

State Commission procedural guidance requires this checklist be maintained in the member file

Member File Checklist - Member Name _____ Year _____

Documents to be kept in member or program files	Member file		Program files
	Yes	N/A	
<p>1. AmeriCorps candidate program application: must be completed, signed & dated in ink by the candidate before any other process can occur such as criminal history background checks and AmeriCorps service. <i>(Carefully review this document to ensure the candidate answered all questions. Review responses to specific questions such as age, citizenship and criminal conviction questions)</i></p>			
<p>2. Documentation of U.S. Citizen or National status: birth certificate, US passport, etc: See CFR Title 45 Part 2522.200 Section (c) for other primary forms of documentation. <u>ND State Commission requires programs to copy the original document(s) presented. (Note: live birth certifications from the hospital are NOT ACCEPTABLE as primary documentation).</u></p> <p>Complete the following to certify the review of primary documentation:</p> <p>➤ What original document(s) were reviewed? _____</p> <p>➤ What eligibility criterion does the document confirm? _____</p> <p>➤ What identification number is on the document? _____</p> <p>➤ Sign and date as reviewer: _____ date _____</p>			
<p>3. Member photo identification: i.e., U.S. passport or other government issued photo ID. (Note: if the photo ID is a U.S. Passport it must be copied under the citizenship documentation process. The State Commission requires programs to copy the government issued photo ID and complete the following to document that the photo ID was reviewed.)</p> <p>Complete the following to certify the review of photo ID documentation:</p> <p>➤ What government issued photo identification was reviewed? _____</p> <p>➤ What identification number is on the document? _____</p> <p>➤ Sign and date as reviewer: _____ date _____</p>			
<p>4. Copy of High School diploma, GED or signed statement in ink <i>(dated before the start of service)</i> attesting that the applicant has a HS diploma or pursuing a diploma or GED. <i>(The ND Commission member agreement now includes this statement and signature area)</i></p>			
<p>5. (Recommended) - Member National Service Trust enrollment form: must be signed and dated in ink by the member and certifying official before a member starts their service. <i>(The member must be enrolled in eGrants within 30 days of their start of service. It is best practice to enroll the member in the My AmeriCorps Portal as soon as possible so that citizenship documentation can be officially verified by CNCS and/or the program can clear up possible non-citizenship issues before the member accumulates significant service hours) (It is also recommended to make a copy of the My AmeriCorps Portal citizenship verification results)</i></p>			
<p>6. Member service agreement document (MSA)-signed and dated in ink by member and program coordinator on or before the start date of service. The start date must agree with eGrants. <i>(Parents must also sign for members under age 18)</i></p> <p>Your Member Service Agreement must contain at minimum the following information/awareness topics in accordance with AmeriCorps grant terms and conditions: (check yes if these items are in the MSA) <i>(Note: The ND Commission MSA template includes these required items)</i></p>			
a. Member position description			
b. Terms of service-including required minimum service hours to receive the education award			
c. The amount of the education award			
d. Standards of conduct			
e. List of prohibited activities (see 2016 AmeriCorps State and National Terms/Conditions, Part V. C.)			
f. Non-duplication and non-displacement text from 45 CFR 2540.100 (e)-(f)			
g. Fundraising guidelines and restrictions text from 45 CFR 2520.40 -.45			
h. Requirements under the Drug-Free Workplace Act (41 U.S.C. section 701)			
i. Civil rights requirements, complaints procedures, and rights of beneficiaries			
j. Suspension and termination rules			
k. Specific circumstances in which a member may be released for cause			
l. Grievance procedures			
m. Other requirements established by your program			

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7. Other information items, consents, certifications and elections: (Note: The ND Commission MSA template includes these additional items)			
✓ Member's consent to conduct the state(s) and FBI criminal history checks			
✓ AmeriCorps pledge			
✓ Member's publicity consent			
✓ Sub-grantee's reasonable accommodation policy			
✓ Member's enrollment in sub-grantee's <i>health care plan</i> or the member's decision to decline participation in the health care plan, if applicable			
✓ Member's enrollment in sub-grantee's <i>child care plan</i> or the member's decision to decline participation in the child care, if applicable			
✓ Federal loan forbearance and Interest Payments: documentation that member was informed of the program and the request process			
8. National Sex Offenders Public Website (NSOPW) Check: Documentation showing the date the NSOPW check was conducted and the NSOPW results (see Criminal History Check Procedures Form for what documentation must be maintained in the member file)			
9. Criminal History Check (CHC) Procedural Verification Form: (see CHC Procedures Form regarding the documentation requirement to support the date the CHC check was: initiated (defined as one step beyond the applicant granting permission to conduct the CHC) and; results (defined as the date the CHC were received and reviewed) Some examples of how to document Initiated CHC requests and CHC Results for members are shown below: ✓ dated certified mail receipt and related copy of signed/dated CHC request with member name ✓ signed/dated invoice from the CHC vendor/provider, that includes member names ✓ copy of dated internet electronic confirmations showing member names covered in CHC requests made to a CHC vendor/provider ✓ In the case of a CHC vendor/provider that conducts group onsite services, a copy of an invoice/statement showing member names and dates in which CHCs were initiated on site. ✓ CHC member results provided electronically can be printed. Grant programs should date stamp the printed results if an electronic date is not present (save the electronic CHC results in a secure computer file). CHC results that are hand delivered or sent through postal/mail services should be date stamped (also, retain the post-marked envelope). Grant programs must provide written documentation that the CHC results were considered in selecting the applicant.			
10. Timesheets: must be signed and dated in ink by the member, assigned supervisor and project coordinator in a timely manner. (<i>Member accompaniment periods must be identified on the timesheet and initialed by the authorized accompaniment representative and then certified by signature and date on each timesheet page.</i>)			
11. Mid-term Member Evaluation, if applicable (aligned with position description)			
12. Documentation of Member Training: including topics covered, the trainer's name, date/time of training sessions, attendance roster and signatures of attendees.			
13. Change of Status form (suspension / slot), if applicable.			
14. Incident / injury reports, grievance reports, etc. filed by either the sub-grantee or the member, if applicable			
15. Documentation of compelling personal circumstances, if applicable			
16. End-of-term performance evaluation (aligned with position description)			
17. Member Exit Form: must be signed and dated in ink by member and certifying official when the member ends their service. <i>The member must be exited in Grants within 30 days?</i>			
18. Sub-grantee's host-site agreements (Memorandum of Understanding), if applicable			
19. Sub-grantee's liability insurance coverage for all AmeriCorps members – to include general & automobile, if applicable			

