



ARE YOUR FILES IN COMPLIANCE?

Each Member needs to have a file (**one for each term of service if enrolled more than once**). Please write on the file folder the Member's name (last name, first name) and the grant year: **Grant year 2011-2012:** start date (not end date) was between 8/19/11 and 8/18/12.

All files must contain original documents – no faxes, no copies, no electronic signatures/copies, or no stamped signatures. **Original signatures ONLY.** Any amendments to documents must be made by the Member; they must cross out the error and initial the changes (white out cannot be used).

Contents of each file:

- **Criminal History Check Authorization Form**
- **Criminal History Check Verification Form**
- **Enrollment Form** (if Member did not complete online through the Portal)
- **2011-2012 Member Contract**
- **Proof of Eligibility**
- **Site Supervisor Partnership Letter and Site Supervisor Agreement**
- **Service Plan for Success**
- **Pre-Service Reflections**
- **Forbearance Request Form**
- **Tutoring Project Checklist**
- **Monthly Time Logs and Project Accomplishments**
- **Mid-Year Evaluation**
- **Site Supervisor Evaluation**
- **Member Survey**
- **Coordinator Evaluation**
- **Exit Form** (if Member did not complete online through the Portal)
- **Interest Accrual Form**



- **Criminal History Check Authorization Form:** All first term Members must complete this form. Second term Members do not have to complete this form if no more than 30 days has passed between the exit date of the first term and the start date of the second term **AND** regulations for completing criminal history checks hasn't changed since the start of the first term. Member will date this form the date they actually gave authorization for the check.
 - **A government-issued photo ID must be attached to the form to verify the Member's identity.**

- **Criminal History Check Verification Form:** The Coordinator fills out this form once the FBI check, statewide check(s) and NSOPR have cleared through an Alternative Search Protocol (ASP), EBI, and/or Accurate Biometrics.



- The Member's name goes at the top.
- All pertaining boxes must be checked:
 - This is the Member's second UCAN Serve/Compact Service Corps term of service, and therefore, is exempt from completing a second criminal history check. **Note:** This only applies if no more than 30 days has passed between the exit date of the first term and the start date of the second term **AND** regulations for completing criminal history checks haven't changed since the start of the first term.
 - This Member's criminal history check is covered under an (ASP) approved by the Corporation for National and Community Service. **(If this box is marked, the ASP# must be entered on the line below it.)** **Note:** Pre-existing criminal history checks cannot be more than one year before the Member's start date in the Portal.
 - All or part of the Member's criminal history check can be accessed through justone.ebiinc.com and will be held for seven years.
- #1: Write the date the pre-existing FBI check completed (**ASP approved ONLY**) OR the date the FBI check completed through Accurate Biometrics.
- #2: Write the date and the state that the pre-existing statewide check completed (**ASP approved ONLY**) OR the date the statewide check (state of current residence) completed through EBI. If applicable, enter the date the second statewide check completed through EBI (state of service site). **Note:** If the Member is serving or residing in a state different than the state in which the pre-existing statewide check was completed, then a second check must be initiated through justone.ebiinc.com.
- #3: Write the date the NSOPR check completed.
- **Members cannot enroll in the Compact Service Corps program before the FBI check, statewide check(s), and NSOPR have been completed. The dates listed on the form must be on or before the start date in the AC Compact (www.americorpscompact.org) site.**
- The Coordinator signs the bottom. The Coordinator must date this form the date when the last check clears.

- **Enrollment Form (only required if the Member did not complete Enrollment Form online through the Portal):** Member fills out Parts 1 and 2. Coordinator fills out Part 3.
 - Part 1. Member completes this section.
 - Member enters legal last name, first name and middle initial.
 - Member enters their date of birth and social security number.
 - Member must mark “I am a U.S. Citizen or National” or “I am a Lawful Permanent Resident Alien of the United States.”
 - Member must mark "I have received a high school diploma or its equivalent" or if Member still in high school, "I agree to obtain a high school diploma or its equivalent..."
 - If "permanent address" is the same as "current address," Member writes "same as above."
 - Member marks if they have ever previously enrolled in an AmeriCorps program. If Member marks “yes,” Member must answer how many times they have been enrolled.
 - Member marks if they have ever been released “for cause” from a term of service by this or any other AmeriCorps program.
 - Member signs at the bottom. Member must date this form with their start date. **This date must match the start date in the Portal.**
 - **Make sure the Member’s start date is on or after the date the Criminal History Checks were completed.**
 - Part 2. Member completes this section.
 - Member signs at the bottom. Member must date this form with their start date. **This date must match the start date in the Portal.**
 - **Make sure the Member’s start date is on or after the date the Criminal History Checks were completed.**
 - Part 3. Member completes this section.
 - Part 4. Coordinator completes this section.
 - 1. Type of Enrollment – Mark the number of hours the Member is to complete.
 - 2. Is the Member enrolling in an AmeriCorps EAP only position? Mark "Yes."
 - 3. Will the Member be receiving a living allowance? Mark "No."
 - 4. Award amount: enter the award amount that the Member would earn if the Member completed the term of service.
 - 5. Type of Program - Mark "AmeriCorps Education Awards Program"
 - 6. Program Information - complete this section with your campus and program name, address, and phone number.
 - Operating Site ID: 11EDHCO001
 - Signature of Certifying Official – Coordinator signs the form. Coordinator must date this form with the Member’s start date. **This date must match the start date in the Portal.**

- **2011-2012 Member Contract:** Member completes the Member Contract.
 - Member enters name at very top, under Program Year 2011-2012.
 - #1: Member enters name and the name of their campus.
 - #2a: Member enters their start date (**must match the start date in the Portal**) and contract end date (regardless of when the Member plans on completing their hours). For example, if the start date is 2/15/12, then the contract end date is 2/14/13 or 2/14/14 (contract end date year depends on the term of service the Member has chosen).
 - #2b: Member enters their term of service. i.e. 300; 450; 675; 900 or 1,700.
 - #3: Member enters their Campus Coordinator's name (person who is managing Compact Service Corps locally).
 - On the last page of the Member Contract, the Member must certify whether they have received a High School Diploma or GED, or that they will receive one before exiting. In the grid, the Member enters where they received/will receive the degree and the month and year they received/will receive the degree in.
 - Member signs the bottom of the last page. Member must date this form with their start date. **This date must match the start date in the Portal.**
 - Coordinator signs the bottom of the last page. Coordinator must date this form with the Member's start date. **This date must match the start date in the Portal.**
 - Parent signs the bottom of the last page if the Member is under 18 at time of enrollment. Parent must date this form with the Member's start date. **This date must match the start date in the Portal.**

- **Proof of Eligibility:** Put a copy of the Member's birth certificate or U.S. passport (other approved documents can be found in the Enrollment Packet) in the Member's file.

- **OR** the Coordinator can view the **original** documentation and fill out the Proof of Eligibility Verification Form (found in the Enrollment Packet)
 - The Member's name (how it appears on the document) is at the top.
 - Mark what type of document the Member has shown you.
 - Write the number from the document next to Document Identification Number.
 - Coordinator signs the bottom. Coordinator must date this form with the Member's start date. **This date must match the start date in the Portal.**
- **Members may not begin service until their citizenship documentation has been collected.**



- **Site Supervisor Partnership Letter and Site Supervisor Agreement:**

- Member takes the Site Supervisor Partnership Letter, appropriate to their focus area (Education, Healthy Futures, or Capacity Building), and gives it to their Site Supervisor (mentor, teacher, clinical supervisor, volunteer coordinator, etc.).
- Once the Site Supervisor reads the letter, the Site Supervisor fills out the Site Supervisor Agreement.

- The address is the address of the nonprofit or government agency where the Member will complete their service project, not the Site Supervisor's home address.
- Site Supervisor initials each of the terms of agreement.
- Site Supervisor confirms that the organization where the Member will serve is a nonprofit or government agency.
- Site Supervisor confirms that he/she has read the Member's Service Plan and writes the Member's name.
- Site Supervisor signs the bottom. Site Supervisor must date this form on or before the Member starts their service at their site placement (but not before the Member's start date). (The Site Supervisor who signs the Site Supervisor Agreement must be the same person who signs the Member's monthly Time Logs.)
- If the Site Supervisor changes, the Member needs to turn in a new Site Supervisor Agreement.
- If the Member's site placement changes or is serving at more than one site, the Member needs to turn in a Site Supervisor Agreement and Service Plan for Success for each site.

■ **Service Plan for Success:** Member fills out the Service Plan for Success appropriate to their focus area (Education, Healthy Futures, or Capacity Building).

- Member writes their name at the top.
- Member writes the name of their campus.
- Member writes the name of the co-curricular program they are participating in Compact Service Corps through their campus.
- Member marks the demographics that apply.
- Member marks that their service project fits under the focus area criteria (all boxes must be checked).
- Member marks how their site meets placement qualifications for Compact Service Corps.
- On the second page: Member writes their name at the top.
 - Member writes the date they will start their service project.
 - Member marks the term of service they choose to enroll.
 - Member writes the approximate number of hours they will serve each week.
 - Member responds to: community need to be addressed, beneficiaries of the service project, description of service activities, and community benefit. **Please make sure these responses have thoroughly been answered.**
 - Coordinator signs the bottom. Coordinator must date this form on or before the Member starts their service at their site placement.
 - Site Supervisor signs the bottom. Site Supervisor must date this form on or before the Member starts their service at their site placement.

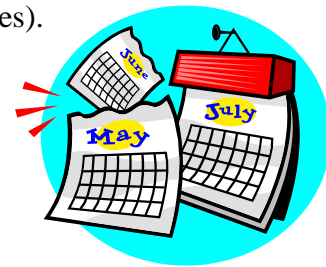
■ **Pre-Service Reflections:** Pre-Service Reflections must be completed for each site where the Member will serve.

- **Forbearance Request Form:** If a Member is requesting their federally qualified student loan be put in forbearance, the Member needs to complete this form. The Coordinator completes the bottom section, puts a copy in the Member's file, and mails the original form to the lending institution. If the Member does not need to place their loan in forbearance (because their loan is in deferment using their student status), then the Member does not complete this form. If the Member has submitted this form and does not need to place their loan in forbearance, shred the document.

- **Tutoring Project Checklist:** If a Member is completing a “tutoring” project, the Coordinator must complete the Tutoring Project Checklist and attach appropriate supporting documentation.

- **Monthly Time Logs and Project Accomplishments:** Member completes the Monthly Time Logs with Project Accomplishments according to the Member’s focus area. Confirm that hours have not been recorded before the Member’s start date, nor after the Member’s contract end date.

- Member signs at the bottom of the Monthly Time Log **AND** Project Accomplishments.
 - The signature must be an **original** signature (no copies, no faxes, no electronic signatures, and no stamped signatures).
 - Member must sign each Monthly Time Log and Project Accomplishments within 30 days of the Member’s last date of service for the month and not earlier than the last date of service served for the month.
 - Member may not report more than 65 hours a week.
- Site Supervisor signs at the bottom of the Monthly Time Log **AND** Project Accomplishments.
 - The signature must be an **original** signature (no copies, no faxes, no electronic signatures, and no stamped signatures).
 - Site Supervisor must sign each Monthly Time Log and Project Accomplishments within 30 days of the Member’s last date of service for the month and not earlier than the last date of service the Member served for the month. The Site Supervisor and Member are not required to sign on the same day.
The Site Supervisor signature must match the Site Supervisor signature on the Site Supervisor Agreement and Service Plan for Success.
- Monthly Project Accomplishments must be attached on the back on the time log. **Time logs are not complete without the Project Accomplishments.** Coordinators must have reviewed Monthly Project Accomplishments reported for accuracy.
- Time logs are due on a monthly basis.
- Edited Time Logs: The Member must have crossed out (no white out) and initialed any changes that were made to any of the Time Logs along with an indication why the edit was necessary. The paper Time Log must match the data recorded in ACCompact.



- **Mid-Year Evaluation:** Coordinators are required to complete this form for each Member who enrolls in a 900 hour or 1,700 hour (FT) term of service. Coordinators complete this form once the Member has completed half of their term of service, then signs and dates the bottom.

- **Site Supervisor Evaluation:** Coordinator must confirm the Member gave a copy of the Site Supervisor Evaluation letter to their Site Supervisor. Coordinator records this in the Member file. Each Site Supervisor is only required to complete the survey once regardless of the number of Members they managed during the year.

- **Member Survey:** Members must take the end of term Member Survey and print out the “Thank You” page. Coordinators file the “Thank You” page in the Member’s file or indicate the date the Member took the Member Survey in the Member’s file if the “Thank You” page could not be obtained.

- **Coordinator Evaluation:** **This form is to be completed whether the Member exited with full award or no award.** Coordinators are required to complete this form when the Member is ready to exit. Coordinator completes this form and signs the bottom. Coordinator must date this form with the Member’s exit date. **This date must match the exit date in the Portal.**

- **Exit Form (only required if the Member did not complete the Exit Form online through the Portal):** **This form is to be completed whether the Member exited with full award or no award.**
 - Member completes Part 1.
 - 1 and 2. Member enters name and Social Security Number.
 - 3. Member enters current address, e-mail, and phone number information.
 - 4. Ignore this question.
 - 5. Member marks if they would like to stay connected with the Corporation for National and Community Service. If the Member would like to stay connected, the Member marks the issue areas they are interested in.
 - Member signs the bottom of Part 1 with their exit date. **This date must match the exit date in the Portal.**
 - If the Coordinator is unable to obtain an Exit Form from a Member, this is the **only** document that is allowed to be completed by the Coordinator without the Member's signature. In this case, where it asks for the Member's signature, write "signature not available." This is only allowable in the case the Member exits with no award.
 - The Coordinator completes Part 2.
 - 1. Name of program: write program name and campus
 - 2. Operating Site ID: 11EDHCO001
 - 3. Hours of Service Performed: write the total number of hours recorded in AC Compact (even if the number is more than what was required to complete the term of service).
 - 4. Date of completion: the Member's exit date (**must match the exit date in the Portal**).

- 5. Type of Enrollment: Mark the term of service the Member enrolled in. (i.e. 300, 450, 675, 900)
- 6. Education Award Status: mark appropriate box (i.e. eligible for entire education award (Member successfully completed service), not eligible for education award (Member did not fully complete service requirements)).
- Did the Member perform satisfactorily: **Only mark “no” if the Member is released for cause and not eligible to complete another term of service.**
- 7. Signature of Certifying Official. Coordinator prints name and signs the bottom of the page. Coordinator signs this form with the Member’s exit date. **This date must match the exit date in the Portal.**

■ **Interest Accrual Form.** If the Member has an unsubsidized, federally qualified student loan (unsubsidized = accruing interest) while enrolled in Compact Service Corps, then the Member completes this form to claim the interest benefit. If not, then the Member does nothing with this form.

- Member completes this form and mails it to their lending institution.
- The Coordinator has no responsibility with regard to this form, and a copy of this form is not required to be in the Member's file.

Your file is now in compliance and can be mailed to the Colorado Campus Compact office. Campuses can wait and mail a full envelope or a full box. **Please mail to:**

**Gosia Pastusiak, Compact Service Corps
Campus Compact of the Mountain West
3333 Regis Blvd., B7
Denver, CO 80221**

THANK YOU!

Your attention to file compliance regulations is much appreciated.