



AmeriCorps Member Management 101

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Session Components

- Commitment to AmeriCorps
- AmeriCorps Member Eligibility
- Overview of Member Recruitment
- Overview of Member Benefits
- Overview of Member Development
- Overview of Member Supervision
- Question & Answer

Commitment to AmeriCorps

- **Requirement:** A program selected for funding must be identified as an AmeriCorps Program.
- What is considered AmeriCorps identification?
 - Including “AmeriCorps” in the program name;
 - Prominently displaying the AmeriCorps logo within public view in service locations;
 - Prominently displaying the AmeriCorps logo on service gear (e.g. polo shirts, t-shirts, Oxford shirts, etc.)
 - Prominently displaying the AmeriCorps logo on public materials (e.g. recruitment brochures, stationery, application forms, press releases, website, etc.);
 - Explicitly stating that the program is an AmeriCorps program in all applicable Memoranda of Understanding (MOUs) or partnership agreements.

Commitment to AmeriCorps

- **Requirement:** An individual selected to serve in an approved National Service position must be identified as an AmeriCorps Member.
- What is considered AmeriCorps identification?
 - Including “AmeriCorps Member” in the Member’s position title;
 - Ensuring that, while in service, the AmeriCorps Member -
 - *Identifies him/herself as an AmeriCorps Member;*
 - *Wears service gear that prominently displays the AmeriCorps logo;*
 - *Knows how to explain his/her role in the context of AmeriCorps service; and*
 - *Understands the concept of service versus work.*

AmeriCorps Member Eligibility

The minimum requirements to serve as an AmeriCorps Member include:

- Be a U.S. citizen, U.S. national, or lawful permanent resident of the U.S.;
- Be at least 17 years of age at the commencement of service – Exceptions include:
 - The Member is out of school and enrolled in a full-time, year-round youth corps or full-time summer program (ages 16-25)
- 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.

AmeriCorps Member Eligibility

ADDITIONAL REQUIREMENTS

- Based on the program design, funded programs may set additional Member eligibility criteria.

Examples include:

- A program that provides college advisement to high school students may require Members to have obtained a college degree.
- A program that engages in construction projects may require Members to have previous construction experience.
- A program that engages in environmental stewardship projects may require Members to be able to carry 30 lbs of equipment.

AmeriCorps Member Eligibility

TUTORING PROGRAMS (*special note*)

- **Consideration:** Will an AmeriCorps Member serving as a tutor be considered an employee of the local education agency or school as determined by state law?
 - YES: The Member must meet the Paraprofessional qualifications under the No Child Left Behind Act (34 CFR 200.58).
 - NO: The Member must have a high school diploma, its equivalent, or a higher degree and must successfully complete pre- and in-service specialized training.

AmeriCorps Member Eligibility

PROFESSIONAL CORPS PROGRAMS (*special note*)

- **Consideration:** If the employees of the service sponsor are:
 1. Engaged in the same or substantially similar 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.

Overview of Member Recruitment

A funded program is responsible for:

- Recruiting AmeriCorps Members and fully enrolling awarded Member Service Years (MSY)/Member Slots;
- Actively seeking to recruit a diverse Corps that reflects the community in which it will serve; and
- Recruiting AmeriCorps Members without regard to race, color, national origin, disability, age, sex, political affiliation, sexual orientation, and, in most instances, religion.

Overview of Member Recruitment

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

Slot Type	# of MSY	Minimum Required # of Hours
Full-time	1.00	1700
Half-time	0.50	900
Reduced Half-time	0.38	675
Quarter-time	0.26	450
Minimum-time	0.21	300

Stipulation for New Applicants:

New applicants must request a minimum of 5 MSY up to a maximum of 10 MSY.

Overview of Member Recruitment

- **Term Limitations:** The following are the term limitations established for each stream of service.

Program Type	Maximum # of Service Terms
AmeriCorps State & National	4
AmeriCorps VISTA	5
AmeriCorps NCCC	2

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

Overview of Member Recruitment

- **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)

Overview of Member Recruitment

- **Develop a Recruitment Plan:** In developing a plan to recruit AmeriCorps Members, a funded program should consider:
 - The timeline for recruiting Members;
 - *Note: Because new programs have a small window between being informed of funding and the program start date, MCSC recommends a program start date of September 1st.*
 - The recruitment channels that will be used; and
 - *College/university campuses*
 - *Partner service sites*
 - *Local community and/or faith-based organizations*
 - *Online resources*
 - The application materials/screening process that will be used.
 - *AmeriCorps application with 2 references*
 - *Individual and/or group interview*
 - *National Service Criminal History Checks (NSOPW, MO-state, State of Residence, FBI fingerprint-based)*

Overview of Member Benefits

- AmeriCorps Members are eligible for the following benefits:
 - Living Allowance
 - Health Care
 - Childcare
 - Taxes and Insurance
 - Loan Forbearance
 - Education Award

Overview of Member Benefits

- **Living Allowance:** 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.

Service Term	Minimum # of Hours	Minimum Living Allowance	Maximum Living Allowance
Full-time	1700	\$12,530	\$25,060
Half-time	900	n/a	\$13,265
Reduced Half-time	675	n/a	\$ 9,950
Quarter-time	450	n/a	\$ 6,635
Minimum-time	300	n/a	\$ 4,420

Overview of Member Benefits

• 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.

Overview of Member Benefits

- **Health Care:**

- **Health Care Options include:**

- Remaining on a parent's or spouse's plan;
- Insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan;
 - Funded programs should have a reimbursement policy for premiums paid by Members during the term of service.
- Insurance obtained through a private insurance broker
- Medicaid, Medicare, or military benefits

Note: For 2015-16, all AmeriCorps programs must provide MEC-compliant health care.

Overview of Member Benefits

- **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.

- **Taxes & Insurance:**

- Taxes and Insurance include:

- **FICA** (*discussed in Financial Mngt presentation*)
- **Worker's Compensation** (*discussed in Financial Mngt 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.*

Overview of Member Benefits

- **Loan Forbearance:** AmeriCorps Members are eligible to receive loan forbearance for qualified student loans in repayment during the term of service.
- **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.

Service Term	Minimum # of Hours	FY15 Education Award
Full-time	1700	\$5,730.00
Half-time	900	\$2,865.00
Reduced Half-time	675	\$2,182.78
Quarter-time	450	\$1,515.55
Minimum-time	300	\$1,212.44

Overview of Member Development

- 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.

Overview of Member Development

- **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*

Overview of 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?*

Overview of Member Development

- **Missouri-Specific Training:** 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

Overview of Member Development

- **Member Leadership Development:** 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.*

Overview of Member Supervision

- **Member Supervision:** 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?

