



Term of Service Change Policy

The Compact Service Corps AmeriCorps Program and the Corporation for National and Community Service, our federal funder, provide Members with the flexibility of requesting a term of service change within 30 days of their start date. These term of service changes must be requested by the Member in writing, initiated in the Portal by the Campus Coordinator, and approved by the Compact Service Corps Program (Director or Assistant) within the 30-day timeframe.

If a Member requests a term of service change past the 30-day time period they must provide to the Campus Coordinator a written explanation of why they are requesting such a change. Campus Coordinators are allowed to initiate the request in the Portal if the term of service change falls within 90 days of the Member's start date. Term of service changes beyond the 30-day window, but within the 90-day window, will be approved using the following criteria:

- ◆ A change in the Member's service description with the community partner necessitates a change in the number of hours they are able to serve,
- ◆ A change in the Member's service site necessitates a change in the number of hours they are able to serve,
- ◆ Campus Coordinator error led to the member being enrolled in the incorrect term of service, as indicated by their enrollment paperwork,
- ◆ A personal compelling circumstance occurred and the Member needs to adjust their term of service to successfully complete the program.

Other requests for term of service changes past 30 days of the Member's start date must be approved by the Compact Service Corps Program (Director or Assistant) on a case-by-case basis and a written explanation of the reason for the change must be included in the Member's AmeriCorps file.

Procedure to request a change of term:

1. Member submits a written request to the Campus Coordinator requesting to change their term of service.
 - a. If within 30 days of the Member's start date in the Portal, the request will be approved. The Campus Coordinator initiates the request in the Portal, and notifies the Compact Service Corps Program (Director or Assistant) of the change by email. Compact Service Corps will approve the request in the Portal.
 - b. If after 30 days of the Member's start date, but before 90 days from the Member's start date, the Member's written request must state the reason for the change. The Campus

- Coordinator reviews the request to confirm it meets the criteria for the change. If so, the Campus Coordinator emails details of the request to the Compact Service Corps Program (Director or Assistant) for final approval. If approved, the Campus Coordinator initiates the request in the Portal. Compact Service Corps will approve the request in the Portal.
- c. If after 90 days of the Member's start date, changes to the term of service cannot be made (unless a data entry error). The Campus Coordinator will let the Member know they cannot change their term of service, and works with the Member to help ensure that the individual still exits the program with full award.
 2. Member amends and initials the changes to their Member Contract and Enrollment Form.
 3. Campus Coordinator files all related paperwork in the Member's AmeriCorps file.