Legal Applicant Name: Enter program name.

Program Year:2019-2020

OneStar Review Completed By: Choose a name.

OneStar Review Date: Click here to enter a date.

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| **Program submitted Pre-Enrollment Policies and Procedure, which contain the following components:** | **OneStar Reviewer Comments** |
| Defines which staff members will conduct each component of the pre-enrollment process for members. |  |
| States that the program will begin the pre-enrollment process as soon as possible after notification from OneStar that the Notice of Grant Award from CNCS has been received. |  |
| Describes whether the program will select the member applicant through the application link in MyAmeriCorps Portal, or send an invitation to member via MyAmeriCorps Portal |  |
| Describes who will extend the invitation to members and when. And who is responsible for the ensuring invited applicants complete their member enrollment form in a timely manner. |  |
| Describes how the program will monitor pending enrollments for citizenship and social security number verifications. |  |
| Includes steps on how the program will respond to any pending enrollments who are returned for additional documentation to verify citizenship and/or social security numbers.  *\*OneStar recommends that all programs notify OneStar of any returned pending enrollments for OneStar to facilitate the manual verification process on the program’s behalf.*  If program is using OneStar to facilitate the manual verification process, outlined steps should include who is responsible for submitting verification documents and when to the OneStar Program Officer.  If program is not using OneStar to facilitate the manual verification process, outlined steps should include who is responsible for requesting secure transfer link, steps for completing coversheet, submitting required documents, process for managing follow-up/tracking of submitted documents, and when to contact the HelpDesk if verification does not occur in a timely manner. |  |
| Describes who and when a program will check the NSCHC certification boxes in the pending enrollment profiles.  NSOPW certification box can only be checked once the NSOPW is adjudicated in Truescreen. The NSOPW certification box must be checked the day before enrollment.  State and FBI check initiation should be checked once State of Service and State of Residence (if applicable) have been adjudicated in Truescreen, and the FBI Check has been initiated through Fieldprint. |  |
| States who will complete the member placement information and when.  *Program Year, Program Title, and Service Location can be entered in advance and saved. Start Date and Slot Type cannot be saved prior to the date of enrollment.* |  |
| Defines who will complete enrollment and when. Time requirements must specify enrollment must happen no earlier than the first day of service, and within 7 calendar days of the member’s start. |  |
| Describe who is responsible for ensuring the enrollment date in eGrants matches the date listed in the Member Service Agreement, the first day of recorded service hours, and the start of member living allowance, and what the process is for ensuring date alignment. |  |