

1. MEMBER RECRUITMENT

- a) Guide to Member Recruitment
- b) Strategies & Tools for Member Recruitment
- c) Recruiting People with Disabilities
- d) Creating a Service Opportunity Listing in My AmeriCorps Portal
- e) CNCS Guidelines for Member Recruitment & Selection
- f) Frequently Asked Questions
- g) 2016 Terms and Conditions for AC State & National Grants – Changes from the 2015 AmeriCorps Grant Provisions

2. MEMBER DEVELOPMENT

- a) Overview of Member Development
- b) Member Orientation
- c) Missouri-Specific Member Development
- d) Life After AmeriCorps
- e) Member Development: Online Resources

3. CRIMINAL RECORD CHECKS

- a) National Service Criminal History Checks 101 (2016-2017)
- b) NSHC Requirements and Definition of Terms
- c) Steps to Clear Individuals
- d) Documentation Checklist
- e) NSCHC Alternate Search Procedure
- f) Pre-Approved Alternative Search Procedures
- g) NSCHC Vendor Guidance
- h) Criminal Background Check Clearance Letter
- i) NSCHC FAQs (*refer to 'RESOURCES'*)

4. MEMBER BENEFITS

- a) Living Allowance
- b) Education Award
- c) Loan Forbearance
- d) Healthcare Coverage
- e) Child Care Benefits

5. MEMBER MANAGEMENT

- a) Member Enrollment
- b) Identity and Citizenship Verification Process
- c) Member Slots (Slot Conversion & Refill)
- d) Member Terms of Service (Suspension, Reinstatement, Transfer, Term Limitations)
- e) Member Evaluation & Performance Review
- f) Member Exit

6. TIMEKEEPING

- a) Member Timesheets
- b) Program Staff Timesheets

7. MEMBER FILES

- a) Section I - Member File Checklist
- b) Section II - Member Application
- c) Section III - Enrollment Form
- d) Section IV - Parental Consent Form
- e) Section V - Member Contract
- f) Section VI - High School Diploma/GED/Certification
- g) Section VII - Media Release
- h) Section VIII - Change of Status/Change of Term Documentation
- i) Section IX - Form I-9
- j) Section X - Proof of Citizenship
- k) Section XI - NSOPW
- l) Section XII - State/FBI Checks - Documentation
- m) Section XIII - Health Insurance

- n) Section XIV – Child Care Enrollment
- o) Section XV – Federal W-4 Form
- p) Section XVI – State W-4 Form
- q) Section XVII – W-2 Form
- r) Section XVIII – Loan Forbearance Request
- s) Section XIX – Training Documentation
- t) Section XX – Performance Evaluations
- u) Section XXI – End-of-Term/Exit Form
- v) Section XXII – Compelling Personal Circumstances

8. OVERSIGHT/MONITORING

- a) Request for Reimbursement Form
- b) Desk Review Reimbursement Approval Form
- c) Programmatic Risk-Based Assessment Form
- d) AmeriCorps Program Site Visit Monitoring Tool
- e) AmeriCorps Program Site Visit Self-Evaluation

9. MCSC POLICIES & PROCEDURES

- a) Program Management
 - Criminal History Checks
 - Member Contracts
 - Prohibited Activities
 - Anti-Lobbying
 - Reporting Deadlines
 - Program Modification Request Requirements
- b) Financial Management
 - Member Living Allowance
 - Unemployment Insurance
 - Mileage Reimbursement
 - Reimbursement for Meals and Lodging
 - Purchasing Equipment with Federal Funds
 - Budget Modification Request Requirements

- c) Member Management
 - CPR and First Aid Certification
 - Member Slot Conversion Policy
 - Exiting a Member Prior to Completion of Service
 - Jury Duty for AmeriCorps Members
- d) Records Storage and Retention
 - OnCorps Reports – General Use
 - OnCorps Reports – Timesheet Entry and Approval
 - Electronic Storage of Member Files
 - Records Retention Policy
- e) Competitive Grant Applicant Selection
 - Competitive Grant Applicant Selection Criteria

10. MCSC STAFF DIRECTORY

11. PROGRAM ASSIGNMENTS

12. RESOURCES

- a) 2013 AmeriCorps Online Links and Resources*
- b) Terms and Conditions for AmeriCorps State and National Grants*
- c) AmeriCorps Healthcare FAQs*
- d) AmeriCorps State & National Policy FAQs*
- e) Segal AmeriCorps Education Awards FAQs*
- f) National Service Criminal History Check FAQs*
- g) Missouri State Highway Patrol- Reference Manual for Fingerprint Based Identification*
- h) AmeriCorps Program Timeline*
- i) Common Mistakes (Member Assignment Listings)*
- j) Member Listings Checklist*
- k) Minimum Requirements for Member Listings*