

AmeriCorps Member Enrollment: Enrollment Process Guide

Last updated June 21, 2019

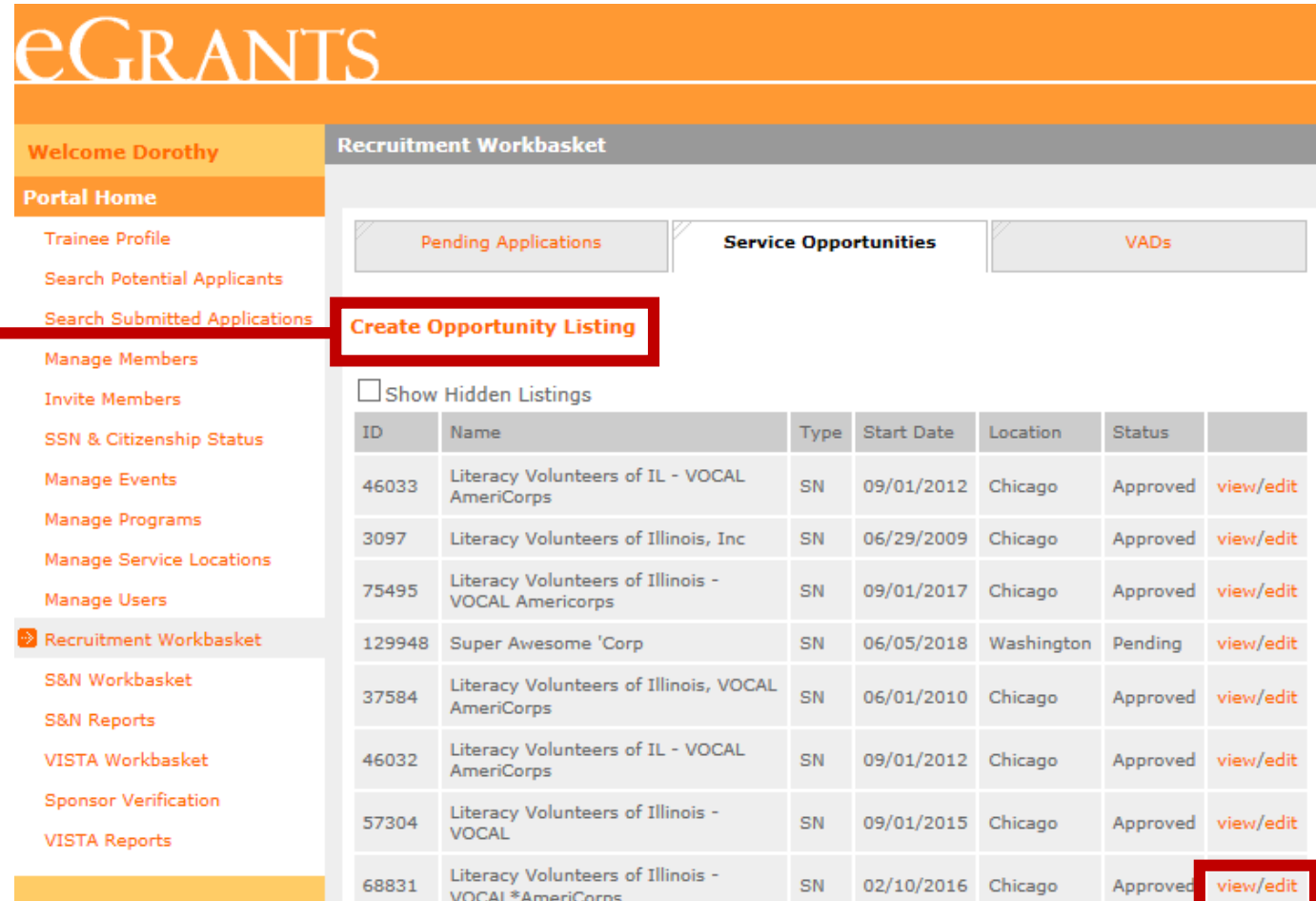
Overview

- Prior to Enrollment: Service Opportunity Listings, Applications, Site Locations
- Initiating Pre-Enrollment: Accepting or Inviting Member Applicants
- Member Applicant Enrollment Form
- Verifying SSN and Citizenship Eligibility
 - Automatic vs. Manual Verification
 - Program vs. OneStar Role
- Completing the MyAmeriCorps Enrollment Form (eGrants)
 - NSCHC Certification
 - Placement Information
- Finalizing Enrollment (eGrants)
 - Potential Additional Step: Partial Education Award Acknowledgement
 - Potential Additional Step: Previous Term Exit
- Troubleshooting
- Resources

Prior to Enrollment: Service Opportunity Listings

- Grantees are required to post all available member service opportunities in eGrants.

To create a new Service Opportunity Listing



eGRANTS

Welcome Dorothy

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- ➔ Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Recruitment Workbasket

Pending Applications | **Service Opportunities** | VADs

Create Opportunity Listing

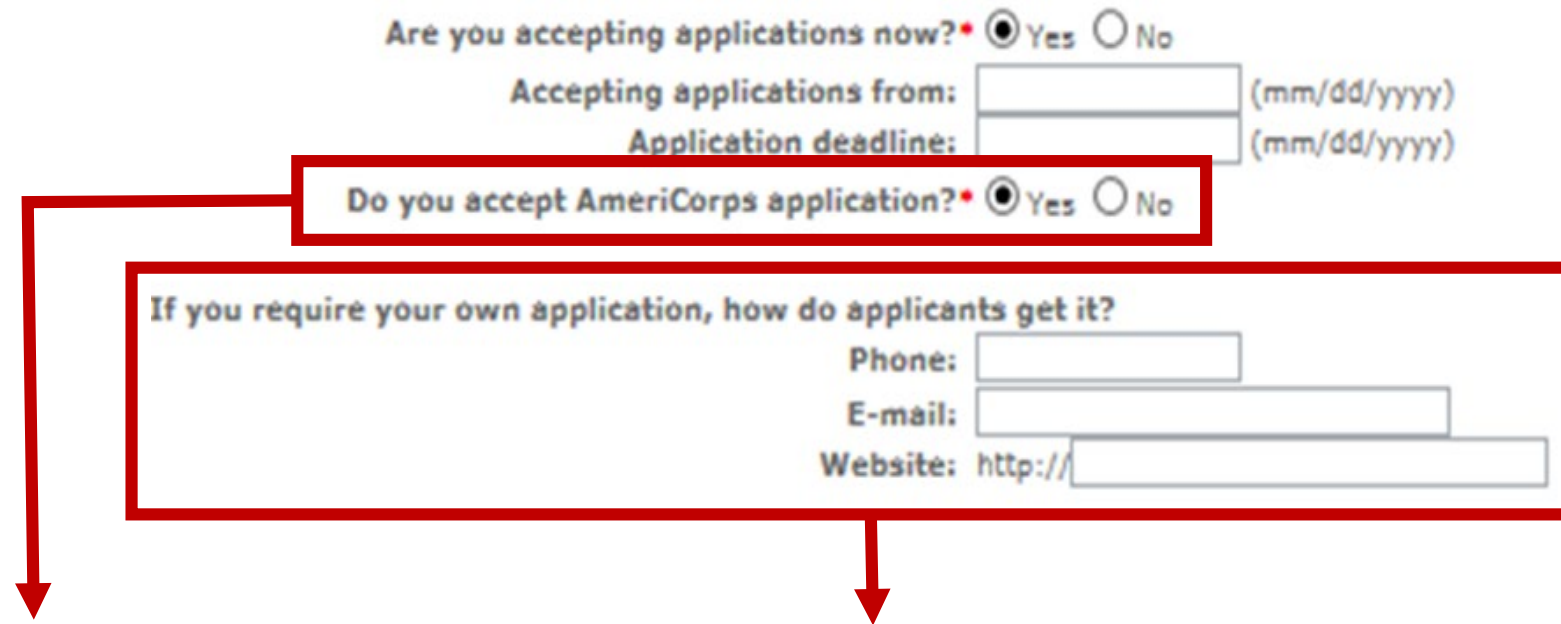
☐ Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL Americorps	SN	09/01/2017	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL*AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

To modify an existing Service Opportunity Listing

Prior to Enrollment: Receiving Member Applications

- Programs can set up service opportunity listings to allow member applicants to apply inside and/or outside of MyAmeriCorps.



Are you accepting applications now? • ☒ Yes ☐ No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application? • ☒ Yes ☐ No

If you require your own application, how do applicants get it?

Phone:

E-mail:

Website: http://

Indicates whether or not member applicants can apply via MyAmeriCorps.

Programs that do not accept applications via MyAmeriCorps must develop their own process to receive applications and select members.

Prior to Enrollment: Site Location Information

- Set up service site locations in the Portal.
- Programs must set up service locations prior to member enrollment (see slide regarding site assignment).
- See Program Management tutorial on the Knowledge Network.

Welcome Sarah

Portal Home

[Search Potential Applicants](#)
[Search Submitted Applications](#)
[Manage Members](#)
[Invite Members](#)
[SSN & Citizenship Status](#)
[Manage Programs](#)
[Manage Service Locations](#)
[Manage Users](#)
[Recruitment Workbasket](#)
[S&N Workbasket](#)
[S&N Reports](#)

Program Information

Program:
 ArtistYear PA - 2018
 18ACHPA0010001
[Program Info](#)
[Service Location Info](#)

View Service Locations

Service Location Results

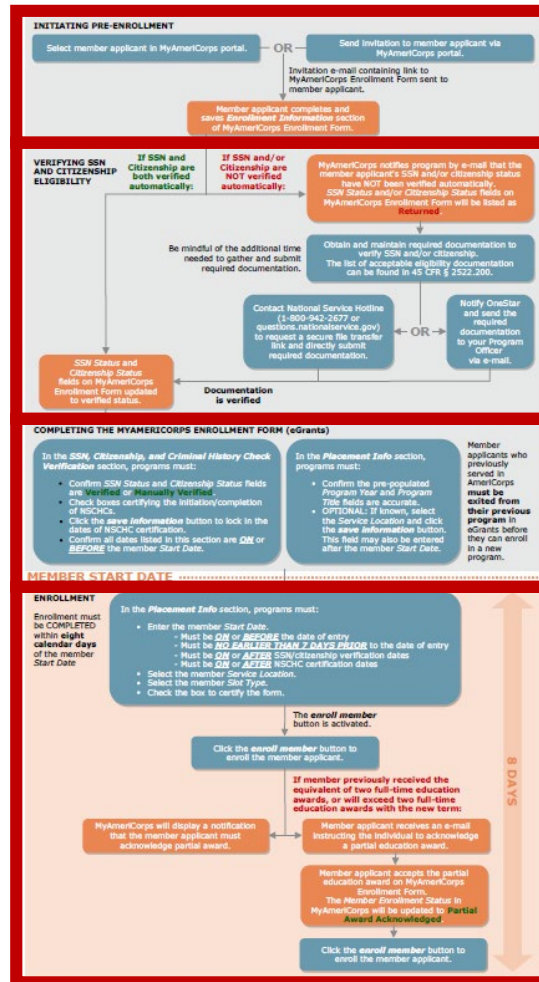
To search for a service location use the fields below and click the search button.

Results 1 Through 10 1 | 2 | 3 | 4 [Next](#) [Last](#)
 Your search returned 32 results.

Name ▾	City ▾	State ▾	Zip ▾
ADAIRE ALEXANDER SCH	PHILADELPHIA	PA	19125 -3321
ALLEN DR ETHEL SCH	PHILADELPHIA	PA	19132 -1834
AMY NW	PHILADELPHIA	PA	19128 -3824
BLAINE JAMES G SCH	PHILADELPHIA	PA	19121 -1801
BREGY F AMEDEE SCH	PHILADELPHIA	PA	19145 -4816
CATHARINE JOSEPH SCH	PHILADELPHIA	PA	19142 -1638
CAYUGA SCHOOL	PHILADELPHIA	PA	19140 -2302
CLEMENTE ROBERTO MS	PHILADELPHIA	PA	19140 -2725
COMEGYS BENJAMIN B SCH	PHILADELPHIA	PA	19143 -5012
COOK-WISSAHICKON SCH	PHILADELPHIA	PA	19128 -3794

create

Member Enrollment Process Flowchart



PHASE 1:

Initiating Pre-Enrollment

PHASE 2:

Verifying SSN & Citizenship Eligibility

PHASE 3:

Completing the MyAmeriCorps Enrollment Form (eGrants)

PHASE 4:

Finalizing Enrollment (eGrants)

Phase 1: Initiating Pre-Enrollment

INITIATING PRE-ENROLLMENT

Select member applicant in MyAmeriCorps portal.

OR

Send invitation to member applicant via MyAmeriCorps portal.

Invitation e-mail containing link to MyAmeriCorps Enrollment Form sent to member applicant.

Member applicant completes and saves **Enrollment Information** section of MyAmeriCorps Enrollment Form.

Member Applicant Acceptance via MyAmeriCorps Application

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Selection
<p>To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (*) denotes a required field. To reject an applicant, you may just click "reject."</p>								
<p>* Overall recommendation</p> <p><input type="radio"/> The above-listed applicant is selected for service with this AmeriCorps program.</p> <p><input type="radio"/> The above-listed applicant is rejected for service with this AmeriCorps program.</p>								
<p><input type="checkbox"/> I certify that before this individual is enrolled to serve as an AmeriCorps member with our organization, eligibility documentation for this applicant will have been reviewed against the grant requirements and the above listed applicant will be eligible to serve as an AmeriCorps member. When the applicant accepts the service position, the applicant's information provided in this application is automatically sent to the Social Security Administration for verification. If there is an issue with the applicant's information, your organization will receive an email from the Corporation for National and Community Service within three business days of the individual's acceptance requesting additional information. It is your organization's responsibility to follow up with the individual, review this information (documentation for this issue is to be made available in the member's file), and have this information provided to the Corporation before this individual is enrolled.</p>								
								<input type="button" value="submit"/>

Check the box to complete the certification.

Click the relevant radio button to select the applicant.

Click **submit button** to submit the selection. The applicant will be notified via email.

Member Applicant Acceptance via Invitation

eGRANTS

Welcome Sarah

Portal Home

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Invite Members

Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

* First Name: John

Middle Name/Initial:

* Last Name: Doe

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

* Date of Birth: 1/1/2001 (mm/dd/yyyy)

* E-Mail Address: johndoe@email.com

* Program Year: 2018

* Program Title: YouthBuild Atlanta, GA AmeriCorps*National - Atlanta, GA

Service Location: Select

cancel

add another

save

Enter applicant's data and select the *Program Year*, *Program Title*, and *Service Location* from the drop-down lists. **Important: make sure this information is entered correctly.**

Click **add another** button to send the current invitation and enter another.

Click **save** button and then **send** to complete the invitation. The applicant will be notified via email.

Member Applicant Invitation Bulk Upload Option

eGRANTS

Welcome Abigail

Portal Home

Manage Members

➔ Invite Members

SSN & Citizenship Status

Manage Programs

Manage Service Locations

Manage Users

S&N Workbasket

S&N Reports

Batch Invitation via XML

Invite Member

Please select the XML file that you would like to upload into the My AmeriCorps portal. By uploading this XML file, you are extending an invitation to each member included to register with the My AmeriCorps portal.

Click here for help.

The XML file uploaded must adhere to the specifications as defined in the [XML Schema Definition \(XSD\)](#).

Please select a Program Name and Program Year to Select an XML File

* Program Year:

Select ▼

* Program Title:

Select ▼

Service Location:

Select ▼

cancel

Member Applicant Receives Invitation



Tue 5/22/2018 11:19 AM

myamericorps@americorps.gov

My AmeriCorps Enrollment

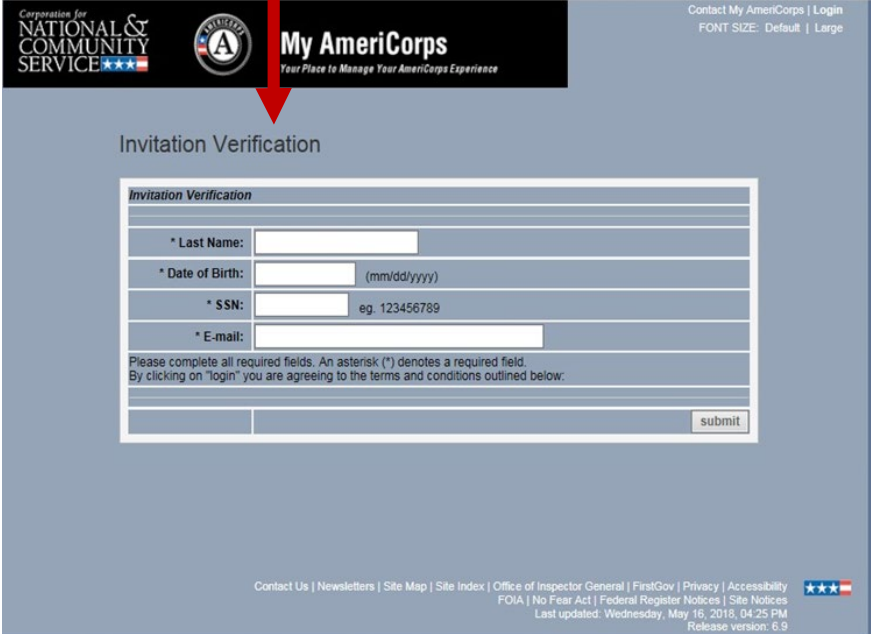
To  Stone, James R.

Dear Jim Stone:

Thank you for applying to serve on AmeriCorps City Year Baton Rouge program. Use the following link to complete your registration and enrollment:

<http://uatmy.americorps.gov/mp/member/validateInvitation.do?id=743033&pin=cjuuxhha31>

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via https://edscncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.



Corporation for
NATIONAL &
COMMUNITY
SERVICE

My AmeriCorps
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

Invitation Verification

Invitation Verification

* Last Name:

* Date of Birth: (mm/dd/yyyy)

* SSN: eg. 123456789

* E-mail:

Please complete all required fields. An asterisk (*) denotes a required field.
By clicking on "login" you are agreeing to the terms and conditions outlined below.

Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility
FOIA | No Fear Act | Federal Register Notices | Site Notices
Last updated: Wednesday, May 16, 2018, 04:25 PM
Release version: 6.9

- Corporation for
NATIONAL & COMMUNITY
SERVICE
-
- My AmeriCorps**
Your Place to Manage Your AmeriCorps Experience
- Contact My AmeriCorps | Login
FONT SIZE: Default | Large
- ## Enrollment Form
- [Click here for help.](#)
- Thank you for verifying your invitation. Please complete your enrollment information below.
- ### Invitation Information
- First Name: Jim
Middle Name/Initial:
Last Name: Stone
SSN: ***-**-1999
Date of Birth: 04/04/1944
E-Mail: jstone@cns.gov
- ### Enrollment Information
- * Permanent Address Line 1:
Permanent Address Line 2:
* Permanent City:
* State:
* Permanent Zip:
* Permanent Zip Plus:
Permanent Home Phone:
Permanent Work Phone:
To use your mailing address as your permanent address [click here](#)
* Mailing Address Line 1:
Mailing Address Line 2:
* Mailing City:
* Mailing State:
* Mailing Zip Code:
* Mailing Zip Plus:
Mailing Home Phone:
Mailing Work Phone:
- CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.
- * Sex:
* Citizenship Status:
- *Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.
- **Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Alien Registration Receipt Card, INS Form I-551; (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.
- *** You are an asylee if you have a Form I-94 with asylum granted stamp; form I-766 with Category "AS", "ADS", or "A-5"; or an Order of the Immigration Judge granting asylum.
- * What is the highest level of education you have completed?:
- All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.
- ☐ I am a veteran
☐ I am an active duty member of the U.S. Armed Forces
☐ I am a member of the National Guard or Reserve Component
☐ I am an immediate family member of a veteran
- * What is your military, veteran, or family status?

Member Applicant Enrollment Form

☐ Friend
☐ TV commercial
☐ Radio commercial
☐ AmeriCorps recruiter/representative
☐ Received information in the mail
☐ AmeriCorps program poster
☐ Other. Please specify
☐ Recruitment brochure
☐ College Resource Fair
☐ Facebook ad or on Facebook in general
☐ Twitter
Other social media platform.
Please specify:
☐ AmeriCorps online recruitment system
☐ Job search Web page
☐ State Service Commission

Enter Your Desired Login Information Below

* Desired User Name:
* Password:
* Confirm Password:

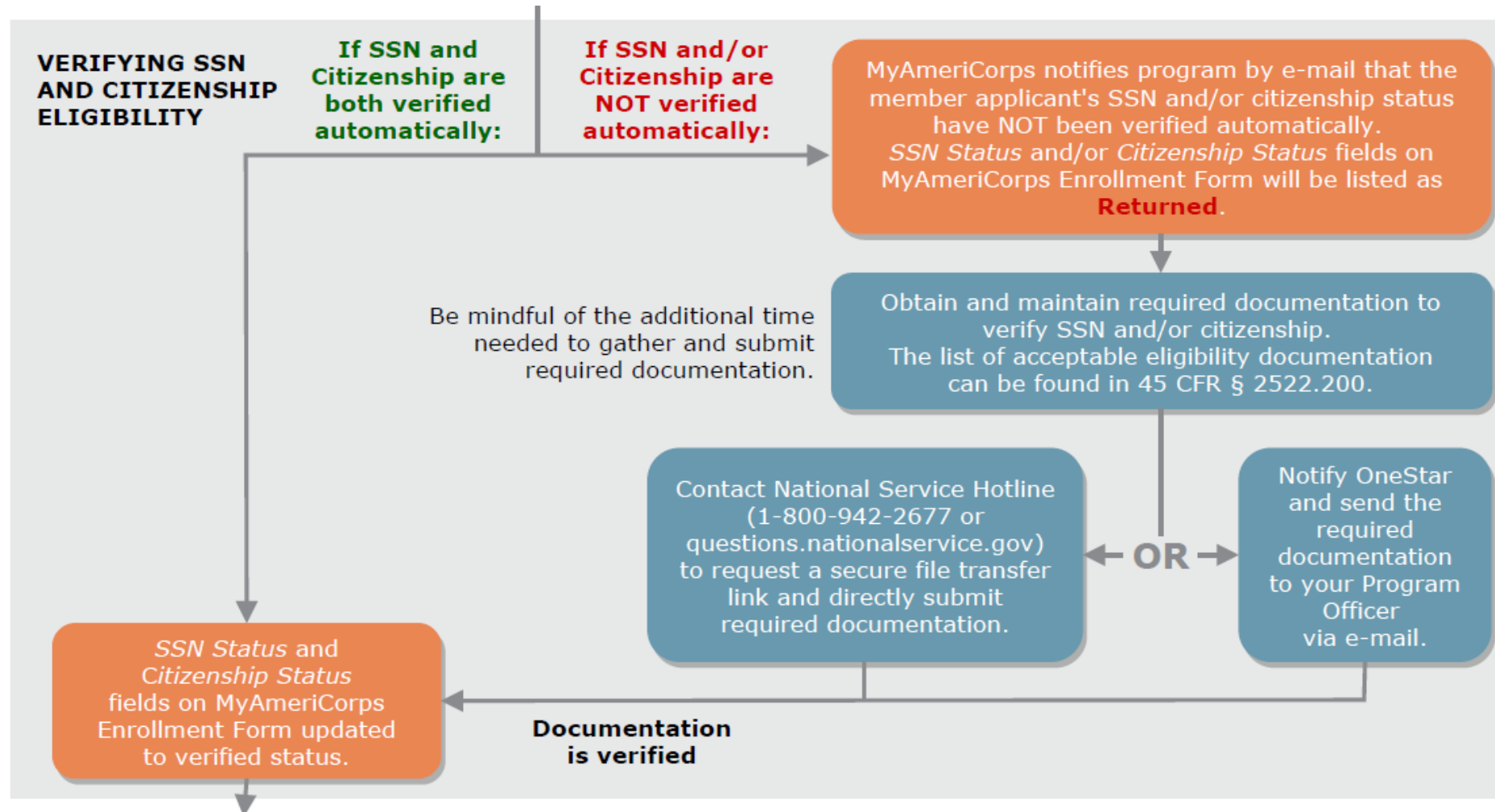
I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

OMB Number 3045-0054

Member applicant clicks **save information** button to submit the form.

The enrollment form will automatically move to *Pending Enrollments* workbasket.

Phase 2: Verifying SSN and Citizenship Eligibility



SSN & Citizenship Verification Process

- eGrants submits the record to the Social Security Administration (SSA) as soon as the member applicant completes and saves their section of the enrollment form
- SSA checks the member applicant's citizenship status and social security number validity
- Within 3 business days, the record should indicate "Verified" or, if not verified, "Returned" in eGrants

SSN Status: Verified - 02/05/2019

Citizenship Status: Returned

SSN & Citizenship Verification Status Types

Open	Individual has been invited to participate in a program but has not yet created/updated and saved their MyAmeriCorps Portal Profile.
Pending	Individual's name, SSN, and DOB have been sent to SSA for verification and are awaiting results.
Verified	Individual's SSN/citizenship eligibility has been automatically verified by SSA.
Returned	Individual was not verified automatically by SSA; document submission is required to prove eligibility.
Manually Verified	Individual's SSN/citizenship eligibility has been verified by CNCS based on submitted documentation.
Cannot be Verified	Individual has been proven not to be eligible with respect to SSN or citizenship.

SSN & Citizenship Verification

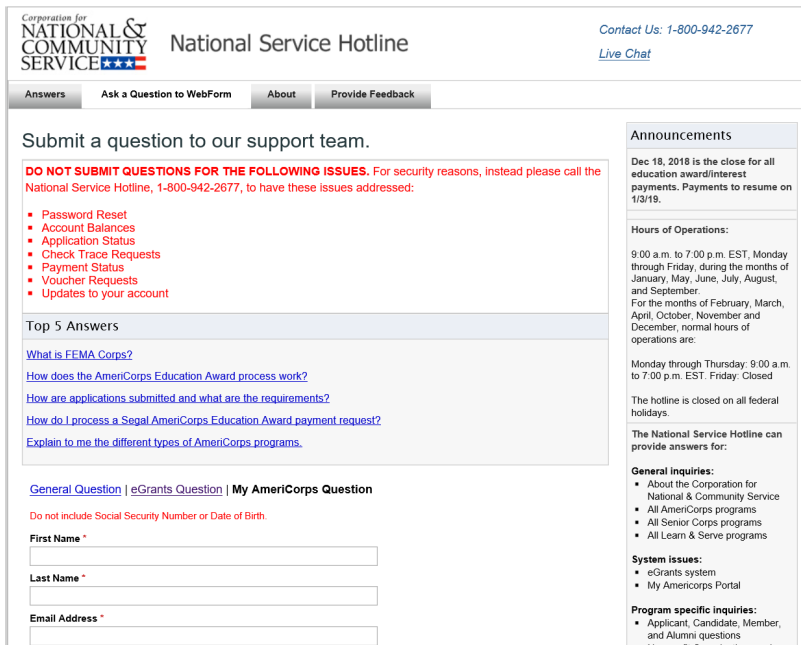
- If not automatically verified by SSA, the program receives notification to submit additional documentation
 - Citizenship verification: see 45 CFR 2522.200
 - SSN verification: social security card, name change documentation (e.g. marriage certificate, court order, etc.)
- Documentation to manually verify SSN/citizenship may be submitted two ways:
 - 1) Submitted directly by the program to CNCS
 - 2) Sent to your OneStar Program Officer

Program-Led Manual Verification

- The program requests a Secure File Link from the CNCS National Service Hotline and submits the necessary documents.
- Call 1-800-942-2677 or submit web form at questions.nationalservice.gov

Best practices:

- Indicate that you are a State and National program enrolling current members and need a Secure File Link to submit SSN/citizenship verification documentation.
- If the program has multiple individual cases requiring SSN/citizenship verification at the same time, send these cases under a single ticket.



Corporation for NATIONAL & COMMUNITY SERVICE **National Service Hotline** Contact Us: 1-800-942-2677
Live Chat

Answers Ask a Question to WebForm About Provide Feedback

Submit a question to our support team.

DO NOT SUBMIT QUESTIONS FOR THE FOLLOWING ISSUES. For security reasons, instead please call the National Service Hotline, 1-800-942-2677, to have these issues addressed:

- Password Reset
- Account Balances
- Application Status
- Check Trace Requests
- Payment Status
- Voucher Requests
- Updates to your account

Top 5 Answers

- [What is FEMA Corps?](#)
- [How does the AmeriCorps Education Award process work?](#)
- [How are applications submitted and what are the requirements?](#)
- [How do I process a Segal AmeriCorps Education Award payment request?](#)
- [Explain to me the different types of AmeriCorps programs.](#)

[General Question](#) | [eGrants Question](#) | [My AmeriCorps Question](#)

Do not include Social Security Number or Date of Birth.

First Name *

Last Name *

Email Address *

Announcements

Dec 18, 2018 is the close for all education award/interest payments. Payments to resume on 1/3/19.

Hours of Operations:

9:00 a.m. to 7:00 p.m. EST, Monday through Friday, during the months of January, May, June, July, August, and September.
 For the months of February, March, April, October, November and December, normal hours of operations are:
 Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed

The hotline is closed on all federal holidays.

The National Service Hotline can provide answers for:

General inquiries:

- About the Corporation for National & Community Service
- All AmeriCorps programs
- All Senior Corps programs
- All Learn & Serve programs

System issues:

- eGrants system
- My Americorps Portal

Program specific inquiries:

- Applicant, Candidate, Member, and Alumni questions
- Non profit organizations and

OneStar-Led Manual Verification

Program will:

- Forward email to OneStar Program Officer
- Upload required documentation to secure Dropbox folder

OneStar Program Officer will:

- Submit documentation on program's behalf
- Monitor progress and notify program staff throughout the process

Manual Verification Outcomes

If submitted documentation is sufficient to verify eligibility:

CNCS staff updates the record to “Manually Verified” within 3 business days.

If additional documentation is not sufficient or is not legible:

The program will be notified. This will delay the manual verification process.

If NOT returned within 3 business days:

Please contact OneStar Program Officer.

Phase 3:

Completing the MyAmeriCorps Enrollment Form (eGrants)

COMPLETING THE MYAMERICORPS ENROLLMENT FORM (eGrants)

In the ***SSN, Citizenship, and Criminal History Check Verification*** section, programs must:

- Confirm *SSN Status* and *Citizenship Status* fields are **Verified** or **Manually Verified**.
- Check boxes certifying the initiation/completion of NSCHCs.
- Click the **save information** button to lock in the dates of NSCHC certification.
- Confirm all dates listed in this section are **ON** or **BEFORE** the member *Start Date*.

In the ***Placement Info*** section, programs must:

- Confirm the pre-populated *Program Year* and *Program Title* fields are accurate.
- OPTIONAL: If known, select the *Service Location* and click the **save information** button. This field may also be entered after the member *Start Date*.

Member applicants who previously served in AmeriCorps **must be exited from their previous program** in eGrants before they can enroll in a new program.

MEMBER START DATE

Completing Enrollment Form Fields

SSN, Citizenship, and Criminal History Verification

Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Verified - 01/07/2019

Citizenship Status: Verified - 01/07/2019

NSOPW check: ☒

I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.

- 02/04/2019 ?

State of Residence, State of Service, and FBI check initiation: ☒

I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.

- 02/04/2019 ?

* Please click "save information" after clicking the certification checkboxes in this section.

Placement Information

A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.

* Start Date: 3/1/2019

* Program Year: 2018

* Program Title:

Service Location:

* Slot Type:

Both *SSN Status* and *Citizenship Status* must be "Verified" or "Manually Verified" before member applicant can be enrolled.

These certifications must be complete (i.e., boxes must be checked and saved) before member applicant can be enrolled. The dates on which the boxes were checked are shown. ***These may be later than the dates on which the checks were actually run.***

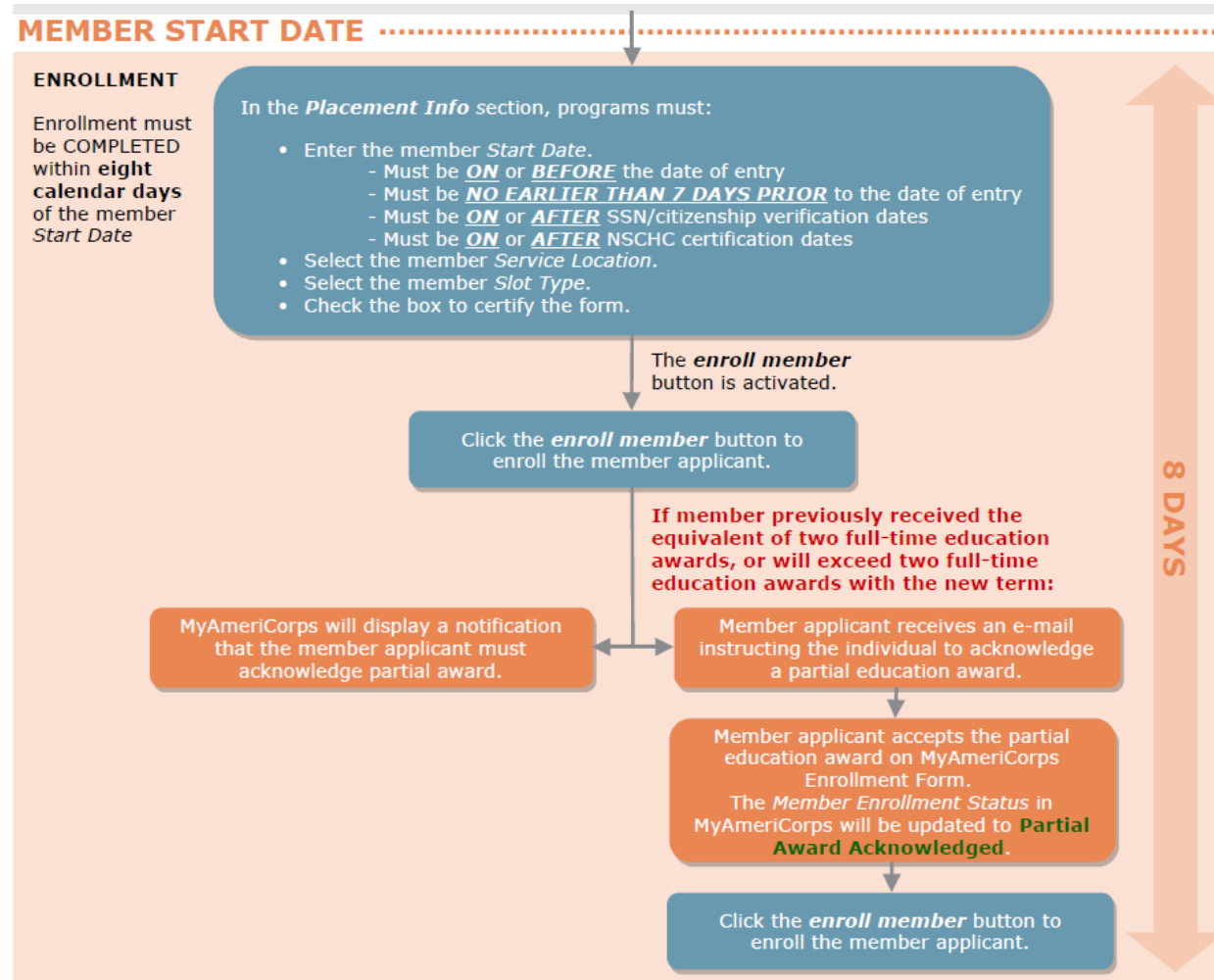
IMPORTANT: The *Start Date* entered by the program cannot be earlier than any of the four dates highlighted in yellow above. It must be the same or later.

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NSCHC Certification Boxes

- Per Truescreen's Alternative Search Procedure, ALL NSOPW and State Checks must be completed/adjudicated prior to start of service
- FBI check in Fieldprint must be initiated and accompaniment is required until a fitness determination of "cleared" has been received

Phase 4: Finalizing Enrollment (eGrants)



Completing Member Applicant Placement Info


At the bottom of the enrollment form, enter:

- *Start Date*
- *Program Year*
- *Program Title*
- *Service Location* (if necessary, this can be changed after enrollment)
- *Slot Type*


All information on the form can be entered and saved ahead of time EXCEPT the *Start Date* and *Slot Type*, which cannot be saved prior to the date of enrollment.





Placement Information

* Start Date: 

* Program Year: 2017 

* Program Title: 

Service Location: 

* Slot Type:  

* ☐ I, , certify this form as of 05/22/2018. 

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, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

Once all information has been entered CORRECTLY, the **enroll member** button will become active.

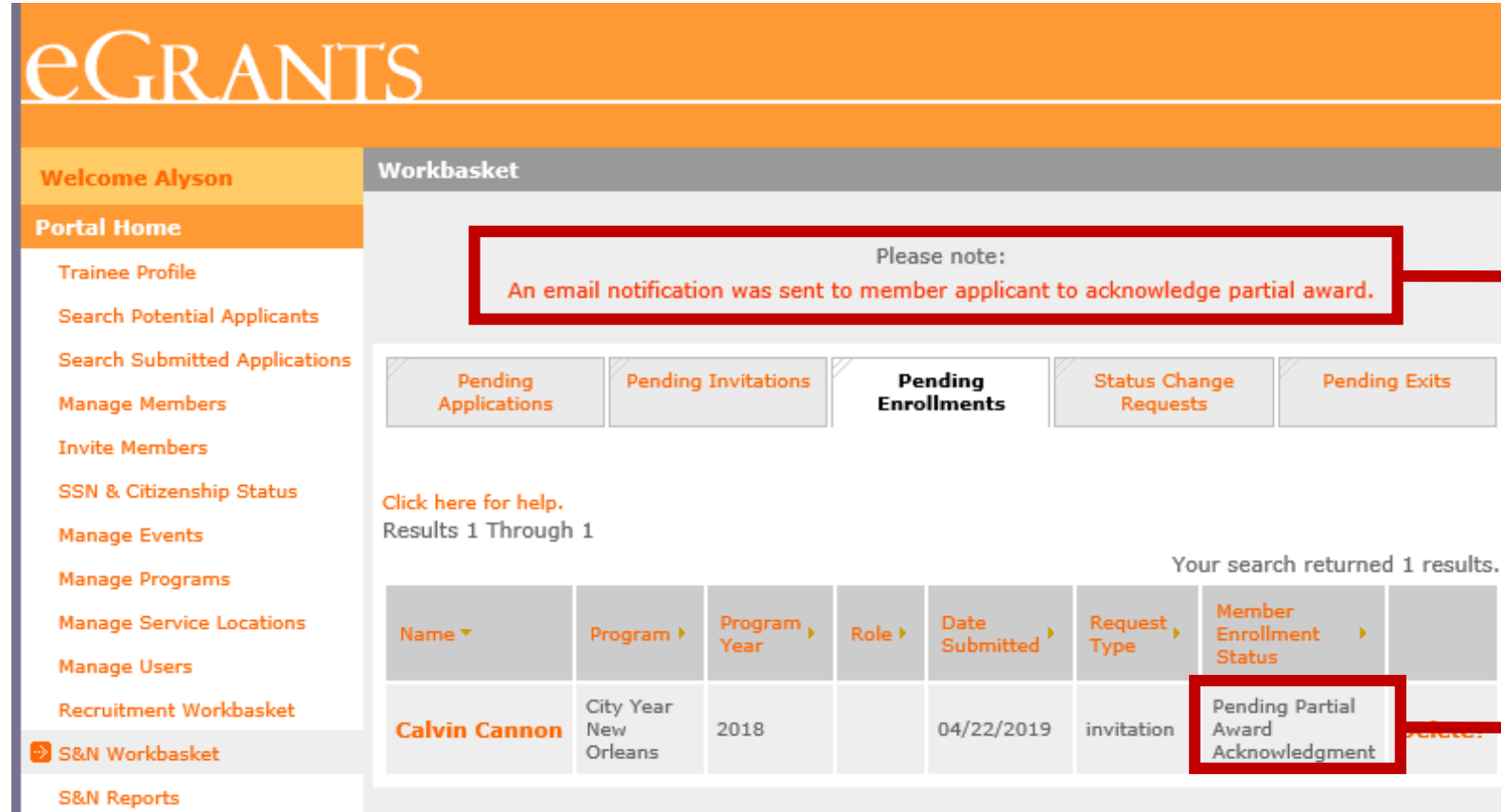
FOR MOST MEMBER APPLICANTS, THE ENROLLMENT PROCESS IS COMPLETE!

Potential Additional Step:

Partial Ed Award Acknowledgement

Member applicants who **previously received the equivalent of 2 full-time education awards**, or **will exceed 2 full-time education awards with the new term**, will need to acknowledge partial or no education award prior to enrollment.

Partial Ed Award Acknowledgement – Program View



eGRANTS

Welcome Alyson

Portal Home

- Trainee Profile
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- S&N Workbasket
- S&N Reports

Workbasket

Please note:
An email notification was sent to member applicant to acknowledge partial award.

Pending Applications | Pending Invitations | **Pending Enrollments** | Status Change Requests | Pending Exits

Click here for help.
Results 1 Through 1

Your search returned 1 results.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	Member Enrollment Status ▾
Calvin Cannon	City Year New Orleans	2018		04/22/2019	invitation	Pending Partial Award Acknowledgment

After clicking **enroll member** button, program staff will see this note for member applicants who need to perform this acknowledgment.

Member Enrollment Status will indicate “Pending Partial Award Acknowledgement.”

THE MEMBER ENROLLMENT IS NOT COMPLETE!

Partial Ed Award Acknowledgement – Member Applicant View

From: myamericorps@americorps.gov <myamericorps@americorps.gov>

Sent: Monday, April 22, 2019 11:23 AM

To: [REDACTED]

Subject: Segal AmeriCorps Partial Education Award Acceptance Notice

PLEASE DO NOT REPLY TO THIS MESSAGE

Dear [REDACTED]:

This e-mail is to notify that you are currently in the process of being enrolled in the National Service Trust.

You have already received the value of 1.17 education awards. By law, the maximum value of education awards that you may receive is the value of two full-time awards (2.0). Based upon the value of education awards you have already received, upon successful completion of this term of service you will be eligible to receive a partial education award with a value of 0.83, award which is equal to \$4933.33.

If you wish to participate in this term of service upon completion of which you will receive a partial education award, please click on the link below which will take you to AmeriCorps website. Log into your account and click on the "Enrollment Form" link on the left hand side.

<http://uatmy.americorps.gov/mp>

Once on the enrollment form, go to the button on the page to accept/decline the partial award.

Please do not reply to this message. If you have any questions or have further assistance, please submit a help request via https://edscncs--tst.custhelp.com/app/ask_mac or contact the help desk at 1-800-942-2677.

Partial Ed Award Acknowledgement – Member Applicant View

Partial Award Acknowledgment

☐ I Accept, I wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award
☐ I Decline, I do NOT wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award

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, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel

save information

At the end of the member applicant's enrollment form, he/she will be asked to check if they accept or decline a partial education award.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	Member Enrollment Status ▾	
Calvin Cannon	City Year New Orleans	2018		04/22/2019	invitation	Partial Award Acknowledged	Delete?

Once this information is accepted and saved, the *Member Enrollment Status* in eGrants will be updated to "Partial Award Acknowledged."

The program can then return to the member enrollment form and click the **enroll member** button.

ONLY THEN IS THE MEMBER ENROLLMENT COMPLETE.

Potential Additional Step:

Member Applicant Exit from Prior Service

- If member applicant has served a prior AmeriCorps term and not been exited, the program will NOT be able to enroll him/her.
- AmeriCorps*Texas program/member applicant must contact the member's previous program to ensure he/she is exited satisfactorily and therefore eligible to serve a subsequent term.

Enrollment

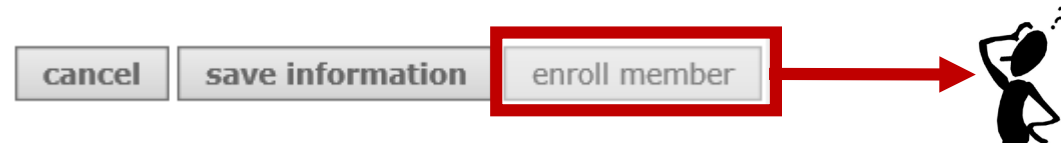
Please note the following errors:

- **For concurrent terms of service, a member's overall MSY value may not be greater than 1.**

This member has served in 1 previous terms of service earning the value of "0" full-time education awards out of a maximum possible two full-time education awards (2.0).

Troubleshooting:

What To Do if the **enroll member** Button Isn't Active



- Check the SSN and citizenship verification status
 - Both statuses must be “Verified” or “Manually Verified”
 - Verification dates must be on or before the entered start date
- Check the NSCHC certifications
 - Both boxes must be checked
 - Certification dates must be on or before the entered start date
- Check the entered start date
 - Must be no later than today's date
 - Must be no earlier than 7 days prior to today's date
 - Must be no earlier than the SSN/citizenship verification dates
 - Must be no earlier than the NSCHC certification dates

Calculating 8 Calendar Days

SEPTEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 1	10 2	11 3	12 4	13 5	14 6
15 7	16 8	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

If the Member Start Date is
Monday, September 9th



then the LATEST allowable
 Enrollment Date is
Monday, September 16th

Resources

- CNCS Managing AmeriCorps Grants webpage, under “Enrollment” section
- CNCS National Service Hotline
 - 1-800-942-2677
 - <https://questions.nationalservice.gov>
- Criminal History Check Resources
- Member Service Opportunity Listing Resources