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References for AmeriCorps Seniors Program Policies

This list contains references in the AmeriCorps Seniors program handbooks and the Uniform Monitoring Package (UMP) that may be helpful to grantees as they develop their policies. Please note: This is not an exhaustive list, nor do these references contain all of the information your policies might have. Grantees should also consult the general and program-specific grant terms and conditions and the Code of Federal Regulations, including but not limited to [Part 200](#) (which includes requirements and cost principles), [Part 2551](#) (Senior Companion Program), [Part 2552](#) (Foster Grandparent Program), and [Part 2553](#) (RSVP). It is up to your organization to develop its own policies and conduct the due diligence necessary to ensure policies are complete, compliant, and consistently followed.

If there is not a reference listed specific to your particular program, that does not necessarily mean you do not need a policy for that topic. You may refer to the sources listed for information as you determine whether your organization needs a policy for that topic.

There is not a section in the Code of Federal Regulations or the UMP specific to the Senior Demonstration Program. These grantees may refer to the part of the Code of Federal Regulations or section of the UMP for the program their project most closely resembles.

- To access the UMP, visit <https://americorps.gov/grantees-sponsors/monitoring> and click on "Overview of Uniform Monitoring Package."
- To access the program handbooks, visit <https://americorps.gov/grantees-sponsors> and click on the specific program. The handbook will be listed in the Grantee Resources section of the grantee page.
- To access general and program-specific grant terms and conditions, visit <https://americorps.gov/grantees-sponsors/manage-your-grant>.
- To access the Code of Federal Regulations, visit <https://www.ecfr.gov/>.

Policy topic	References
Advisory Council	Handbooks section 4.3 Handbooks section 4.4
Allocating staff to grants	UMP 01.03 (direct cost allocations) UMP 01.09.01 Handbooks section 5.3
Cash draw-downs	UMP 01.05 Handbooks section 10.5
Data collection and retention	Handbooks section 11.2.6
Emergency leave	Handbooks Appendix A.21
Enrollment/selection	Handbooks section 8.3 Handbooks section 8.4 FGP or SCP Handbook section 8.5
Fund raising/grantee share (includes in-kind donations or resources)	UMP 01.02 Handbooks section 11.2.6 Handbooks Appendix A.8

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Policy topic	References
Gift cards as recognition	Handbooks Appendix A.1
Grievance/appeal	UMP 06.03.01 (SCP) UMP 06.03.03 (SCP) UMP 07.03.01 (FGP) UMP 07.03.03 (FGP) UMP 08.03.01 (RSVP) UMP 08.03.03 (RSVP) Handbooks section 6.4(II)(b) FGP or SCP Handbook section 8.7.4 RSVP Handbook 8.7 SDP Handbook 8.10 Handbooks Appendix A.2
Indirect costs	UMP 01.04
In-kind donations or resources for match/grantee share	UMP 01.02.02 Handbooks section 11.2.6
Limited English proficiency accommodations	UMP 06.03.05 (SCP) UMP 07.03.05 (FGP) UMP 08.03.05 (RSVP) Handbooks section 2.2.1 RSVP Handbook Appendix B.1 FGP, SCP, or SDP Handbook Appendix C.1
Meals (volunteers)	FGP, SCP, or SDP Handbook section 9.2.3 RSVP Handbook section 9.2.2
Mileage reimbursement (volunteers)	Handbooks section 9.1.1 FGP, SCP, or SDP Handbook section 9.1.3 FGP, SCP, or SDP Handbook section 9.2.2 RSVP Handbook section 9.1.2 RSVP Handbook section 9.2.1
National Service Criminal History Check	UMP Section 9 Handbooks section 5.3 Handbooks section 8.3 https://americorps.gov/grantees-sponsors/history-check
Nepotism (clients who are family members)	SCP Handbook section 7.2.3 SDP Handbook section 7.2.4
Nepotism (staff)	Handbooks section 2.3.8

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Policy topic	References
Non-discrimination	UMP 06.02.02 (SCP) UMP 06.03.02 (SCP) UMP 06.03.06 (SCP) UMP 07.02.02 (FGP) UMP 07.03.02 (FGP) UMP 07.03.06 (FGP) UMP 08.02.02 (RSVP) UMP 08.03.02 (RSVP) UMP 08.03.06 (RSVP) Handbooks section 2.3.4 Handbooks Appendix A.2
Nonstipended volunteers in stipended programs	FGP, SCP, or SDP Handbook section 8.1.4
Orientation	RSVP or SDP Handbook section 8.5 FGP or SCP Handbook section 8.6
Personally identifiable information	Handbooks section 11.2.3
Procurement	UMP 01.10
Prohibited activities	UMP 10.01 Handbooks section 2.3
Project oversight/compliance with federal rules	UMP 06.02 (SCP) UMP 07.02 (FGP) UMP 08.02 (RSVP) Handbooks section 2.4(c)
Project personnel (including full-time project director; to negotiate a less than full-time project director, please contact your portfolio manager to discuss the process)	Handbooks section 5.3 Handbooks section 5.4.1(3) Handbooks section 10.4 (amendments when there are staff changes)
Project staff policies	Handbooks section 5.3
Project staff reimbursement	UMP 01.03 (direct cost allocations) UMP 01.09.01 Handbooks section 5.3 Handbooks section 10.1 Handbooks section 10.3
Recognition	SCP Handbook section 7.4.4 RSVP Handbook section 9.2.6 FGP, SCP, or SDP Handbook section 9.2.8 Handbooks Appendix A.1

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Policy topic	References
Recordkeeping (including but not limited to data collection, staff and volunteer timesheets, volunteer assignment plans, reimbursement records, personal information, in-kind donations or resources, financial systems and records, volunteer service tracking and records, record retention)	UMP 01.01 UMP 01.02.03 UMP 01.08 UMP 01.09.01 UMP 06.01.07 (SCP) UMP 07.01.07 (FGP) UMP 09.01 UMP 09.03 UMP 11.01.06 UMP 11.02.04 Handbooks section 11.2
Responding to a data breach	Handbooks section 11.2.5
Risk management	FGP, SCP, or SDP Handbook section 2.2.1(8)(f) Handbooks section 6.3 (station MOU) Handbooks section 7.2.2 (teleservice)
Service hour requirements for stipended volunteers	FGP or SCP Handbook section 8.7.1 FGP or SCP Handbook section 8.7.2 SDP Handbook section 8.9.1 SDP Handbook section 8.9.2
Staff timesheets	UMP 01.09.01
Station accessibility/reasonable accommodations	UMP 06.03.04 (SCP) UMP 07.03.04 (FGP) UMP 08.03.04 (RSVP) FGP, SCP, or SDP Handbook section 2.2.1(4) RSVP Handbook section 2.2.1(2) Handbooks section 6.3 Handbooks Appendix A.9 RSVP Handbook Appendix B.1 FGP, SCP, or SDP Handbook Appendix C.1
Stipend distribution	FGP, SCP, or SDP Handbook section 9.1
Stipended leave	FGP, SCP, or SDP Handbook section 2.2.1(6) FGP or SCP Handbook section 8.7.3 SDP Handbook section 8.9.3
Stipended leave as a form of recognition	FGP, SCP, or SDP Handbooks Appendix C.14
Supply/equipment inventory	Handbooks section 10.8 Handbooks Appendix A.21, section A, question 8
Training	RSVP Handbook section 8.5 FGP, SCP, or SDP Handbook section 8.6
Transportation	FGP, SCP, or SDP Handbook section 9.2.2 RSVP Handbook section 9.2.1
Unexpected closure (weather, natural disaster, etc.)	FGP or SCP Handbook section 8.7.3 SDP Handbook section 8.9.3 Handbooks Appendix A.21
Unused stipended leave	FGP, SCP, or SDP Handbook section 2.2.1(6) FGP, SCP, or SDP Handbook Appendix C.14

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Policy topic	References
Vaccinations	FGP, SCP, or SDP Handbook Appendix C.11
Volunteer cost reimbursement policies	Handbooks section 9.1
Volunteer eligibility	Handbooks section 8.1 Handbooks section 8.3 Handbooks section 8.4 FGP or SCP Handbook section 8.4.3
Volunteer files	Handbooks section 11.2
Volunteer inactivity/ separation/termination	FGP or SCP Handbook section 8.7.4 RSVP Handbook section 8.7 SDP Handbook section 8.10 Handbooks Appendix A.2
Volunteer service policies	RSVP Handbook section 7.1 FGP or SCP Handbook section 8.7.3 SDP Handbook 8.9.3
Volunteer technology/hotspots	Handbooks Appendix A.21, Section A, question 8
Volunteer teleservice	FGP or SCP Handbook section 7.2.2 RSVP or SDP Handbook section 7.2.3
Volunteer timesheets	UMP 11.02.04 FGP, SCP, or SDP Handbook section 8.7.2 Handbooks section 11.2 FGP, SCP, or SDP Handbook Appendix C.3