chapter and Page Number	Change
10	Appendix A.11: Evidence- Based Programs and Registries	Examples have been updated to reflect new Performance Measures.
11	Appendix A.13: Sample Data Sharing Agreement	Examples have been updated to reflect new Performance Measures.

EDITS MADE IN VERSION 2019.2 (APRIL 2019)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter	Broken hyperlinks were updated throughout the document.
2	This change is not related to a specific chapter	All references to an "annual" physical exam were removed.
3	Chapter 1- Introduction and Overview (pg. 10)	Litmos Technical Support contact information was added. Removed reference to FGP.
4	Chapter 8- SCP Volunteers (pg. 58)	The income eligibility examples, were updated with 2019 poverty guidelines.
5	Chapter 8- SCP Volunteers (pg. 61)	References to the Foster Grandparent Program were removed.
6	Chapter 9- SCP Volunteer Cost Reimbursements (pg. 73 & 85)	Certain sections on physical exams were removed to eliminate redundancy
7	Chapter 10- Grants Management (pg. 86)	Text has been added to clarify non-federal share.
8	Chapter 10- Grants Management (pg. 87)	Text that required physical exams to be budgeted annually, was removed.
9	Chapter 10- Grants Management (pg. 92)	Text has been added to specify the current Simplified Acquisition Threshold amount.
10	Chapter 11- Recordkeeping (pg.102)	Text has been added to clarify record retention of physical exam documentation.
11	Appendix C.6	In line with the final rule, SSDI was removed from the list of income sources.
12	Appendix C.12	Sample Physical Exam was updated to reflect a cost reimbursement rather than an eligibility form.

EDITS MADE IN VERSION 2019.3 (JULY 2019)

Change Number	Chapter and Page Number	Change
1	Chapter 1: Introduction and Overview (pg. 4)	Information on the Final Rule was added to the 'History of SCP' section.
2	Chapter 2: Project Operations (pg. 14)	The definitions of vulnerable populations and proprietary healthcare organizations were added to section 2.2 Sponsor Responsibilities.
3	Chapter 2: Project Operations (pg. 15)	Specificity on required cost reimbursements was added.
4	Chapter 6: Volunteer Stations (pg. 38)	The definition of proprietary health care organizations including tips on where to find a state's regulatory agencies and licensing requirements was added.
5	Chapter 7: SCP Volunteer Assignments (50-51)	Guidance on SCP Leaders was updated to include additional information on stipends, assignment plans, and the overall role of SCP Leaders.
6	Chapter 8: SCP Volunteers (pg. 56)	Additional guidance on Non-Stipended Senior Companions was added, including information on conditions, eligibility, and reimbursements.
7	Chapter 8: SCP Volunteers (pg. 72)	Text clarifying that sponsors may choose to abide by either hourly or annual service hour minimums was added.
8	Chapter 9: SCP Cost Reimbursements (pg. 77)	Text was added to clarify cost reimbursements for Non-Stipended volunteers.
9	Chapter 10: Grants Management (pg. 86)	Text was added to clarify cost allowability with respect to association and other board membership.
10	Chapter 10: Grants Management (pg. 87)	Guidance on establishing an Indirect Cost Rate and definitions of Direct and Indirect Costs were updated.
11	Appendix C.13: Guidance on Social Security Disability	With Final Rule changes, an appendix on Social Security Disability has been added
12	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.
13	This change is not related to a specific chapter.	References to the Social Innovation Fund were removed.
14	This change is not related to a specific chapter.	References to 'CNCS State Office' were changed to 'CNCS Program Officer'.

Change Number	Chapter and Page Number	Change
15	This change is not related to a specific chapter.	Hyperlinks to and citations for regulations were added throughout the handbook.

EDITS MADE IN VERSION 2019.4 (OCTOBER 2019)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	During the week of October 7, 2019, grantees located in states within CNCS's new Mountain, North Central, and Northeast regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located **here**. References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
2	Chapter 7: SCP Volunteer Assignments (46)	Guidance for and steps grantees should consider when placing Senior Companions with family members was added.
3	Chapter 8 : SCP Volunteers (pg. 57)	The Senior Corps Pathfinder- the new national recruitment tool was introduced along with a link with instructions for how to update contact information.
4	Chapter 10: Grants Management (pg. 82)	The OMB definition of grant was added.
5	Appendix A.15- Final Rule Overview	The Final Rule overview on the National Service website has been converted to Appendix A.15, and its contents have been updated to apply to all programs.
6	Appendix A.16- Final Rule FAQs	The Final Rule FAQs on the National Service website has been converted to Appendix A.16, and its contents have been updated to apply to all programs.
7	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.

EDITS MADE IN VERSION 2020.1 (JANUARY 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	During the week of October 7, 2019, grantees located in states within CNCS's new Mountain, North Central, and Northeast regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located **here**. References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
2	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.

EDITS MADE IN VERSION 2020.2 (APRIL 2020)

Change Number	Chapter and Page Number	Change
3	This change is not related to a specific chapter.	In May 2020, grantees located in states within CNCS's new Midwest, Southeast, and West regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located **here**. References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
4	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.
5	This change is not related to a specific chapter.	On April 1, 2020 the stipend increase went in to effect, making the stipend for Senior Companion volunteers $3.00/hour. References to the former stipend amount were updated to reflect this increase.
6	This change is not related to a specific chapter.	The cost per VSY threshold in National Performance Measure Outcomes increased from $6,000/VSY to $6,500/VSY. References to the former stipend were updated to reflect this increase.

EDITS MADE IN VERSION 2020.3 (AUGUST 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	In May 2020, grantees located in states within CNCS's new Mid Atlantic and South Central regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located **here**. References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
2	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.
3	Chapter 7: SCP Volunteers (pg. 47)	Information and links on COVID-19 Programming was added to the "Criteria for Volunteer Assignments" section.
4	Appendix A.17: COVID- 19 Resource Toolkit	This appendix was added to provide general information regarding safe volunteering, preparing your volunteers to serve during COVID- 19 and other resources which may help guide grantees during the unprecedented times.

EDITS MADE IN VERSION 2020.4 (NOVEMBER 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	As of September 29, 2020, The Corporation of National Community Services and Senior Corps will shift to AmeriCorps and AmeriCorps Seniors. The handbook has the following updates to reflect this rebranding: • Updated Senior Corps to AmeriCorps Seniors. • Updated CNCS to AmeriCorps. • Senior Companion Program to AmeriCorps Seniors Senior Companion Program (AmeriCorps Seniors SCP) • Updated Senior Companion and SCP Volunteer to AmeriCorps Seniors Volunteers. • Updated Twitter handles for both AmeriCorps and AmeriCorps Seniors (pg.58)
2	This change is not related to a specific chapter.	As of October 2020, all Program Officer and Grant Officer roles and responsibilities have transitioned to Portfolio Managers
3	This change is not related to a specific chapter.	Removed SeniorCorpsHandbooks@cns.gov email address. All questions or suggestions for handbook should be submitted to portfolio managers.
4	Chapter 1: Introduction and Overview (pg. 7)	Provided information on AmeriCorps' Transition and Sustainability Plan.
5	Chapter: 1: Introduction and Overview (pg. 11)	Updated name of Office of External Affairs to Office of Strategic Engagement and Governmental Affairs
6	Chapter 1**:** Introduction and Overview (pg. 17)	Add comment about rebranding and regulations. As of September 29, 2020, CNCS and Senior Corps are doing business as AmeriCorps and AmeriCorps Seniors, respectfully. The eCFR will continue to use the legal names CNCS and Senior Corps
7	Chapter 2: Project Operations (pg. 18)	Removed Invitation to Apply as only NOFOs will be created and used moving forward for Continuations, Renewals and Competitions.
8	Chapter 6: Volunteer Station Roster (pg. 44)	Added newly award grantee requirement to have Station Roster completed with PPR Lite.
9	Chapter 8: Volunteers in AmeriCorps Seniors SCP (pg. 63)	Added information on Facebook as a resource for recruitment.
10	Chapter 10: Role of the AmeriCorps Office of	Updated transition of FFMC to OGA and Grant Officer duties to Portfolio Manager.

	Grant Administration (pg. 91)	
11	Chapter 14 Description and List of Appendices (pg. 127)	Added to Section A: All Programs. Appendix A.18 Technology Support Training- A list of technology focused training companies that are contractable for services to support training needs for volunteers. This information is provided for the convenience of grantees, and AmeriCorps Seniors does not endorse these or any other vendors.

EDITS MADE IN VERSION 2021.1 (JANUARY 2021)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	Update links throughout document
2	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (PG 54)	Update language in teleservice and link to AmeriCorps Seniors resources

EDITS MADE IN VERSION 2021.2 (APRIL 2021)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources are in the process of being transferred from NationalService.gov to AmeriCorps.gov. As documents and pages are transitioned, this document is updated.
2	Chapter 1: AmeriCorps Overview (PG 13)	AmeriCorps Seniors Week will not be held in 2021, AmeriCorps Seniors will highlight AmeriCorps Seniors Program during the month of May, Older Americans Month.
3	Chapter 5: Project Staff (PG 38)	AmeriCorps has published a new National Service Criminal History Check (NSCHC) regulation that will be effective May 1, 2021. Updates and additional resources provided
4	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (51)	Provided link to updated **AmeriCorps Seniors Pandemic Recovery a Pathway to Service (updated March 2021)**
5	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (PG 52)	Update language in teleservice to state approval from your portfolio manager
6	Chapter 8: Volunteers in AmeriCorps Seniors SCP (PG 67)	AmeriCorps has published a new National Service Criminal History Check (NSCHC) regulation that will be effective May 1, 2021. Updates and additional resources provided Effective May 1, all three checks must be conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient before a person begins to work or serve on an NSCHC-required grant.
7	Chapter 11.3 Project Compliance Monitoring (PG 115)	Office of Monitoring provides additional information on Monitoring Activities Types and Monitoring Results and Corrective Actions plans

EDITS MADE IN VERSION 2021.3 (JULY 2021)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources have been transferred from NationalService.gov to AmeriCorps.gov. As documents and pages are updated, this document is also updated.
2	Appendix A.1: Guidance on Recognition Costs	Removed link to AmeriCorps Seniors Guidance on Leave as a Form of Volunteer Recognition. Added AmeriCorps Seniors Guidance on Leave as a Form of Volunteer Recognition as Appendix C.14.
3	Appendix A	Added Appendix A. 19 Respite Survey Added Appendix A. 20 Independent Living Survey
4	Appendix C.14	Added AmeriCorps Seniors Guidance on Leave as a Form of Volunteer Recognition as Appendix C.14.

EDITS MADE IN VERSION 2021.4 (OCTOBER 2021)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources have been transferred from NationalService.gov to AmeriCorps.gov. As documents and pages are updated, this document is also updated.
2	Chapter 10: Budget Management (PG 89)	Limitation on Indirect Cost has been removed, it is no longer applicable.
3	Chapter 10: Budget Management (PG 92-93)	Updated match waiver guidance to include documentation requirements and method for processing.
4	Chapter 11: Project Compliance Monitoring (PG 116-118)	Added image of the AmeriCorps monitoring activity lifecycle Added new section with monitoring resources.
5	Appendix A. 21 Disaster and Emergency Response	Transitioned and updated Appendix E. 3 AmeriCorps Seniors and the AmeriCorps Senior Companion Program in Times of Disaster to Appendix A. 21 Disaster and Emergency Response.