MyAmeriCorps
2019 Member Enrollment Process

Presented by Lori Williams
Program Directors Training
06/25/19
Agenda

• Member Enrollment Basic Rules
• Member Enrollment Workflow—Main Steps
• Member Enrollment Process:
  • How to create a member invitation
  • How to complete SSN, Citizenship, and Criminal History Check Verification Information of the member enrollment form
  • How to complete Placement Information of the member enrollment form
• Member Enrollment Workflow—Timing and Examples
• What will applicants see?
• Resources
Member Enrollment Basic Rules

• Verify SSN validity and citizenship eligibility automatically or by hand in Portal when member accepts invitation

• Before AmeriCorps member’s first day of service:
  o Complete NSOPW
  o Initiate State/FBI background checks
  o Verify these steps are completed in Portal
    ❖ Certify member enrollment no later than 8th calendar day from member’s start
Member Enrollment Basic Rules—What’s changed in 2019?

- Verify SSN validity and citizenship eligibility automatically or by hand in Portal when member accepts invitation.

Before AmeriCorps member’s first day of service:

- Complete NSOPW
- Initiate State/FBI background checks
- Verify these steps are completed in Portal
  - Certify member enrollment no later than 8th calendar day from member’s start
Member Enrollment Workflow—Main Steps

1. Service opportunity
   - All opportunities are required in the Portal

2. Invitation and Acceptance
   - Once applications are reviewed, programs create and send an invitation to prospective members
   - Invited members accept the invitation and complete member portion of the enrollment form

3. SSN/Citizenship Verification
   - Invited member records go to the Social Security Administration to verify SSNs and citizenship
   - Programs collect verification from invited members if verification is not received from SSA and submit it to the CNCS Hotline

4. CHC Verification
   - Programs complete SSN, citizenship, and criminal history check verification section of the enrollment form

5. Start Date and Service Location
   - Programs complete Placement Information of the enrollment form to activate a member
   - Members are enrolled
1. Service Opportunity Listings

• As of July 2, 2018, all grantees are required to post all service opportunities in the MyAmeriCorps Portal.

• Find instructions for completing listings on the AmeriCorps Knowledge Network:
  – www.nationalservice.gov/resources/americorps/member-assignment-listings
2. Invitation and Member Acceptance

• Programs send invitations to serve in AmeriCorps to prospective members.
• Members accept their service assignment by clicking on a link in the invitation email that will complete the registration.
What Programs See: Invite Members

Enter applicant's data and select the program, grant year, and service location from the drop-down lists.

Click on add another to send the current invitation and enter another.

Click on save to send one invitation and return to your home page.
3. SSN and Citizenship Verification

- The Portal will submit the record to the Social Security Administration (SSA) as soon as the member completes and saves her section of the enrollment form.

- By the morning of the next business day, the record will indicate “Verified” or, if not verified, “Returned” in the Portal:
  - If verified by SSA, then the enrollment process will proceed to the next step.
  - If not verified by SSA, then the program will collect additional documentation and submit it to the CNCS hotline.
    - If additional documentation is sufficient to verify eligibility, then CNCS staff will manually update the Portal record and the enrollment process will continue.
What Programs See: Pending Enrollment Workbasket

Programs will see a list of individuals who have accepted their invitations to serve.
What Programs See—New Section: SSN and Citizenship Verification

This section of the enrollment form; programs will see the SSN and citizenship verification status. In this example, both are pending. This means the member’s information is being verified by SSA.
What Programs See—New Section: Participant Information

Programs will enter placement information prior to enrolling the member.
4. CHC Verification

- Programs will complete SSN, criminal history, and citizenship verification of the enrollment form:
  - Certify NSOPW is complete
  - Certify State/FBI checks are initiated, per CNCS regulations
  - Press Save button in the Portal
What Programs See: CHC Verification

Programs will certify the NSOPW is complete and that State/FBI checks are initiated, per CNCS requirements.

Be sure to select Save after entering the requested information.
5. Start Date and Service Location

- Programs complete the Placement Information section of the enrollment form:
  - Enter member start date
  - Enter service location
  - Enter slot type, if necessary
  - Select Enroll Member
What Programs See: Start Date and Service Location

At the bottom of the enrollment form:

Programs complete the Placement Information section of the enrollment form by entering the member start date, service location, and slot type.

Click enroll member when all steps are completed and verified.
Member Enrollment Workflow—Main Steps

1. Service opportunity
   • All opportunities are required in the Portal
   Programs will enter opportunities after receiving the NGA.

2. Invitation and Acceptance
   • Once applications are reviewed, programs create and send an invitation
   • Invited members accept the invitation and complete Part 1 of the enrollment form
   Timing will vary based on program design and recruitment timeline.

3. SSN/Citizenship Verification
   • Invited member records go to the Social Security Administration
   • Programs collect verification from invited members and submit to the CNCS Hotline
   Timing for this step: On or before member start date

4. CHC Verification
   • Programs complete SSN, citizenship, and criminal history check verification of the enrollment form
   Timing for this step: On or before member start date

5. Start Date and Service Location
   • Programs complete Placement Information of the enrollment form
   • Members are enrolled
   Timing for this step: NLT 5 calendar days from member start date
Member Enrollment Workflow Example 1

- This is a training example to illustrate key Portal enrollment steps and timing; specific dates below were set by the program and do not reflect CNCS requirements.
- In this example, all members start on the same day; that day is also
  - the program start date in the Portal (August 1):
    - Program will recruit and screen applicants until May 31
    - Program will send all invitations to prospective members by June 5
    - Members will accept and citizenship will be verified by SSA by June 30
    - Program will complete NSOPW and initiate State/FBI checks by July 1
    - Program will verify CHC checks in the Portal by July 5
    - Members will begin service, and the program will certify enrollment in the Portal
      - on August 1
Member Enrollment Workflow Example 2

- This is a training example to illustrate key Portal enrollment steps and timing; specific dates below do not reflect CNCS requirements.

- In this example, members begin service at different times of the program year, and the program start date is September 1. This is the timing for the first cohort of members to enroll:
  - Program will recruit and screen continuously; selection for the first cohort will conclude on August 15
  - Program will send invitations to prospective members on August 16
  - Members will accept and citizenship will automatically be verified by SSA
  - Program will complete NSOPW and initiate State/FBI checks before the member start date
  - Program will verify eligibility and checks in Portal before member’s start date
  - Members will begin service on September 1, and the program will certify enrollment in the Portal within 5 calendar days (e.g., if a member starts on Monday, then the program must enroll her by COB on Friday)