AGENDA

• Program management
• Member Management
• Record storage and Retention
• It is the policy of the Missouri Community Service Commission that no individual in a covered position begin work or service supported by the grant prior to the request of a full National Service Criminal History Check (NSCHC). An individual in a covered position includes any person receiving a living allowance, stipend, National Service education award, or salary through a program receiving CNCS funds, regardless of the level of contact with a vulnerable population. (Note: An individual in a covered position includes AmeriCorps Members and applicable program staff.)
PROGRAM MANAGEMENT


• **FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN A LETTER OF NON-COMPLIANCE, ADVERSE SCORING ON THE ANNUAL RISK ASSESSMENT (WHICH IS CONSIDERED FOR FUTURE FUNDING REQUESTS), AND DISALLOWED COSTS.**
The Missouri Community Service Commission requires sub-grantees to utilize a standardized Member Contract template provided by the Commission. Any program-specific additions, revisions, addendums, and/or changes made to the Member Contract must be reviewed and approved by the Commission prior to being signed by the AmeriCorps Member and Program Director.

It is the policy of the Missouri Community Service Commission that no sub-grantee will receive reimbursement for a Member who begins service prior to the date s/he signs the Member Contract. In order to be reimbursed, the Member MUST begin service on or after the date of their signed contract.

Failure to comply with this policy will result in a letter of non-compliance, adverse scoring on the annual risk assessment (which is considered for future funding requests), and the sub-grantee will not be reimbursed for service hours prior to the date on the signed Member Contract.
• THE MISSOURI COMMUNITY SERVICE COMMISSION REQUIRES SUB-GRANTEES TO REQUEST FROM THEIR PROGRAM OFFICER REQUEST FOR SLOT CONVERSION ON SLOT CONVERSION REQUEST FORM. YOU CAN EMAIL THIS FORM TO YOUR ASSIGNED PROGRAM OFFICER. SLOT CONVERSIONS WILL ONLY BE APPROVED BY THE EXECUTIVE DIRECTOR. SLOT CONVERSION SHOULD ONLY BE DONE WITHIN THE 1ST 90 DAYS OF SERVICE.

• NOTE: THE SLOT CONVERSION REQUEST FORM IS ON OUR WEBSITE FOR YOUR CONVENIENCE: HTTPS://WWW.MOVOLUNTEERS.ORG/.
All sub-grantees must submit required reporting in a timely and efficient manner as follows:

**Performance Measures Progress Reports** are due quarterly as follows:
- First Quarter (August – December) – due January 15\textsuperscript{th}
- Second Quarter (January – March) – due April 15\textsuperscript{th}
- Third Quarter (April – June) – due July 15\textsuperscript{th}
- Fourth Quarter (July – September) – due October 15\textsuperscript{th}

**Aggregate Financial Reports (AFRs)** are due quarterly as follows:
- First Quarter (August – December) – due January 31\textsuperscript{st}
- Second Quarter (January – March) – due April 30\textsuperscript{th}
- Third Quarter (April – June) – due July 31\textsuperscript{st}
- Fourth Quarter (July – September) – due October 30th

**Periodic Expense Reports (PERs)** are due monthly as follows:
- By the 15\textsuperscript{th} day of the month following the month in which expenses are incurred (e.g. September expenses are due by October 15\textsuperscript{th}).
• Sub-grantee may ask for deadline extension to the program officer. This extension must be in writing (email is ok). It is up to the discretion of the program officer to grant the extension. **NO extension will be given for Q2 or Q4 Performance Measure Progress report.**

• MCSC may notify sub-grantees at the beginning or during the program year of any revisions or additions to deadlines and/or reporting requirements.

**MCSC may cease all disbursal of grant funds if the sub-grantee is more than two weeks delinquent with a programmatic or financial report. Consistent tardiness in reporting will be a consideration by the MCSC in determining the sub-grantee’s future requests for funding. In the event of continued or unreasonable tardiness or inaccuracy, the MCSC may suspend and/or terminate the grant award as outlined in federal regulations.**
MEMBER MANAGEMENT

Training

- It is the policy of the Missouri Community Service Commission that all AmeriCorps sub-grantees have their Members certified in CPR and First Aid by the end of their first quarter of service. If a sub-grantee has rolling enrollment after the first quarter of the project period, then Members must receive CPR and First Aid certification within the quarter they are enrolled (e.g. a Member enrolled during the second quarter of the project period must receive CPR and First Aid training by the end of the second quarter).

- It is the policy of the Missouri Community Service Commission that all AmeriCorps sub-grantees have at least 75% of their Members certified in Disaster training.

- It is the policy of the Missouri Community Service Commission that all AmeriCorps sub-grantee have a training for all their Members on Respectful treatment of others.
MEMBER MANAGEMENT

• It is the policy of the Missouri Community Service Commission that sub-grantees notify their assigned Program Officer when you first become aware of a circumstance in which a Member will be released prior to the agreed upon completion date or number of hours noted in the Member Contract.

• The sub-grantee must allow AmeriCorps Members to serve on a jury without being penalized for doing so. During the time AmeriCorps Members serve as jurors, they should continue to receive credit for their normal service hours, a living allowance, health care coverage, and, if applicable, child care coverage regardless of any reimbursements for incidental expenses received from the court.
MEMBER MANAGEMENT

• IN INSTANCES WHERE THE DATES OF ACTIVE DUTY ARE INFLEXIBLE AND CONFLICT WITH AMERICORPS SERVICE, MEMBERS SHOULD BE GRANTED A LEAVE OF ABSENCE FOR THE TWO-WEEK PERIOD OF ACTIVE DUTY SERVICE IN THE RESERVES. THE SUB-GRANTEE MAY CREDIT AMERICORPS MEMBERS FOR AMERICORPS SERVICE HOURS DURING THEIR TWO WEEKS OF ACTIVE DUTY SERVICE IN THE RESERVES IF IT OCCURS DURING THEIR AMERICORPS SERVICE. THE MEMBER WOULD RECEIVE CREDIT FOR THE NUMBER OF HOURS S/HE WOULD HAVE SERVED DURING THAT PERIOD HAD THERE BEEN NO INTERRUPTION. THE SUB-GRANTEE SHOULD CONTINUE TO PAY THE LIVING ALLOWANCE AND PROVIDE HEALTHCARE AND CHILD CARE COVERAGE, IF APPLICABLE, FOR THE TWO-WEEK PERIOD OF ACTIVE DUTY. THE AMERICORPS MEMBER MAY NOT RECEIVE TIME-OFF FOR ADDITIONAL RESERVES-RELATED SERVICE BEYOND THE TWO-WEEK ACTIVE DUTY SERVICE. NO AMERICORPS SERVICE CREDIT MAY BE EARNED FOR THE ONCE-A-MONTH WEEKEND SERVICE IN THE RESERVES.
RECORD RETENTION AND STORAGE

• It is the policy of the Missouri Community Service Commission that sub-grantees adhere to the following guidelines for use of the OnCorps Web-based Reporting System (http://mo.oncorpsreports.com):

• **OnCorps Help Desk Tickets:** Sub-grantees must not submit help requests directly to the OnCorps Reports Help Desk unless instructed to do so by a MCSC staff member. The sub-grantee is to send the help request via e-mail to the assigned MCSC Program Officer and await further instruction.

• **Note:** Review all policies in procedure in regards to OnCorps in the Program Director Handbook.
Electronic Storage of Member Files
• It is the policy of the Missouri Community Service Commission that if sub-grantees choose to store Member files electronically, then they must follow the Corporation’s policy on electronic storage of Member files listed below.

Policy:
This policy allows AmeriCorps State and National grantees the option of storing Member files in electronic formats, when practicable. It also provides minimum standards that such systems must meet.

Minimum Standard for Electronic Document Storage:
A program may store Member files electronically and use electronic signatures if the program can ensure the validity and integrity of the record and signature is maintained.
RECORD RETENTION AND STORAGE

• THE PROGRAM’S ELECTRONIC STORAGE PROCEDURES AND SYSTEM MUST PROVIDE FOR THE SAFEKEEPING AND SECURITY OF THE RECORDS, INCLUDING:
  1. SUFFICIENT PREVENTION OF UNAUTHORIZED ALTERATIONS OR ERASURES OR RECORDS;
  2. EFFECTIVE SECURITY MEASURES TO ENSURE THAT ONLY AUTHORIZED PERSONS HAVE ACCESS TO RECORDS;
  3. ADEQUATE MEASURES DESIGNED TO PREVENT PHYSICAL DAMAGE TO RECORDS; AND
  4. A SYSTEM PROVIDING FOR BACK-UP AND RECOVERY OF RECORDS
The electronic storage procedures and system must provide for the easy retrieval of records in a timely fashion, including:

1. Storage of the records in a physically accessible location;
2. Clear and accurate labeling of all records; and
3. Storage of the records in a usable, readable format.

**NOTE:** All current grant terms and conditions regarding recordkeeping, including access restrictions, security, privacy, and retention, also apply to electronic records.
RECORD RETENTION AND STORAGE

It is the policy of the Missouri Community Service Commission that all records be retained as follows:

- All financial records, supporting documentation, statistical records, evaluation and performance data, Member information, and personnel records must be retained for three (3) years after the close of an AmeriCorps grant.
- If any litigation, claim, negotiation, audit or other action involving records has been started before the expiration of the 3-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 3-year period, whichever is later.

Note: It is recommended that sub-grantees retain Member information and records for seven (7) years after the completion of a Member’s term of service.

This policy applies regardless of the status of the sub-grantee organization’s AmeriCorps State funding.