**Program Staff Interviews**

**Program:** Click here to enter text.

**Program Staff:** Click here to enter text.

**OneStar Staff:** Click here to enter text.

***What do you do well and where are areas for improvement?***

**National Service Criminal History Checks**

Please describe your NSCHC Policy and Procedure.

* *Ensures that criminal history checks conducted on members and staff listed in the budget (CNCS or match share). [45 CFR § 2522.205-207 and 45 CFR §2540.200-207]*
* *If the sub-grantee uses an alternate search protocol to conduct criminal history checks, has it been approved by CNCS. [45 CFR § 2540.206]*

Click here to enter text.

**Member Safety**

Please describe your policies and procedures, including any training, related to member safety.

* *The sub-grantee ensures member safety safeguards are in place for the safety of members [AC V]*

Click here to enter text.

**Member Disciplinary/Grievance**

Please describe your policies and procedures for dealing with member disciplinary issues.

Click here to enter text.

Please describe your grievance policies and procedures.

* *The sub-grantee ensures the establishment and maintenance of grievance procedures compliant with the regulations. [Sec. 2540.230]*

Click here to enter text.

If you have sub-recipients, please describe how you monitor for compliance with grievance procedures.

* *The sub-grantee monitors sub recipients for compliance with grievance procedures. [AC V]*

Click here to enter text.

**GED Support Services**

Please describe your policies and procedures for ensuring availability of support services to members earning a GED.

* *Ensures the availability of support services to members earning a GED during their service [45 CFR § 2522.100 (k) (2)]*

Click here to enter text.

**Civic Engagement**

Please describe your policies and procedures for supporting civic engagement with your members.

* *Ensure service experiences to help members achieve the skills and education needed for productive, active citizenship. The grantee encourages eligible participants to register to vote prior to completing term. [45 CFR § 2522.100(i)]*

Click here to enter text.

**Enrollment/Exit Cycle Times**

Please describe your policies and procedures for enrolling and exiting members in the AmeriCorps Portal, and what steps are taken to ensure compliance with the 30 day cycle time requirement.

* *Ensures that members are enrolled in the National Service Trust (via the AmeriCorps Portal) within 30 calendar days of the member starting service (AC.IV)*
* *Ensures that members are exited in the National Service Trust (via the AmeriCorps Portal) within 30 calendar days of a member exit from the program or completion of his/her term of service and that final total hours are certified in My AmeriCorps portal (or in the prior web-based data system) are supported by paper or appropriate electronic documentation [AC.IV]*

201X – 201X Enrollment Cycle Time: Click here to enter text.

201X – 201X Exit Cycle Time: Click here to enter text.

201X – 201X Enrollment Cycle Time: Click here to enter text.

201X – 201X Exit Cycle Time: Click here to enter text.

Click here to enter text.

**Service Site Location Cycle Times**

* The commission/direct has adequate systems in place to ensure members engaged with its program(s) and subgrantees are assigned to service locations within 30 day of members' selection for a term of service. [AC.IV.]

Click here to enter text.

**Member Training (orientation, ongoing, disaster, LAA)**

* *Ensures that orientation designed to enhance member security and sensitivity to the community is provided: should cover member rights and responsibilities, including the program’s, code of conduct, prohibited activities, requirements under the Drug-Free Workplace Act, suspension and termination rules, grievance procedures, sexual harassment, other non-discrimination issues, and other topics as necessary. [45 CFR § 2522.100(g)(2) & AC V]*
* *Ensure provision of training relevant to member service activities. [45 CFR § 2522.100 (j)]*
* *Ensures that support is provided members who are completing terms of service and transitioning to other educational and career opportunities. [45 CFR § 2522.100(k)(1)]*
* Ensure member training is 20% or less of the total aggregate agreed upon member service hours in the program, [45 CFR §2520.50]

Click here to enter text.

**Site Supervisor Trainings**

* *Ensure provision of adequate supervision by qualified supervisors. [AC V]*

Click here to enter text.

**Prohibited Activities** (member file review, member interviews, staff interviews)

* *Ensures that members and grant-funded staff are compliant with prohibited activities restrictions. [Sec. 2520.65, Sec. 2520.40, 2520.45, and AC V]*
* *Ensures that members are aware of prohibited activities and that prohibited activities are not included in service activities [45 CFR § 2520.65]*

Click here to enter text.

**Tutoring**

* *If members are engaged in tutoring, ensures that they meet tutoring requirements established in [Sec. 2522.900-950]*

Click here to enter text.

**Member File Audits**

* Please describe your internal process for completing Member File Audits

Click here to enter text.

**Branding** (start-up review)

* *The program promotes national service identity by identifying the program and subgrantees as an AmeriCorps program and members eligible for an education award as AmeriCorps members. [2522.100(n) and AC III]*
* *The program uses the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, orientation materials, member curriculum, signs, banners, press releases and publications created by AmeriCorps members in accordance with Corporation requirements. [AC III]*
* *The program participates, as feasible, in activities such as common opening ceremonies, service days, and conferences designed to promote a national identity for all AmeriCorps participants. [45 CFR 2522.100(n)*

Click here to enter text.

**Non-Duplication/Non-Displacement** (start-up review, pre-award/post-award visit)

* *Ensures grant-funded activities are compliant with non-supplantation, non-duplication and non-displacement restrictions.[Sec. 2540.100]*

Click here to enter text.

**Timekeeping** (start-up review, member file review)

* *Ensures that service-hour records are signed and dated by members and by the individual who supervises the AmeriCorps member, with the exception of those Professional Corps programs which have received written Corporation-approved to use the timekeeping practices of their profession [AC V].*

Click here to enter text.

**Non-Discrimination** (start-up review, member file review)

* *Ensures a non-discrimination policy exists including public notice and civil rights complaint procedures. [Sec. 2540.210, AC.V, Grant Program Civil Rights and Non-Harassment Policy, the Certifications and Assurances]*
* *Ensures that AmeriCorps members are selected in a fair and non-discriminatory manner [45 CFR §2522.210 (a), 2522.100(g) & 2540.210, AC.V]*

Click here to enter text.

**Reasonable Accommodation** (start-up review)

* *Ensures the provision of reasonable accommodation to qualified individuals. [Sec. 2522.100 (h) & AC IV]*

Click here to enter text.

**Member Position Descriptions** (start-up review, member interviews)

* *Ensure member position descriptions provide for meaningful service activities and performance criteria that are appropriate to the skill level of members. [AC V]*
* *Provide Position Description*

Click here to enter text.

**Member Service Agreements** (start-up review, member file review, member interviews)

* *Ensures that signed member service agreements containing at a minimum required provisions and the specific amount of the education award to be provided to each member upon successful completion are [AC V].*
* *Do member receive a copy of their MSA?*
* *How are they trained on the MSA?*

Click here to enter text.

**Fundraising Hours** (start-up review, member file review)

* *Ensure member fundraising does not exceed 10% of agreed upon service hours per member [45 CFR §2520.45]*
* *Ensure member fundraising is directly in support of the program’s service activities. [45 CFR § 2520.40]*

Click here to enter text.