

**For Coordinators collecting paper Exit Forms and exiting
Members on their behalf in the Portal**



**Step-by-Step Manual
Exiting Members**

**Process for Exiting Members
&
Guide to entering data in Portal**

Please follow these instructions carefully.

Process for Exiting Compact Service Corps Members

- Member gives copy of Site Supervisor Evaluation Letter to Site Supervisor
- Member takes online Member Survey. Print out “Thank You” page – Coordinator puts copy in file.
- Member completes paper Exit Form, and Coordinator exits Member on their behalf in the Portal (part I). Coordinator completes back side of Exit Form.
- Coordinator completes Coordinator Evaluation Form.
- **EXITING POLICY – Members MUST be exited in the Portal no later than 30 days past their last date of service.** What procedures have you put in place so your program is in compliance?

Step 1: Review Member's record in www.americorpscompact.org

Go to: www.americorpscompact.org

Find your Member.

Make sure all time logs between the Member's start date and last date of service have been approved. For months the Member did not serve any hours (between start date and last date of service), please enter time logs with 0 hours recorded. If the Member did not serve any hours, enter time logs with 0 hours recorded from start date to exit date.

If all time logs have not yet been approved, please contact csc@ccmountainwest.org, as you cannot exit your Member until their record is complete.

Step 2: Enter Exit Information in www.americorpscompact.org

Under "Last Date of Service," enter the last date the Member recorded hours on their last time log.

Under "Exit Form," choose "Member Signed Exit Form" or "Completed Exit Form on Behalf of Member."

Click on the "Save" button.

Under "Award," choose Yes or No for exiting with full award or no award.

Click on the "Save" button.

The screenshot shows a web browser window with the URL http://www.americorpscompact.org/student_view.asp?StudentID=25712. The browser's address bar and tabs are visible at the top. Below the browser window, the "Member View" page is displayed for MALYSA, RICHELLE. The page includes a "Grant Year: 2012-2013" and "Service Dates: 11/6/2012 - 11/5/2013". The member's status is "Active" and there is a "Create Account" button. The page is divided into several sections for personal and contact information:

- NSPID:** 1045929
- Date of Birth:** 01/15/1991
- Email:** rmalysa@asu.edu
- Current Residence:** 11575 Lower Chelsea Dr, Chardon, OH. H: W:
- Permanent Residence:** 551 E Apache Blvd Apt L4212, Tempe, AZ. H: W:
- Site:** Balsz Elementary School, 4309 E. Belleview St, Balsz, Phoenix, AZ, 85008-. Includes "Edit" and "Add Site" buttons.
- Campus:** Arizona State University, Early Childhood, AZ.
- Site Supervisor:** Margo Dahlstrom
- Site Supervisor 2:**
- Site Phone Number:**
- Site Email:** margo.dahlstrom@asu.edu
- Careers in the Common Good Scholarship:** Radio buttons for "- Yes" and "- No".
- Award:** To Be Determined (dropdown menu)
- Congressional District and State:** 4, AZ (dropdown menus). Includes "District Search: (Lookup)" link.
- Date of Orientation:** 8/02/2012
- Last Date of Service:** (empty text field)
- Exit Form:** (empty dropdown menu)
- Focus Area:** Education (dropdown menu)
- Number of K-12 who Started Education Program:** 19

A "Save" button is located at the bottom right of the form.

Step 3: Login to the Portal

Go to: <https://egrants.cns.gov/espan/main/login.jsp>

Login using the eGrants User Name and Password you created. When exiting 12-13 Members, you will need to use your Regis Portal Account. When exiting 13-14 Members (and future Members), you will need to use your University of Denver Portal Account.

Under "View My AmeriCorps Portal," click on the link to "Portal Home."

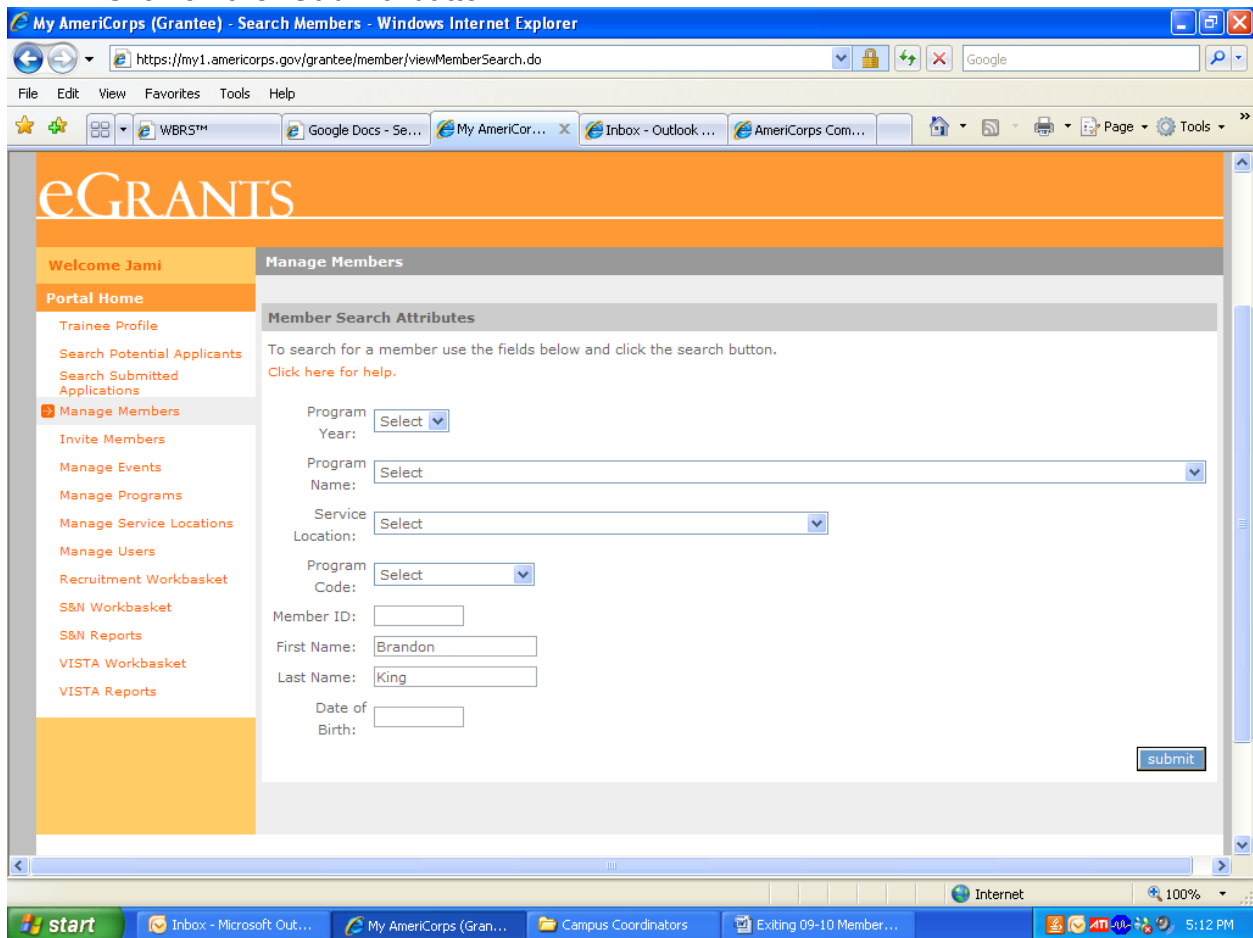
Step 4: Find Your Member

Under "Portal Home," click on the link to "Manage Members."

Enter the Member's first name in the field "First Name."

Enter the Member's last name in the field "Last Name."

Click on the "Submit" button.



Click on the Member's name to open their record.

Step 5: Start Exiting Process

Under “Member Information,” click on the link to “Exit Member.”

The screenshot shows a web browser window with the URL <https://my1.americorps.gov/grantee/member/member.do?nspID=786594>. The page title is "My AmeriCorps (Grantee) - Member Home - Windows Internet Explorer".

Member Information

[Click here for help.](#)

Name: Brandon King **Date of Birth:** 04/05/1992
Member ID: 786594 **Username:** bison84
SSN: *****4954 **E-mail:** bkbison@comcast.net

Mailing Address: 378 Elk Trail, Lafayette, CO 80026
Permanent Address: 378 Elk Trail, Lafayette, CO 80026
Home Phone Number: 3039269863 **Home Phone Number:** 3039269863
Work or Other Phone Number: 3039269863 **Work or Other Phone Number:** 3039269863

[edit member info](#)

Service Information

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
EAP - Education Awards Program	Regis University-Colorado Campus Compact	Denver, CO	09/09/2009	09/08/2010	view

Member Information

- Brandon King
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Step 6: Enter Exit Form Information*

(*NOTE: if you cannot enter data in the fields, please read...

The Portal is designed to automatically send out an email to your Members 30 days before their contract end date to complete the Exit Form online.

If the fields are “grayed” out, meaning you cannot enter data, then your Member has already completed Step 6. **DO NOT fill in Service Information, where it asks for you to enter the number of hours and the Exit Date.**

In this case, please skip to Step 7. And you DO NOT need to collect a paper Exit Form for this Member’s file.)

Enter new address, if the Member has changed their mailing address.

The screenshot shows a web browser window displaying the eGRANTS portal. At the top, the date and time are 11/10/2014, 03:50 PM, EST. Navigation links for home, my account, help, and logoff are visible. The main header features the logo for the Corporation for National & Community Service and the eGRANTS title. A sidebar on the left contains a navigation menu with sections for 'Welcome Jami', 'Portal Home' (with links like Search Potential Applicants, Search Submitted Applications, etc.), and 'Member Information' (with links like Jennifer L Terry, Member Home, Reinstatement, etc.). The main content area is titled 'Exit Form' and 'Enter Exit Form Information'. It includes a help link, an introductory paragraph, and pre-filled member information: Name: Jennifer L Terry, Member ID: 1148291. Below this is a 'Mailing Address' section with a verification instruction and input fields for Street Address (611 W Emelita ave), Street Address 2, City (Mesa), State (ARIZONA), and Zip code (85210 - 3522). A disclaimer at the bottom explains that CNCS gathers information for service and that it will be held confidentially.

Step 6 con't: Enter Exit Form Information

Choose the highest level of education the Member has completed.

Choose "Yes" or "No" if the Member wants to share their contact information.

Choose the post-service opportunities the Member is interested in receiving

closeOfService/exit.do?nspId=1148291

Under the Rehabilitation Act (Act) information on your disability status can only be used in connection with non-discrimination and affirmative action obligations. The information will be kept confidential in accordance with the Act's provisions and the information will be used only in accordance with the Act.

What is the highest level of education you have completed?:

Privacy Act Information Release

Yes, I give the Corporation for National and Community Service permission to release the following information about me to an AmeriCorps Alumni Association (check all that apply).:

<input type="checkbox"/> Name	<input type="checkbox"/> Address
<input type="checkbox"/> Email	<input type="checkbox"/> Telephone Number

No, I do not give the Corporation for National and Community Service permission to release my information to an AmeriCorps Alumni Association.:

Post Service Opportunities

The Corporation for National and Community Service would like to provide you with information and resources to help you stay engaged in service and connect with educational, professional, and alumni opportunities. Please check all that apply.

- I am interested in connecting with other AmeriCorps alumni.
- I am interested in learning more about educational opportunities and how to use my education award.
- I am interested in professional development trainings, resume-writing resources, and career opportunities.
- I am interested in information about serving again through AmeriCorps or the Peace Corps
- I am not interested in this information and resources

Step 6 con't: Enter Exit Form Information

Certify the Member's service, and click on the button "Submit."

If the Member signed the Exit Form, you will check the first three boxes.

The screenshot shows a web browser window titled "My AmeriCorps (Grantee) - Exit Form - Windows Internet Explorer". The address bar shows the URL: <https://my2.americorps.gov/grantee/closeOfService/exit.do?nspId=623923>. The browser has several tabs open, including "Google Docs - Search results", "AmeriCorps Compact", and "My AmeriCorps (Grantee)...".

The main content area of the browser displays the "Exit Form". On the left side of the form, there is a vertical orange bar. The form contains the following elements:

- Two unchecked checkboxes: Homeland Security and Faith and Community Based.
- A radio button selected: No, please do not share my information with other organizations.
- A section titled "Certification of Service" with a horizontal line below it.
- Text: "Please check the boxes below to agree to the following statements:"
- Three checked checkboxes:
 - I certify that the time I reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.
 - I certify that all of the information provided above is correct.
 - I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment (or both) under Section 1001 of Title 18, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.
- The word "OR" centered below the checkboxes.
- An unchecked checkbox: (To be completed program by staff only) I certify that the above-listed member did not certify his/her exit in spite of program due diligence to attain member-certified exit.
- Two buttons at the bottom right: "cancel" and "submit".

At the bottom of the browser window, there is a footer with the text: "508 Approved | eGrants Feedback | Contact Help Desk" and "Last updated: Monday, December 28, 2009, 05:07 PM".

The Windows taskbar at the bottom shows the "start" button, several open applications (3 Microsoft Office Word, 3 Internet Explorer, Campus Co..., 4 Microsoft Office Word, 4 Microsoft Office Word, 2010 agenda...), and the system tray with the date "Monday, February 01, 2010" and time "4:27 PM".

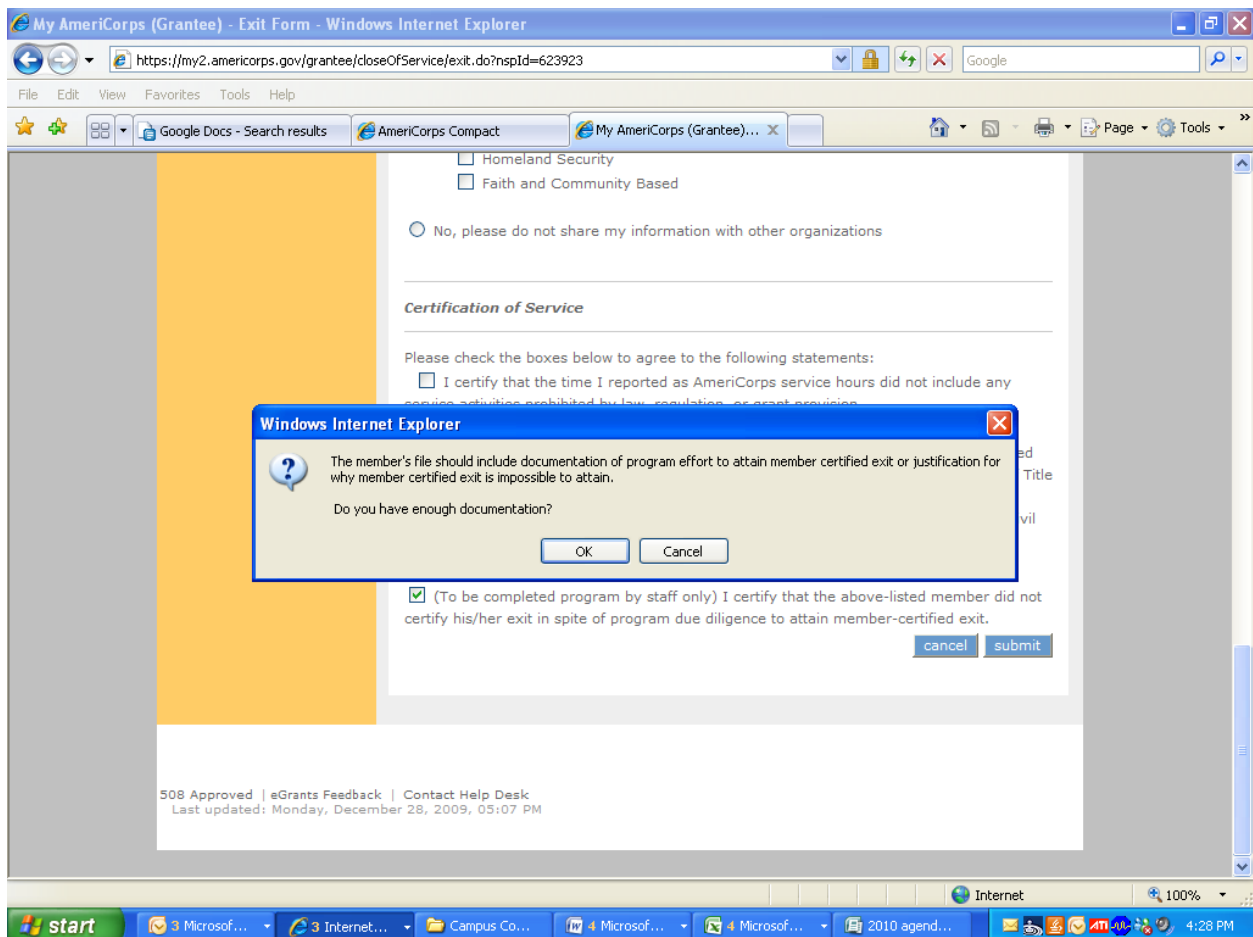
Step 6 con't: Enter Exit Form Information

If the Member did NOT sign the Exit Form, you will check the last box: "I certify that the above-listed Member did not certify his/her exit in spite of program due diligence to attain member-certified exit."

Another window will pop-up asking if you have enough documentation to show due diligence***. Choose the button "OK."

*****Due diligence:** If the Member is eligible for full award, and you were not able to collect the Member's signature on the Exit Form, then the Member will be allowed to exit with full award only if you can show that 1. The Member completed the exiting process (gave the Evaluation Letter to their Site Supervisor, and took the Member Survey), and 2. You have communicated on numerous occasions with the Member to submit a signed Exit Form.

If the Member is exiting with no award, due diligence could be in the form of communication on several occasions with the Member to bring their term of service current by turning in monthly time logs, and showing no response from the Member. The file should also include a final email to the Member, giving them a date by which to communicate with you regarding their term of service, and letting the Member know they will be exited with no award should they miss the deadline. As well, some Coordinators send blank Exit Forms to their Members and ask them to sign and return the form – that would also be considered due diligence.



Step 7: Email csc@ccmountainwest.org

Send notification that the Member is ready to exit, and identify the Member's exit date**.

Once you have completed the first part of the Exit Form online, CSC will approve your Member's exit. You will receive an email confirmation from Compact Service Corps once the Member's exit has been approved. Please mail the exited file to the Compact Service Corps office, but do so **only after you've received the email confirmation that your Member has been exited.**

****Exit date** – the policy is that Members must be exited in the Portal within 30 days of their last date of service. Note that a Member's exit date cannot be a date past their contract end date.

When exiting in compliance (no more than 30 days past the Member's last date of service), exit date = last date of service.

When exiting out of compliance (past 30 days from the Member's last date of service), exit date = 25 days back from the day you let CSC know the Member is ready to exit.

If the Member is exiting with no award, the exit date can be one of two suggestions:

- The date when the Member let you know he/she was no longer participating.
- The date by which you gave the Member to communicate with you before exiting him/her with no award.