

Good afternoon,

**There are three very important CNCS policy changes with regard to member recruitment and enrollment that require our immediate attention. Failure to comply with these policy changes may result in disallowed costs for your program and disallowed service hours for the member.**

1: Beginning with 2018-2019 **all programs** are required to list **all** AmeriCorps member opportunities in the eGrants Portal so that individuals and stakeholders can view all the possible AmeriCorps assignments available. If you have questions regarding posting positions in the eGrants Portal, please contact me. Additional resources can be found at:

<https://www.nationalservice.gov/resources/americorps/member-assignment-listings>

2: Effective July 1st, 2018 all programs are required to pre-enroll members before service begins by sending an eGrants invitation, ensuring eligibility has been verified by the Social Security Administration and certifying that a complete National Sex Offender Public Website search has been completed and background checks are initiated.

If the member's identity and citizenship status does not clear SSA automatically it can take up to three business days for notification to be sent to the program. Because a member's eligibility must be verified before they begin service you must account for this in your internal processes so you have time to send manual verification if necessary.

Once the individual's SSN and citizenship statuses are verified, program staff must now certify completion of the NSOPW check and initiation of applicable state and FBI checks via two new added boxes on the enrollment screen.

The eGrants NSOPW certification must occur **before** service begins and the initiation certification must be **on or before** the first day of service.

Programs should also try to complete all currently pending enrollments before July 1, 2018 to avoid issues requiring the help desk due to programming changes.

3: Once the member starts their term of service, programs have **five calendar days** to complete the final step of enrollment in the eGrants system. Day one is the first day of service. This moves the member from pre-enrolled to enrolled status. You can not complete this final step before their first day of service.

**Step-by-Step Pre-Enrollment Process Instructions: This requirement begins on July 1st, 2018 for ALL new members, not just those serving in the 2018-2019 program year.**

1: All member positions must now be listed on the recruitment website in eGrants. All programs are now required to list AmeriCorps member opportunities in the eGrants Portal so that individuals and stakeholders can view all the possible AmeriCorps assignments available.

- Programs can still use their own application processes. Members are not required to apply for AmeriCorps positions through the eGrants portal.

2: Programs need to invite individuals via the Invite Member tab of eGrants or select individuals from applicants in the online recruitment system. Most programs currently use the Invite Member process to enroll members.

- A program will enter the name, SSN, date of birth, and email address for the individual they intend to invite and then select the program year, program title, and service location from the drop-down menu for their program and save. This transmits an email to the potential member.
- The applicant clicks the link in the email taking them to the online enrollment form.
- When they complete the form and save it (accepting the invitation from the program), their SSN, name, and DOB are sent to the Social Security Administration for SSN and citizenship verification.

Note: Applicants will receive instructions when applying, stating that their information must be accurate, as it will be sent to the SSA to verify citizenship eligibility.

4: Once the individual's SSN and citizenship statuses are verified, and program staff have certified completion of the NSOPW check and initiation of applicable state and FBI checks (via the two added boxes in the enrollment screen), the Enroll Member button in the Placement Info section will be activated for programs to enroll the member.

If an individual's SSN and citizenship status is not verified, CNCS will notify the program within three business days, and the program will need to submit supporting eligibility documentation. SSN and citizenship status **MUST** be verified **before** the member begins their term of service.

5: Programs must complete the enrollment process by clicking the Enroll Member link in eGrants within the first 5 calendar days of the member's service. **Please note that member orientation and/or training is considered service.**

**Please review the attached materials carefully. Included you will find FAQ's from CNCS on the pre-enrollment process, a flowchart developed by the Texas Commission, and additional materials regarding posting member positions on eGrants.**

**It is critical that you comply with these changes in the grant requirements and failure to do so will place your organization at risk of significant dis-allowances.**

**We have scheduled a webinar for Q&A on Tuesday June 19th at 3:00 p.m. As always you may contact us with any questions.**

Best regards,

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