

Corporation for National and Community Service

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Updated March 13, 2020

TO: Senior Corps Grantees
FROM: Deborah Cox-Roush, Senior Corps Director
DATE: March 12, 2020
cc: Robin Corindo (Senior Corps), Andrea Grill (OGC), Diane Bradley (OGC), Erin Dahlin, Mal Coles (OFL), Erin McGrath (ORO), Barbara Stewart (CEO), Lisa Bishop (OGA)
RE: **Coronavirus Volunteer Guidelines**

In exceptional circumstances, where a Foster Grandparent and Senior Companion is unable to serve, the Corporation authorizes the payment of a temporary allowance for the volunteers. The primary reason for authorizing such an allowance is that these volunteers are trained and experienced service providers. Rather than risking the eventual loss of valuable Senior Corps volunteers because of their inability to serve during this brief period, it is more advantageous to the respective Senior Corps programs, as well as to the individual program sponsors and volunteer stations, to provide this temporary allowance. In addition, the provision of this allowance should also help ensure the continuity of operations for these programs.

The temporary allowance may be paid only to FGP and SCP volunteers who are not able to serve. The temporary pay allowance should be paid at the rate of \$2.65 per hour through March 31, 2020 and then at \$3.00 per hour starting April 1, 2020. Grantees shall calculate each individual volunteer's temporary allowance amount at \$2.65 per hour through March 31, 2020 and at \$3.00 an hour starting April 1, 2020 and multiply this amount with the average weekly service hours for the individual volunteer. For instance, if a volunteer averages 20 hours of service per week, at \$3.00 an hour (the rate starting April 1, 2020), their temporary allowance would be \$60 per week. The temporary allowance may be paid at this rate for up to 10 weeks beginning when approved by the Program Officer/Portfolio Manager.

The temporary allowance may be funded through Volunteer Expense funds in the grant budget. Stipend funds may be used for this purpose.

Steps for obtaining Program Officer/Portfolio Manager approval for and implementing a temporary allowance to FGP and SCP volunteers who are unable to serve:

Step 1: Write your Program Officer/Portfolio Manager providing the following information:

- The date your project began to be affected by the virus;
- A general description of how the virus affected your service area;
- The number of volunteers for whom you are seeking approval to pay a

temporary allowance, the amount of their temporary allowance, and the specific reasons they are unable to serve; and

- For each volunteer, the proposed start and end dates for payment of the temporary allowance.

Step 2: Your Program Officer/Portfolio Manager will provide a written response approving or disapproving your request. If the request is not approved, you will receive an explanation of the reason and may provide additional information if the request is based on an initially incomplete request.

Step 3: When you receive your Program Officer/Portfolio Manager's approval to pay a temporary allowance, you may begin paying it as of the approved date. Ensure records document that these payments correspond to the temporary allowance to specifically address the coronavirus (COVID-19).

Please use the following disclaimer on volunteer timesheets: "Hours reflect those accrued as a result of the impact of the coronavirus (COVID-19) outbreak and approved by CNCS."

Step 4: Send a written update to your Program Officer/Portfolio Manager every 14 days with an update if the temporary allowance is still needed.