

TRIVIA QUESTIONS ON MEMBER FILES

Answer Sheet

1. Phyllis is 17 and has been accepted into the program as an AC Member. There is documentation from the program that her parent gave verbal consent for her to participate. The Program has satisfied the requirements of the policy. T or F

F: the consent must be in written form and must obtain a signature from the parent/guardian and be dated. It can be included as an addendum in the Member contract.

2. Throughout the year, the We are Here to Serve program takes pictures, creates videos, and other promotional marketing of the Members in service. Pictures of the Members that are used for marketing materials are placed in the Member's file. The program has satisfied the requirements of the policy. T or F

F: Programs must obtain the prior written consent of ALL Members before using their names, photographs, and other identifying information for publicity, promotional or other purposes. You have the choice to develop your own form to determine if the Member authorizes consent or not. (they do have a choice not to consent) Or you can include it as an addendum in the Member contract.

3. Santana is a returning Member. He is going to serve his 3rd year with the Getting Things Done Program. His original AmeriCorps application included professional references and was included with his current Member file. The program has satisfied the requirements of the policy. T or F

T: all applications must include references collected to attest to the Member's skills, aptitudes, and abilities. Candidates should not be considered or selected as Members without at least 2 references.

4. This program year, Hands Across Missouri program did not include enrollment or exit forms. They only provided an enrollment and exit report from eGrants. The program has satisfied the requirements of the policy. T or F

T: In an effort to reduce paper forms and ensure the collection of Member demographics, CNCS is requiring programs to have Members complete enrollment and exit forms in the My AmeriCorps Portal. However, if you have technological limitations that include a lack of internet access, computer and/or cell phone, or a Member population with low computer literacy skills that cannot

be addressed through training or technical assistance; you may request a waiver from the Commission to allow paper form. The approved waivers are only valid for one year.

5. During a site visit review, the Commission noted that the Working Together program included the Member contract for all Member files. The signatures were written in red ink so that you could determine that it was the original copy. The program has satisfied the requirements of the policy. T or F

T and F: The program has satisfied the requirements for documentation- to include the Member contract. However, all official documents must include signatures in blue ink.

6. In the Member files, there must be either proof of health insurance coverage for Members or a waiver form documenting that coverage was not needed. T or F

T: A waiver is appropriate when a Member does not need coverage due to existing coverage. A Member (full-time) must have health insurance coverage to participate in AmeriCorps.

7. The World is a Better Place program conducts criminal history checks through the Missouri State Highway Patrol. The Check Clearance Letter and the results are in the file. The program has satisfied the requirements of the policy. T or F

F: Due to the fact that the checks are done through the state repository, an outside party is not allowed to review the actual results of the criminal history checks. Therefore, it is acceptable to only include the Check Clearance Letter.

8. After conducting a site visit reviews, the Commission noted that Tutoring R Us program did not include documentation of receiving a high school diploma or its equivalent. The program has satisfied the requirements of the policy. T or F

T: Enrolling in My AmeriCorps portal requires Members to certify their high school status. Such certification fulfills the verification requirement to obtain and maintain documentation from the Member relating to his/her high school education. Also, self-attestation indicated in the AmeriCorps application also serves as verification.

TRIVIA QUESTIONS ON MEMBER FILES

1. Phyllis is 17 and has been accepted into the program as an AmeriCorps Member. There is documentation from the Program that her parent gave verbal consent for her to participate. The Program has satisfied the requirements of the policy.

True or False

2. Throughout the year, the We are Here to Serve program takes pictures, creates videos, and other types of promotional marketing; displaying Members in service. Pictures of the Members that are used for marketing materials are placed in the Member's file. The Program has satisfied the requirements of the policy.

True or False

3. Santana is a returning Member. He is going to serve his 3rd year with the Getting Things Done Program. His original AmeriCorps application included professional references and was placed in his current Member file. The Program has satisfied the requirements of the policy.

True or False

4. This program year, Hands Across Missouri program did not include enrollment or exit forms. They only provided an enrollment and exit report from eGrants. The Program has satisfied the requirements of the policy.

True or False

5. During a site visit review, the Commission noted that the Working Together program included the Member contract for all Member files. The signatures were written in red ink so that you could determine that it was the original copy. The Program has satisfied the requirements of the policy.

True or False

6. In the Member files, there must be either proof of health insurance coverage for Members or a waiver form documenting that coverage was not needed.

True or False

7. The World is a Better Place program conducts criminal history checks through the Missouri State Highway Patrol. The Check Clearance Letter and the results are in the file. The Program has satisfied the requirements of the policy.

True or False

8. After conducting a site visit review, the Commission noted that the Tutoring R Us program did not include documentation in the Member file of receiving a high school diploma or its equivalent. The Program has satisfied the requirements of the policy. T or F

True or False

Electronic Storage of Records – procedures and a system

- Prevention of unauthorized alterations or erasures of records
- Security measures to prevent unauthorized access
- Back-up and recovery system
- Easy retrieval of records in a timely fashion
- Image of the original signature is acceptable

Significance

- 1) Member files are reviewed as part of a grant monitoring and should be complete at all times.

- 2) During OIG audits, any Member eligibility that is questioned could result in you having to repay the funds paid to that Member for living allowance, taxes, and insurance.

- 3) The Member's education award may become questioned and disallowed if:
 - ▶ Eligibility is not documented correctly
 - ▶ Timesheets are added incorrectly, not signed or contain unallowable activities, such as excessive fundraising
 - ▶ Partial awards for compelling personal circumstances have not been documented in the Member file. Compelling personal circumstance are issues beyond the Member's control, including disability, serious illness, death of a family member, military service obligations, etc.

- 4) Frequent Issues-
 - ▶ Criminal history checks not completed or improperly documented
 - ▶ Missing incomplete or improper timesheets; timesheets not signed and dated by Member and supervisor
 - ▶ Service hours- unsupported, insufficient, before or after the Member contract was signed or after completion of term of service
 - ▶ Any form of incomplete or missing records, documentation or forms