AmeriCorps Member
Management 101

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Commitment to AmeriCorps

https://www.youtube.com/watch?v=MDkxVMWWT3M
So You want AmeriCorps Members?!

Are they Eligible?
Here are the **MINIMUM** eligibility requirements:

- Must be a U.S. citizen, U.S. national, or lawful permanent resident of the U.S.
- Must be AT LEAST 17 years of age at the commencement of service – Exceptions included:
  - The Member is out of school and enrolled in a fulltime, year-round youth corps or fulltime summer program (ages 16-25)
- Must have a high school diploma or its equivalent or agrees to obtain a high school diploma or its equivalent (during the first term of service)
  - The member must not have dropped out of elementary/secondary school to enroll in the program
Additional Eligibility Requirements:

Based on the program design, funded program may set additional Member eligibility criteria such as:

�체 A program that provides college advisement to high school students may require Members to have obtained a college degree

체 A program that engages in construction project may require Members to have previous construction experience

체 A program that engages in environmental stewardship projects may require Members to be able to carry 30lbs of equipment.
Tutoring Programs Eligibility
Requirements:

**Employee**
If the tutor is considered to be an employee of the Local Education Agency or School, as determined by State law

Then the tutor must meet the qualifications under No Child Left Behind Acts, as Required in 34 CFR 200.58

**Not an Employee**
If the tutor is not considered to be an employee of the Local Education Agency or School, as determined by State Law

Then the tutor MUST have a high school diploma or its equivalent, or a higher Degree; AND successful completion of pre- and in-service specialized training, as Required in §2522.940 of this subpart
Eligibility Requirements:

If the employees of the service sponsors are:

1. Engaged in the same work as that proposed to be carried out by AmeriCorps Members, and
2. Represented by a labor union...

then the service sponsor must obtain and submit a written concurrence from the labor union.
Funded Program are Responsible for:

1) Recruiting AmeriCorps Members and fully enrolling awarded Member Service Years (MSY)/Member Slots;

**Number of MSY/Member Slots are** based on the program design, determine the number of AmeriCorps Members needed to effectively implement interventions.

<table>
<thead>
<tr>
<th>Slot Type</th>
<th># of MSY</th>
<th>Minimum Required # of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1.00</td>
<td>1700</td>
</tr>
<tr>
<td>Half-time</td>
<td>0.50</td>
<td>900</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>0.38</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>0.26</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>0.21</td>
<td>300</td>
</tr>
</tbody>
</table>

**Stipulation for New Applicants:** New applicants must request a minimum of 5 MSY up to a maximum of 10 MSY.
3) Actively seeking to recruit a diverse Corps that reflects the community in which it will serve; and

2) Actively seeking to recruit a diverse Corps that reflects the community in which it will serve; and

Funded Program are Responsible for:
# Term Limitations

The following are the term limitations established for each stream of service:

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Maximum # of Service Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>AmeriCorps State &amp; National</td>
<td>4</td>
</tr>
<tr>
<td>AmeriCorps VISTA</td>
<td>5</td>
</tr>
<tr>
<td>AmeriCorps NCCC</td>
<td>2</td>
</tr>
</tbody>
</table>

*Each member slot type (e.g. full-time, half-time, etc.) counts as one term of service.*
Position Description

A position description is required for each Member position. The position description must outline the following:

- The start and end dates of the term of service;
- The position title;
- The service activities to be performed;
- The qualifications (knowledge, skills, attitudes, and aptitudes) needed to be successful; and
- The applicable Member benefits (tangible and intangible)
Develop a Recruitment Plan
AmeriCorps Members are eligible for the following benefits
AmeriCorps Members receive a living allowance during the term of service. The living allowance is designed to help Members meet the necessary living expenses incurred while participating in the AmeriCorps program.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$12,530</td>
<td>$25,060</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$13,265</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$9,950</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$6,635</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,420</td>
</tr>
</tbody>
</table>
2) Health Care

- Full-time Members serving a 1700-hour term who are not otherwise covered by a health care policy at the time s/he begins service must be provided health care coverage.

- Full-time Members serving a 1700-hour term who lose coverage during their term of service through no deliberate act of their own must be provided health care coverage.

- Funded programs are not required to provide health care coverage to less-than-full-time Members.

**Note:** Less-than-full-time Members who serve in a full-time capacity for a sustained period of time (e.g. full-time summer project) are eligible for healthcare.
3) Childcare

CNCS (not programs) will provide for childcare payments, which will be administered through an outside contractor.

CNCS will not cover childcare costs for Members serving on a less-than-full-time basis.
4) Taxes and Insurance

and Insurance include:

- **FICA** *(discussed in Financial Management presentation)*
- **Worker’s Compensation** *(discussed in Financial Management presentation)*
- **Liability Insurance**

Funded programs are responsible for ensuring adequate general liability coverage for the organization, employees, and Members, including coverage of Members engaged in on- and off-site project activities.

- **Income Taxes**

Members that receive a living allowance must complete a Form W-4 and have the appropriate taxes withheld. Funded programs must provide Members with a Form W-2 at the close of the tax year.
AmeriCorps Members are eligible to receive loan forbearance for qualified student loans in repayment during the term of service.
6) Education Award

Upon successful completion of the term of service, Members are eligible to receive an education award from the National Service Trust (not programs) that may be used for current educational expenses or to repay qualified student loans.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>FY15 Education Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$5,730.00</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>$2,865.00</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>$2,182.78</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>$1,515.55</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>$1,212.44</td>
</tr>
</tbody>
</table>
Funded programs should provide Members with the training necessary to be effective in their service assignments.

Training should reflect the unique nature of the program.

Training should be appropriate for the age(s), skill level(s), and other differences in backgrounds / abilities of the Members.
**New Member Orientation:** All funded programs are required to provide Members with a New Member Orientation at the commencement of their service.

– **Required Components of New Member Orientation**
  - Member Rights & Responsibilities
  - Program Code of Conduct/Expectations
  - Policies & Procedures (including CNCS, MCSC and program-specific)
  - Position & Service Description
  - Explanation of Member Benefits
  - Any Applicable Paperwork

– **Supplemental Components of New Member Orientation**
  - Orientation to National Service (history, mission, streams of service)
  - Orientation to the Organization (history, mission, culture)
  - Orientation to Partner Service Sites
  - Ice-breakers, Teambuilding, and/or Reflection Activities
**Member Development**

**Training Specific to Service Activities:** Funded programs should ensure that AmeriCorps Members receive training necessary to perform service activities. Example trainings include:

- **Community Background Information**
  - What is the community need/problem being addressed?
  - Who are the community stakeholders?
  - Who are the target beneficiaries who will receive services?

- **Performance Measures**
  - What are the goals of interventions (service activities)?
  - What are the intended outputs and outcomes of service activities?
  - How is progress data collected, tracked, and reported?

- **Specific Skills Training**
  - What additional skills are needed to perform direct service activities?
  - How are volunteers recruited, engaged, tracked, and recognized?
The Missouri Community Service Commission requires funded programs to provide the following trainings to AmeriCorps Members:

- First Aid Training and Certification
- CPR Training and Certification
- Citizenship Training
- Emergency/Disaster Response Training
MCSC strongly encourages funded programs to build the leadership capacity of AmeriCorps Members.

Example leadership development opportunities include:

- **Team Leader Positions**
  
  These are peer mentorship roles. Members **MAY NOT** be assigned as supervisors of other Members.

- **Event Planning/Coordination**
  
  Fundraising event restrictions apply. Members may only raise funds for activities specific to their direct service.

- **Volunteer Recruitment/Management**
  
  MCSC requires funded programs to recruit a minimum of 5 volunteers per MSY awarded.
Funded programs should ensure the organizational capacity to effectively support and supervise AmeriCorps Members.

Examples of program staff that can provide Member supervision:

- Program Directors
- Program Staff (Managers, Coordinators)
- Partner Service Site Supervisors

- Programs should have a Memorandum of Understanding in place with partner service sites that outlines Site Supervisor responsibilities.
QUESTIONS?