AmeriCorps Kansas Program Director Manual
2020-2021

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AmeriCorps Kansas Program Director Manual

Welcome and Introduction

Chapter 1

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1. Welcome to AmeriCorps Kansas

Congratulations on being awarded an AmeriCorps Kansas grant. Managing an AmeriCorps Kansas program requires a significant amount of time and effort and a thorough understanding of the program requirements and regulations that guide AmeriCorps. This document is intended to help your program's managing staff (i.e. Program Director, Appointing Authority, Financial) be successful in operating your program. This document details Kansas-specific AmeriCorps State requirements to provide further clarification of effective program management operations within the state. This document is intended for informational purposes only. This manual does not replace the regulations or terms and conditions, for the applicable grant year, as provided by the Corporation for National and Community Service (CNCS). If there is a conflict between the contents of this manual and the federal guidance referenced above, the federal provisions, regulations, etc. are the controlling authority.

Please be aware that the Kansas Volunteer Commission (KVC) updates the AmeriCorps Kansas program director manual annually and you are reading the manual for 2020-2021 program year. Any additions or amendments to materials contained within the manual will be distributed to subgrantees and discussed during monthly Program Director community calls. When seeking guidance KVC advises Program Directors to use the following primary resources: 2020-2021 AmeriCorps Kansas Program Director Manual, AmeriCorps Regulations, 2020-2021 General and Specific Terms and Conditions, and the CNCS FAQs. For specifics related to the grant award please review your 2020-2021 award package. See appendix for full listing.

Note: Anytime during the grant year, KVC encourages all programs to reach out to AmeriCorps Kansas Director, Financial Officer and Executive Director for clarification.

2. Funder Overview

Kansas Volunteer Commission

AmeriCorps Kansas programs are managed through the KVC, which was established in 1993, and is a state entity approved by CNCS. KVC, a program of the Kansas State Department of Education (KSDE), receives additional oversight by a governor appointed commission. The KVC mission is “to empower all Kansans to address community needs through service” and the purpose is to advance and support community service, service-learning and volunteerism among Kansans of all ages, incomes, abilities and origins. The KVC establishes priorities for volunteer, mentoring, civic engagement and national service in Kansas through a State Service Plan, which is establish through stakeholder inputs and needs. The next State Service Plan will be released in early 2021. Visit the Kansas Volunteer Commission website to learn more at https://kanserve.org/.
Corporation for National and Community Service

The mission of CNCS is to improve lives, strengthen communities, and foster civic participation through service and volunteering. Through AmeriCorps, Senior Corps, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action. Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work: national service can provide immediate and long-term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

To learn more about CNCS, the expanse network you are part, and access to free training and resources please visit https://www.nationalservice.gov/.

3. Contact Information

Kansas Volunteer Commission
Kansas State Department of Education
www.kanserve.org
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Michael Laverty  MLaverty@cns.gov  North Central Regional Administrator
Sara Albright  salbright@cns.gov  North Central Deputy Regional Administrator
Patti Stengel  pstengel@cns.gov  Senior Portfolio Manager
AmeriCorps Kansas Program Director Manual
Program Training, Technical Assistance &
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1. **Program Technical Assistance and Training Overview**

KVC is committed to helping build the skills, knowledge, and capacity of individuals and the organizations they serve by providing effective training and technical assistance. Annually, KVC utilizes a program development system that includes training, technical assistance and support to strengthen program operations and to ensure high quality programming targeted at addressing Kansas’ needs. This couples with a thorough monitoring system designed to identify opportunities for continuous improvement and to ensure compliance with federal and state requirements.

Critical to the development of the programs is training and access to information that is both timely and comprehensive. In order to offer continual support and assurance of compliance with regulations, KVC offers a variety of technical assistance, trainings and resource for programs to thrive. KVC expects all programs to participate in meetings and/or trainings as scheduled. Please see appendix for additional information regarding absences.

2. **Communication**

As part of the KVC continuous improvement and communication, KVC provides three types of outreach calls which occur on a regular basis.

**Program Connect**

The AmeriCorps Kansas Director and program directors and/or staff will participate in regular quarterly program calls one on one. This will be a quarterly opportunity for program directors and staff to receive direct technical assistance, provide updates regarding program success and address needs as necessary.

**Learning Calls** *(formerly program director community call)*

Program directors will participate in regular bi-monthly webinars to receive concentrated training. Concepts will be chosen on an annually basis determined by program feedback and needs from the prior grant year.

**Networking Calls**

KVC will hold bi-monthly networking calls for individuals who help manage the financial and/or program side of the AmeriCorps Kansas grants. Networking calls are opportunities to develop partnerships with other AmeriCorps management staff and share best practices.
3. AmeriCorps Program Director Training
The KVC provides annual in-person trainings for program directors and/or staff. Trainings occur virtually as necessary pending state requirements for large gatherings. When relevant, KVC welcomes the participation of site supervisors and newer member in trainings. The commission strives to ensure that training is useful to attendees and are excellent opportunities for progression development.

**AmeriCorps Fall Leadership Summit (Oct TBD)**
KVC conducts an annual summit is held where both program directors and members attend. This serves as both an orientation for new members and a training for program directors. During this summit new AmeriCorps members complete their Oath of Service.

**ASC AmeriCorps Program and Fiscal Training (Oct 13th-16th)**
Training for AmeriCorps Kansas Director and new AmeriCorps program directors about program and financial training management of AmeriCorps programs. This training is scheduled to occur in Austin, Texas.

**Spring Training (Spring TBD)**
During the spring months, KVC will provide additional training based upon the needs of programs. Additional information to be announced.

**Program Director Training (Summer TBD)**
During the annual training attendees will receive practical information for successful program and grant management implementation.

4. **Online Training**
Per CNCS compliance requirements, the grant’s Authorized Representative and Project Director must complete the course, along with any other staff who will have primary responsibility for program management and/or financial management. Each grantee is required to complete two trainings annually.

- **National Service Criminal History Check (NSCHC) Ecourse**
  https://www.nationalservice.gov/reqCHCtraining

- **Key Concepts of Financial and Grants Management Ecourse**
• On3Learn
On3Learn is a virtual training center that AmeriCorps programs have access to complete. Program Directors, staff and AmeriCorps members have access to take courses regarding AmeriCorps basics and program and financial management. For more information please contact Kay Emerson at kemerson@ksde.org.

• Litmos
CNCS offers online courses focused on a variety of topics; including: CNCS Performance Measures, Disability Inclusion, Disaster Preparedness, Education, Financial Management, Member Recruitment and Development, National Service Criminal History Checks.

5. Technical Communication
The AmeriCorps Program Director is available to offer technical assistance to programs. Program directors may contact staff at any time with questions or concerns regarding the effective operation of the AmeriCorps program. However, program directors have the ultimate responsibility for knowledge of and adherence to AmeriCorps policies established by the federal government and by KVC.

Consultation/Technical Assistance Session
If a significant amount of time is required to respond to a program inquiry, programs are encouraged to schedule an appointment in order for commission staff to prepare and provide necessary support to the program's need.

Email Distribution List
KVC staff strives to keep programs updated on important policy and program developments, as well as provide reminders of dates, share information and request information. In support of these goals, KVC communicates through regular emails. It is critical that program directors review all information contained in these emails and share the information with other relevant individuals (members, site supervisors, financial personnel as applicable). Due to the urgency of some request made by the commission, response from programs is required no later than 48 business hours from correspondence, unless a different due date is provided. If staff will be out of the office for a significant period of time, we ask that email and voice mail messages be kept up-to-date so that we can be aware of absences and identify staff who will be responsible for program and grant management.

Alternate Contact
It is recommended that program directors designate another staff person at the agency who will serve as the alternate contact for the AmeriCorps program, when the program director is absent or unavailable. The alternate contact could serve as the program director's designee on program director conference calls and should also
have enough familiarity with the program to make time-sensitive decisions when the program director cannot be reached.

**Program Director and Authorized Agency Staff**
In general, communications related to day-to-day operation of the AmeriCorps program will go to the designated program director. Notices regarding Grant Agreement Amendments or serious concerns about the programmatic or financial management will go to the authorized agency representative.

**Kansa Volunteer Commission Responsibility**
KVC staff will also make every effort to inform programs of significant absences and to keep our phone and email messages updated to avoid delays in responding to program inquiries.

**On-Site/Participatory**
In some cases, on-site assistance is more beneficial, and programs are encouraged to request on-site assistance, if needed. In addition, training and technical assistance opportunities are sometimes available at the national level through the Corporation.

**Program Director Network**
Program directors are encouraged to use fellow program directors as resources. When concerns and challenges regarding the day-to-day operations of AmeriCorps programs arise, reaching out to other program directors who have gone through those same challenges can be extremely helpful. Often times peer support can be the best method for developing new strategies and gaining ideas for improving individual programs. The AmeriCorps Kansas Basecamp site is designed to be used in part as a forum for discussing general challenges and sharing ideas. Basecamp should not be used to share personal information and information regarding a member or program staff should be kept anonymous.

### 6. Online Resources

**Basecamp**
The KVC utilizes Basecamp as an online community for AmeriCorps program staff. Messages posted to Basecamp often contain important and timely information about KVC policy changes, information from CNCS, requests for program input, reminders and registration.
Knowledge Networks
The Corporation for National and Community Service has agreements with several national training and technical assistance (T/TA) providers to help meet programs’ training and technical assistance needs. https://www.nationalservice.gov/resources. The Knowledge Networks have many online tools and training resources to strengthen volunteer or service programs. The Knowledge Networks contain online training tools, event calendars, and effective practices, as well as a catalogue of printed publications and videos available on loan. https://www.nationalservice.gov/resources.

AmeriCorps Program Start-Up Online Resource
The Online Resource Guide is a user-friendly learning pathway to information, resources and tools to launch or sustain an AmeriCorps program. The site is designed to align the resources with each phase of your program. The site is composed of six sections: Program Development and Management, Member Development and Management, Inclusion, Community and Site Partnerships, Sustainability, and Financial and Grants Management. https://www.nationalservice.gov/resources/americorps/new-americorps-program-start-institute

Performance Measurement
This link to resources compiled by CNCS provides understanding of the Corporation’s performance measurement requirements, terms used, logic models, indicators, data collection, methods, reporting results and the elements of a performance measurement plan. The site contains tutoring programs, online courses, effective practices and an on-line library. https://www.nationalservice.gov/resources/performance-measurement

National Service Criminal History Check Resources
This link of resources from CNCS provides the Federal Regulations related to background checks, FAQ and training materials. https://www.nationalservice.gov/resources/criminal-history-check
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Program Management
Chapter 3

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1. **New Program Director Resources**

KVC provides an orientation for new program directors to provide them with training on program and grant management and give them an opportunity to share best practices. This training is usually provided annual with a group of new program directors, or may be provided individually if a program director starts mid-year. CNCS provides resources to help with program design. KVC recommends programs review these documents to think about building a high-quality AmeriCorps program. See the following: [Program Start-Up Resources Checklist for new AmeriCorps Program Staff](#)

2. **Policies and Procedures**

During the start of each grant year, all programs should ensure that they have develop and document policies and procedures that lay the framework for how the program will be managed. A well-written and comprehensive set of policies and procedures will help the program run more efficiently and effectively, while also ensuring compliance with regulatory requirements. Some policies are mandated by grant requirements, but program will want to create other policies as well that are tailored to the program and the organization. Program policies must ensure compliance with grant requirements, including, but not limited to:

1. Non-discrimination
2. Prohibited activities
3. Reasonable accommodation
4. Drug-free workplace
5. Grievance procedures
6. National service criminal history check
7. Breach of personally identifiable information (pii)
8. AmeriCorps member safety “safeguards”
9. Site selection criteria, member assignment, and site management
10. Recordkeeping
11. Member eligibility & parental consent documentation
12. Member teleservice
13. Member leave-sick, vacation, jury duty
14. Member death or injury
15. Healthcare coverage
16. Childcare benefits
17. Member supervision, accompaniment, and training plan
18. AmeriCorps members as team leaders
19. Member selection, performance reviews, suspension and termination
20. Standards of member conduct, attendance requirements, and dress codes
21. Requirements of sites for progress reporting, raising and documenting match and promoting
3. **Subgrant Agreements and Pre-Award Requirements**

The Subgrant Agreement is the formal agreement between KVC and the organization that outlines the expectations and requirements for both parties. It provides programs with a thorough list of financial, reporting, and programmatic requirements as a grantee. It is essential that programs have read and understood this document and worked with financial representatives to ensure that all compliance requirements are met. Funds are available based on the dates in the subgrant agreement and after the agreement is executed with signatures of both parties. Programs may not start performing work and may not incur costs prior to the actual start date of the approved grant period as listed in the subgrant agreement.

4. **Code of Conduct**

A written code of standards for conduct shall be maintained by the program and shall govern the proper behavior and performance of officers, employees, members, volunteers or agents in conducting the work of the organization. The code of conduct should encourage ethical behavior, accountability and transparency while discouraging or prohibiting unethical behavior, discrimination, breaches of confidentiality, and other undesirable, dangerous, or illegal behavior. Each board and staff member should read and sign the code of conduct each year. New staff and volunteers should be asked to read and sign the code of conduct when they begin work and at least once per year after. AmeriCorps members should have the Code of Conduct included in their Member Service Agreement.

5. **Site Management**

AmeriCorps programs that utilize host sites for placement of AmeriCorps members should ensure that they are effectively managing these partnerships through written agreements that support overall program goals and quality member experiences. AmeriCorps Kansas programs directors are expected to monitor sites for compliance and provide technical assistance and support to continuously improve host site management and placements.

**Written Site Agreement**

All programs should have a written site agreement in which both parties attest to their roles and responsibilities in the partnership. At a minimum, the agreement should cover the responsibilities of the site supervisor related to member oversight, evaluation and training, the member activities that are prohibited, the disciplinary procedures and the role of the supervisor in member discipline and termination, and financial obligations on the part of the site (including when and under what circumstances these obligations would terminate or be reduced). These agreements should be reviewed and reissued on at least an annual basis and revised as needed. Depending on the scope and nature of the project, additional items may be covered in the written site agreement. Programs are required to submit a copy of their written site agreement to KVC for review at the beginning of each grant year.
Site Selection
AmeriCorps programs are encouraged to utilize a written site selection process for continuous improvement and to maximize the mutually beneficial relationship between the organization and its sites. Programs must ensure that the site selection plan incorporates the criteria required by regulations (quality, innovation, sustainability, quality of leadership, past performance and community involvement).

6. Record Retention and Destruction
AmeriCorps programs are required to carefully document the “who, what, when, where how and why” of the AmeriCorps grant to show that:

- Service activities in the scope of the grant occur
- Member training is planned and delivered
- Volunteers are recruited, trained and supervised by members
- All data is appropriately collected, organized, aggregated and stored
- Data is valid and reliable
- Performance measurement targets are accurate and realistic
- Source documents for Performance Measures are valid and reliable
- Members are appropriately supervised
- Program complies with AmeriCorps Terms and Conditions
- Program plans and implement National Days of Service projects
- Program complies with Subgrant Agreement
- Program has policies and procedures which are consistently followed
- Data reported matches the data in the program’s files

The Commission requires that:

1. All pertinent property records and supporting documentation shall be maintained for seven years. The retention period begins on the date of KVC acceptance of the final closeout report for the grant.
2. Records for non-expendable property shall be retained for seven years after final disposition of the property.
3. Programs should note that documentation of a confidential nature should be retained appropriately.
Personal Identifiable Information (PII)

Subgrantees are responsible for protecting all personally identifiable information (PII) of AmeriCorps members, and abide by all state, federal and CNCS guidelines. PII is defined by the Office of Management and Budget (OMB) as any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.

A breach of PII is the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses or potentially accesses personally identifiable information for another than authorized purpose.

In the event a sub grantee suspects or confirms a privacy breach, they must notify KVC as soon as they realize the breach or potential breach has occurred via email. KVC will then forward the information to CNCS in accordance with their guidance. More information concerning CNCS' privacy policy can be found at: https://www.nationalservice.gov/site-policy-and-notices/privacy-policy

Confidential Member Information

The subgrantee must maintain the confidentiality of information regarding individual members. The subgrantee must obtain the prior written consent of all members before using their names, photographs, and other identifying information for publicity, promotional or other purposes. Parental or legal guardian consent must be obtained for members under 18 years of age. Subgrantees should include the consent form as part of the member service agreement. Subgrantees may release aggregate and other non-identifying information, and are required to release member information to KVC and CNCS and its designated contractors. The subgrantee must permit a member who submits a written request for access to review records which pertain to the member and were created pursuant of the grant.

Criminal History Check

The program must ensure that it maintains documentation for members and employees in the member or employee's file. The NSCHC Adjudication Verification Form (See in Appendix) and a copy of adjudicated Fieldprint results must be retained in the staff or member’s file.
The adjudicated Fieldprint results must contain the results of the background check and demonstrate that, in selecting or placing an individual with a criminal history, the program considered the background check’s results (see Consideration of Criminal History Findings described previously) and a program staff member must sign and date the documentation.

The following information will be captured and maintained for a minimum of seven years from the date of inquiry:

- Anticipated start date
- State of residence at time of application
- State of service/employment
- Final recipient adjudication decision
- Timestamp documentation of Truescreen process steps

Subgrantees must be able to document that every member is eligible to enroll in AmeriCorps and to receive in-service and post-service benefits. Completion of all programmatic forms (including evaluations, timesheets, exit forms, etc.) should be a member requirement for successful completion of a term of service. Members who do not provide their forms in a timely manner may be denied a Segal Education Award. It is recommended that programs inform members of this at the beginning of their term as a way to encourage timely submission of forms from members. In addition, if required forms are not included in the member records, CNCS or KVC could recapture member costs from the program. Please see appendix Member File guide.

**Citizenship Eligibility Documentation**

Program directors should pay special attention to the requirement that members are citizens, nationals or lawful permanent resident aliens of the United States.

CNCS now utilizes an automatic, electronic verification process to satisfy this requirement. The process has two different trigger points:

1. At the time of acceptance of an AmeriCorps position in the My AmeriCorps Portal (for members that are enrolled electronically) OR
2. At the time of enrollment in the Portal (for members that are enrolled manually).

When either of the situations above occurs, the prospective member’s citizenship information will be sent electronically to the Social Security Administration and the Department of Homeland Security for verification. Upon successful verification, the individual’s citizenship status will appear as “verified” in the My AmeriCorps Portal and will be visible to both the member and the program staff.
Members who have served previous terms, prior to the enactment of the automatic verification, will appear as “previously served.” No further action is required by the program if the member's citizenship status is listed as verified or previously served (unless requested by CNCS). Programs should print a copy of the member record from eGrants, showing the status as verified or previously served.

**Hard Copy Storage of Member Service Agreements**
Member service agreements should be located within the member files and maintained at the “headquarters” of the program, not at the site where the member is serving. The original service agreement must be easily accessible on-site. All member service agreements must be available for review by KVC or CNCS staff during site monitoring and/or audit visits.

**Grievance Policy**
Programs must develop an internal grievance procedure that conforms with the requirements set forth in 42 U.S.C. §12636 and 45 CFR §2540.230. The Member Service Agreement must include the internal grievance procedure developed by the subgrantee. Programs must maintain documentation of grievances filed and the program’s response. For additional information see [https://ecfr.io/Title-45/se45.4.2540_1230](https://ecfr.io/Title-45/se45.4.2540_1230).

The program should notify the commission in writing of any pending grievance no later than five business days of the notification to the program. Programs must maintain documentation of grievances filed and the program’s response.

**Documentation of Waiver and Alternate Health Care Coverage**
Within the member file for each full-time or eligible part-time member, the program shall maintain either a copy of the member’s health care enrollment or a signed form certifying that the member has alternate coverage and is declining health care coverage AND a copy of a document that proves this member has other healthcare coverage. Every full-time member must have health care coverage as indicated by either an AmeriCorps health care enrollment form or certification of alternate coverage in their member file.

### 7. Notice to KVC
In addition to regular reporting, the subgrantee must notify KVC when other conditions arise. Some examples of these situations are noted below. Other notifications are related to member and program management and these are covered in other areas of this manual.

**Programmatic Changes**
The subgrantee must obtain the prior written approval from KVC before making the following changes in the approved program:
• **Scope or Goals of the Program**
  Changes in the scope or goals of the program, whether or not they involve budgetary changes.

• **Performance Measures**
  Changes to the approved program performance measures.

• **Key Personnel**
  Changes in key personnel identified in the application or award document (this includes all staff listed on the budget under federal share or match). Specifically changes in the Authorized Representative, Authorized Fiscal Representative or AmeriCorps program director should be communicated to KVC within five business days of the organization's awareness.

• **Reduction or Absence of Program Director**
  The absence for more than two weeks, or a 25% reduction in time devoted to the project, by the approved project director; Programs must have an interim director identified and available during extended absences. No program can operate without an AmeriCorps program director.

• **Changes in Member Supervision**
  Substantial changes in the level of member supervision, including addition or loss of program sites

• **Contracting or Subgranting AmeriCorps Activities**
  Entering into sub-grants or contracting out any AmeriCorps Kansas program activities funded by the grant and not specifically identified in the approved application.

• **Changes in program design including the following changes:**
  Converting full-time slots to part-time slots and vice versa;
  Changing a member status from full-time to part-time or vice versa;

• **Termination of member**

• **Refill of member slot**

• **Suspending a member and reinstating a member following suspension**

• **Suspending a member for disciplinary reasons or for compelling personal circumstance requires notification to KVC within five business days.**

• **Problems/Issues**
  Significant problems require immediate notification (as soon as possible, but no later than within five business days). This includes any developments or delays that have a significant impact on funded activities, significant problems relating to the administrative or financial aspects of the grant, or any suspected misconduct or nonfeasance related to the grant or subgrantee, including waste, fraud, abuse or any violation of criminal law. Notice to KVC must include information about the corrective action taken or contemplated and any assistance needed to resolve the situation.
The program director or other program representative must notify KVC of any developments or delays that have a significant impact on funded activities, any significant problems relating to the administrative or financial aspects of the grant, or any suspected misconduct or malfeasance related to the grant or subgrantee. The program director or official will also inform the AmeriCorps Kansas Director about the corrective action taken. Program officials must notify KVC immediately of losses of federal funds or goods/services supported with federal funds, or when information discovered by someone at a program indicates that there has been waste, fraud or abuse, or any violation of criminal law, at the program or at a subrecipient.

8. Program Identification

As a program that is part of the AmeriCorps National Service Network and AmeriCorps Kansas, the subgrantee agrees to identify its program as a AmeriCorps Kansas Program and participants as AmeriCorps Kansas members in the following ways (in addition to meeting the federal requirements regarding affiliation with the AmeriCorps National Service Network):

**AmeriCorps Logo**

The subgrantee may not alter the AmeriCorps logo, and must obtain the written permission from KVC before using the AmeriCorps name or logo on materials that will be sold. The AmeriCorps Name and Logo are under a registered service mark of the Corporation for National and Community Service (CNCS). CNCS provides a camera-ready logo. Logos may be downloaded at [http://www.nationalservice.gov/newsroom/marketing/logos](http://www.nationalservice.gov/newsroom/marketing/logos).

Donors to local programs may not use the AmeriCorps or AmeriCorps Kansas name or logo in advertising or other promotional materials without the express written permission of the CNCS obtained through the KVC. Permission may be withheld if recognition of the donor is inconsistent with KVC and CNCS policies. Create a free program specific AmeriCorps logo by visiting [https://americalearns.com/americorpslogo/](https://americalearns.com/americorpslogo/). Send an e-mail to logos@cns.gov for further customization and questions.

**Uniform**

CNCS and KVC require that programs provide each of their AmeriCorps members with basic AmeriCorps gear that must be worn by members during service and at all official AmeriCorps and AmeriCorps Kansas events as designated by the KVC and CNCS. KVC requires AmeriCorps members to wear AmeriCorps gear (defined as a t-shirt, sweatshirt, polo, or hoodie) with an AmeriCorps logo at all times during their service and training hours. This dress code must be defined within the AmeriCorps Member Service Agreement.
Local Host Site Uniform
CNCS funds may be used only for official AmeriCorps service gear—you may not include money in your budget request for a local host site uniform. You may, however, allocate funds for AmeriCorps identification on a local host site uniform; to the extent that you are identifying AmeriCorps on your local host site uniforms, the cost of printing, decals, or patches may be included in your budget request.

Funding for Uniforms and Gear
Subgrantees are encouraged to allocate from $35 to $75 per member for official AmeriCorps service gear. (Additional safety apparel that is necessary for members to perform their daily service can be included in the budget to cover up to $150 per member).

Restricted Usage
Only AmeriCorps members or alumni should wear official AmeriCorps uniforms. It is not appropriate for children, family members or acquaintances to do so.

Purchasing Uniforms and Gear
CNCS has not restricted the purchase of AmeriCorps gear to only one vendor. You may order gear from the vendor of your choosing. You may also have items printed locally as long as you do not alter the logo and the item looks professionally done.

Vendor that can be used

**National Service Gear** is an AbilityOne program of Industries for the Blind, Inc.-Milwaukee. National Service Gear has partnered with the Corporation for National and Community Service to supply agency, alumni and volunteer clothing, gear and promotional materials for CNCS and its programs. [http://www.nationalservicegear.org](http://www.nationalservicegear.org)

**National Service Gear***
Industries for the Blind, Inc
445 South Curtis Road
West Allis, WI 53214
(800) 642-8778, option 2
Fax: (414) 778-3041
service@nationalservice.gear.org

**Good Deed** has been a supplier of clothing and gear for AmeriCorps for several years. It is a manufacturer of clothing “Made in USA.” They buy US yarn to make their own fabric, and that fabric is cut and sewn here in the USA, and is then either screened or embroidered in the USA.
Good Deed Organization*
4424 Thacher Rd
Ojai, CA 93023
Fax: (805) 640-0242
help@gooddeed.org
http://gooddeed.org/americorps.aspx
*KVC does not endorse any specific supplier.

Site Signage
AmeriCorps Kansas program sites are required to be clearly identified as AmeriCorps service sites with an appropriate AmeriCorps sign. Signs may include window clings, banners, or other signage as appropriate for the service site. The signs must be prominently displayed at the entrance to every service site. They may use the slogan “AmeriCorps Serving Here.”

Media Inquiries
Program representatives should provide only information on their local AmeriCorps program. Further media inquiries pertaining to AmeriCorps Kansas programs, the KVC, the CNCS, statewide initiative areas, statewide performance measures or other statewide statistics/information, etc., should be directed to the KVC executive director for response. During media responses, programs should use the following language regarding KVC and its role/relationship to the state’s AmeriCorps programs: “The KVC is the state organization responsible for distribution of funds, grant funding, technical assistance, training, support and oversight of AmeriCorps Kansas programs. Additional information on the KVC or AmeriCorps Kansas programs can be found at www.kanserve.org.”

Programs are encouraged to share local media coverage of their AmeriCorps programs, members, and/or program directors with the KVC through their AmeriCorps Kansas Director via email so that we may share the great news about your AmeriCorps program on social media, in newsletters, and other social platforms.

Member Public Outreach Activities
In all official program communication, including press or promotional marketing, AmeriCorps members should be identified as such. It is appropriate to mention both the sponsoring agency and the fact that the member is supported through AmeriCorps for example, Bob Smith, AmeriCorps member with ABC Non-Profit Agency.
**AmeriCorps Name and Logo on Gear and Public Materials**

All AmeriCorps Kansas programs must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, on-line position posting or other recruitment strategies, orientation materials, member curriculum, signs, banners, press releases and publications related to their AmeriCorps program in accordance with CNCS requirements. To establish the relationship between the program and AmeriCorps, the subgrantee should use the phrase “The AmeriCorps National Service Network” or “an AmeriCorps program,” or “a proud member of the AmeriCorps National Service Network.” In addition to the many publications available from the CNCS (such as handbooks, manuals, and recruitment and marketing materials), local programs often develop their own materials. To let others know of your affiliation with AmeriCorps, programs should use the AmeriCorps name and logo in publications.

Publications that are distributed externally must include the following acknowledgment and disclaimer: “This material is based upon work supported by the Corporation for National and Community Service under AmeriCorps Grant No. _____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or the AmeriCorps program.”

Programs also must ensure that the publication is consistent with current grant provisions limiting member activities (for example, no lobbying or religious materials).

**Websites and Logo**

All AmeriCorps Kansas programs must clearly state that they are an AmeriCorps subgrantee on their organization’s website and display the AmeriCorps logo with prominence.

**Use of Terms**

**“AmeriCorps”**

The names "AmeriCorps" and "AmeriCorps Kansas" may only be used by official AmeriCorps and AmeriCorps Kansas programs as designated by and with the permission of the KVC and CNCS. All AmeriCorps programs receiving funding from the KVC must have the word, “AmeriCorps” within the project name that is used for public information purposes. For example, a project at Randolph School could be Randolph School AmeriCorps or a program hosted by ABC agency would have its AmeriCorps project called, ABC AmeriCorps or some other name, such as AmeriCorps Farming Project.
“AmeriCorps Members”
The designation “AmeriCorps Kansas Member” is reserved for individuals who serve in AmeriCorps Kansas programs and are eligible to receive either an educational award from the National Service Trust upon completion of a term of service.

9. Program Reporting
Programs are expected to comply with reporting requirements in order to access grant funds. All AmeriCorps Kansas programs will use the reporting systems or forms for program and financial reporting as instructed by KVC and/or CNCS. Programs should retain copies of these documents, forms and messages (electronically or hard copy). Starting in 2020-2021 grant year, KVC encourages programs to begin moving programmatic and financial files to an electronic platform as the commission will begin to increase the amount of virtual monitoring to allow for more technical assistance during on-site visits and to ensure compliance with state health regulation protocols.

Programs should consult their current grant award for full reporting requirements; including how to submit monthly periodic expense reports and quarterly progress reports. KVC expectation for programs are:

- All reporting should occur on time every time.
- All source reporting documents should be valid and reliable
- All questions by the commission or systems should be responded to accurately
- Honestly report program challenges when they occur
- Be factual and solution oriented in reports.
- Answer all clarifications question no later than five business days from original request.

Reporting Systems

eGrants
eGrants is the grants management system used by CNCS. It is also called the My AmeriCorps Portal when used for members. CNCS has developed a comprehensive eGrants FAQ. Here is a tutorial on Entering Service Locations and Enrolling, Exiting and Suspending Members. Issues with eGrants should be directed to the help desk.

When to use:
1. Grant proposal and amendments are submitted in eGrants
2. Member Assignment Listings must be entered in eGrants for all member positions.
3. Members must be enrolled in eGrants no later than 8 days
4. Member exited through eGrants within 30 days.
OnCorps

OnCorps is the online software used by the commission for timekeeping (if programs do not have an approved platform), financial reporting and progress reporting. As will be modified to allow for safekeeping of member records, the Commission encourages programs to begin using this system when available to maintain member files. However, due to the anticipated access to this system, member files for the 2020 grant year will not be required to be maintained on this platform.

Types of Reporting

Grantee Progress Reports

Grantee Progress Reports (GPR) is the program's progress report to the Commission on the progress towards achieving the annual performance measure targets within the programs design. The GPR, should be a quantitative and qualitative account of the current state of the program strengths, challenges, achievements and opportunities for the commission to provide support throughout the grant year. GPR is accessed by subgrantees currently in OnCorps. From the report KVC is able to report on statewide data to CNCS who uses this information to share with our communities and government leaders to secure future funding. From each GPR report the program should receive feedback within 30 business days from the Commission.

Report Deadlines

GPRs are due on January 17 (covering program year start-11/30), April 15 (covering 12/1-3/31), July 15 (covering 4/1-6/30) and October 15 (covering 7/1-program year-end) of each program year. The report should be completed for the dates mentioned, regardless of whether the program year ended prior to 9/30 or is not yet completed. In addition, programs whose grants extend beyond the end dates covered by the most recent GPR must complete a final GPR within 60 days of the end of their grant.
Performance Measure

Performance measure are part of the reports that are completed through the completion of the quarterly GPR. All programs who are not able to use National Performance Measurements will be expected to develop, implement and report on at least one set of aligned performance measures related to their program's primary service activity. These measures are entered in eGrants and are approved as part of the program's grant application process. An aligned performance measure includes at least one output and one intermediate outcome, and possibly an end outcome results related to the same primary activity.

For example, if a program provides tutoring as its primary service activity, the program's performance measure would be related to tutoring and would report an output and intermediate and end outcome on the result of the tutoring activities conducted by the AmeriCorps members.

Making Changes to Approved Performance Measures and/or Targets

Any amendments to the performance measures submitted in the approved grant CNCS should be negotiated and approved by KVC during the grant review period. Any change to CNCS-approved performance measures must follow the Corrective Action Plan process noted below.

Performance Measure Corrective Action Plan and Amendments

Programs that are not on track to meet their performance measures must develop and submit to the KVC a corrective action plan or written request to amend their performance measurement. Failure to meet the performance measures within a grant and/or failure to collect data related to the performance measure will result in sanctions, up to and including termination of the grant. Programs must submit their corrective action plan and/or request to amend performance measure(s) electronically.

Programs have two KVC reporting periods at which it would be appropriate for them to submit a Performance Measure Corrective Action Plan to make requests. The first is during the first thirty days of the grant (due 10/1/20). The second would be in late March/early April when they are submitting their mid-year GPR (due 4/15/21 covering 9/1-3/31).
Programs that identify challenges to meeting their performance measures at any time during the year should immediately notify their AmeriCorps Kansas Director and begin to address the challenges and develop a corrective action plan. Any requests received after the 4/15 reporting date will be considered on a case-by-case basis.

The Corrective Action Plan must be submitted in writing and must include all of the following information:

- The factors impacting the performance goals.
- The strategy used and the corrective action that will be taken get back on track toward the established performance measures.
- The timeframe within which the program plan to achieve getting back on track with your performance measures.
- Programs are allowed 60-90 days to correct their course and start making progress again towards meeting performance measures.

Amendment
An amendment is a significant change to performance measure(s) that was/were submitted and approved within the program’s grant application. Amendment requests must be submitted to the KVC AmeriCorps Kansas Director by October 31st of each grant year. Programs must request changes to their performance measures in writing. The AmeriCorps Kansas Director will respond to the request within ten business days and continue to work with the program to modify their performance measure.

Amendment requests at other times will not be considered unless there is a significant change/challenge or problem at the program. For example, a partner backs out of funding the project or multiple host sites close. In these cases, the KVC AmeriCorps Kansas Director should be notified within five business days of the significant event. The AmeriCorps Kansas Director will respond in the system within ten business days to approve or work with the program to modify their performance measure.

Financial Reporting
Periodic Expense Reports (PER) are no later than the 10th of each month for the previous month’s reporting period. If this date presents a problem, an alternative frequency should be approved by the commission. If the 10th falls on a holiday or weekend reports will be due the no later than the following business day.
Full-Time Fixed Amount Programs
KVC will run a quarterly analysis of successfully and partially completed terms of services as identified in the Member Roster Report and will multiply those terms by the living allowance amount identified in the approved budget. This analysis will be completed on the following dates:

November 10 (Quarter 1: August, September and October)
February 10 (Quarter 2: November, December and January)
May 10 (Quarter 3: February, March and April)
August 10 (Quarter 4: May, June and July)

After the analysis has been completed, the KVC will send a letter to the program indicating the amount of the quarterly payment. The quarterly payment will be received by the program the month AFTER the analysis has been completed (i.e. payment received in December for quarter 1).

Grant Closeout
Approximately thirty days before the end of your grant agreement period, the AmeriCorps Kansas Director will notify you to request a closeout packet for your program year, which will be due to KVC no later than October 31st following the expiration of the project period. As part of the closeout process, the program director must ensure that all members are exited, the final progress report is completed, the grant closeout checklist and certification form is completed and that all issues have been resolved related to site visits and program monitoring. The program will not be closed and final payment will not be issued until all closeout activities have been completed by the program and approved by the Commission.

Significant Challenges/Successes
Both challenges and success are entered during GPR reportin. In the challenges section, programs should report on significant challenges they have experienced during the reporting period. For example, member recruitment, partnership, member retention, sustainability, funding or other concerns noted. As appropriate, the program should provide a narrative discussing ways that they have addressed challenges or technical assistance needed from the KVC to address them. In the successes section, the program should describe, in narrative form, significant successes of the program. For example, recruitment, retention, new partnerships developed, additional resources secured, key member activities, community support, etc. The program could also highlight any developments that lead towards increased sustainability. If there are challenges or technical assistance requests in relation to program sustainability, please indicate these in this section as well. Additionally, Days of Service Reports can be addressed in this section. Programs will report on the activities completed within the period.
The December report will collect information on the 9/11 National Day of Service and Remembrance, the April report will collect the information on MLK Day, while the November report will likely collect information related to AmeriCorps Week activities. Additional days of service that could be reported on include, but not limited to, Make A Difference Day, Global Youth Service Day, and Volunteer Week. In addition, challenges and technical assistance requests in relation to days of service should be noted.

**Great Stories**

Programs are required to submit at least one Great Story per reporting period through OnCorps. Great Stories should convey the impact of the AmeriCorps program on members. Some suggested topics include member accomplishments, experiences, leadership, development, service projects, impact, etc. Great Stories do not need to be formally collected by program directors, they can be stories from a conversation, member evaluation, exit interview, personal observation, site supervisor, member's journal/report or a beneficiary of the program.

In addition, they could be a news article, video tape or photograph with explanation and with a statement about whether or not you have received permission to reprint/rebroadcast this information. There is not a required length to the great story, however, we ask that you ensure that the story conveys the AmeriCorps experience in a way that translates to others and can be remembered by stakeholders. Waiver of submitting a Great Story can be done in advance with permission of the AmeriCorps Kansas Director once a grant cycle.

10. **AmeriCorps Statewide Activities**

In an effort to increase statewide awareness of AmeriCorps and to increase participation in community activities, all AmeriCorps programs will be expected to participate in September 11th Day of Service and Remembrance, Martin Luther King (MLK) Day of Service, and AmeriCorps Week (Spring 2021, specific dates TBD). Programs are also encouraged to participate in additional Days of Service, beyond those required, as relevant to their program design. Other Days of Service include but are not limited to: Make a Difference Day, usually in October, Global Youth Service Day, usually in April. Programs will receive more information and resources on these activities throughout the year.

**Disaster Preparedness and Response**

The KVC has agreed to assist with statewide preparedness for, response to, and recovery from disasters. AmeriCorps Kansas programs can play an integral role in responding to disasters. AmeriCorps Kansas programs will be expected to participate in disaster preparedness, response and recovery activities as appropriate to their program design. To that end, subgrantees must develop policies to allow for members to provide disaster services in the event one occurs.
It is acceptable for members to receive hours towards their term of service for participating in local and state deployments and training opportunities, based on their program’s approved disaster policy. All outside requests for AmeriCorps members to provide disaster services must be approved through the KVC and program directors must notify the Commission in advance of internally reassigning any members to participate in disaster activities. Depending on the severity of the disaster event, requests may come through local community groups, county emergency operations centers, the state emergency operations center, or through CNCS.

**Local Disaster Response**
AmeriCorps programs have the option to respond to local disaster as it fits their program design. If the approved application included disaster activities, including response and recovery, as an activity in its program design, you may respond to a local or state disaster according to that design, upon notification to and approval from the KVC. All disaster deployments (to activities outside of the approved program design) must be coordinated by the KVC.

In the event that you receive a request for disaster response/assistance directly from a local contact or County Emergency Management Official, please contact your AmeriCorps Kansas Director for additional instructions.

**State Emergency Proclamation and/or State-Declared Assistance**
AmeriCorps programs may be asked to serve in some capacity, as appropriate, in the event of a disaster that significantly impacts an area(s) of the state. During state-declared emergencies and disasters, the KVC will work closely with emergency managers and CNCS to determine the necessity of deploying AmeriCorps members for disaster assistance. Disaster response may allow AmeriCorps members to be relieved of their "regular" program duties to respond to a disaster. The KVC will work with programs to coordinate deployment of members to areas that are impacted by a disaster. Members should not report to disaster-impacted areas without approval/instructions from the commission.
AmeriCorps Kansas Program Director Manual
Effective Financial Grants Management
Chapter 4

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1. **Financial Management & Guiding Principles**

Under CNCS regulations, grantees must maintain financial management systems that provide accurate, complete, and current disclosure of AmeriCorps grant finances. Subgrantees must adhere to the Office of Management and Budget (OMB) guidance.

Components of a financial management system include:

- Adequate practices that address regulatory requirements
- Written policies and procedures
- Documentation of expenses
- Cash management systems
- Efficient accounting system
- Budget controls
- Time AND activity documentation
- Documentation of matching requirements AND in-kind contributions
- Timely, complete, and accurate reporting
- Internal controls
- Each AmeriCorps grant must be tracked separately from other grants and programs.
- Staff identified on the AmeriCorps grant budget – whether paid with CNCS funds or match (called “Grantee Share” in the eGrants budget), must maintain timesheets that document the actual amount of time spent on the AmeriCorps grant and on other activities.
- If a subgrantee is found to be out of compliance with grant requirements, CNCS and KVC may hold the subgrantee liable for disallowed costs.

**Financial Management Principles**

All programs should operate under a set of written financial management procedures. Upon request, these policies should be available for review by CNCS, KVC, or other parties acting on our behalf. Below is a list of systems and activities that are important for strong financial management of AmeriCorps funding.

1. Maximize segregation of financial duties to serve as a checks and balances system. System should be appropriate to the size of the organization’s financial and human resources. The system should ensure adequate documentation is kept and organized.
2. Adopt written financial procedures to monitor major expenses.
3. Organizations whose federal expenditures for the organization’s fiscal year exceed $750,000 must have a single or program-specific audit conducted for that year.
4. Members must receive their stipends in equal installments over the term of service. The stipend is not dependent on the number of hours served in any service period. Remember that the stipend is taxable.
5. Programs must have sufficient liability insurance to protect the organization, employees, members and volunteers. Members engaged in both on- and off-site project activities must be covered. Policies should be reviewed to ensure they cover non-employees in special statuses, such as members and volunteers.

6. Third party in-kind donations from partners (including goods, services, and use of goods or building space, as stipulated in 2 CFR 200.306) as well as costs covered by your organization. Note that cash salaries cost incurred by the organization must be tracked. must be documented as noted in 2 CFR 200.430(i).

7. A system must be developed to track cash match.

8. AmeriCorps staff members' time and related expenses may not be charged to the CNCS (federal) or Grantee share (match) while engaged in writing of the AmeriCorps, or in organized fundraising, including financial campaigns, endowment drives, general solicitation of gifts and bequests, door-to-door solicitations, direct mail or similar activities for which the sole purpose is raising capital or obtaining contributions for the organization.

2. Regulations and Requirements

Effective financial management of an AmeriCorps program requires familiarity and reference to numerous documents that detail the requirements and provide guidance on implementation of the various components of the program. This manual provides an overview, but programs are expected to review the financial management documents on a regular basis to ensure program compliance and continuous improvement.

**Code of Federal Regulations**

The OMB streamlined financial management guidance with Title 2 of the [Code of Federal Regulations](https://www.federalregister.gov). AmeriCorps grants are also subject to the General and Specific Grant Terms and Conditions, state and local regulations, the NOFO and the AmeriCorps Subgrant Agreement. Terms and Conditions are the guiding principles for CNCS-funded grants.

**AmeriCorps Grant Agreement**

The Grant Agreement issued by KVC that governs the grant in Kansas contains specific reporting deadlines and other details. The Grant Agreement binds the program to comply with its approved grant application (including the certifications and assurances to which the program agrees at the time of application): CNCS regulations and provisions which are incorporated by reference into the grant agreement. In addition, the Application Instructions, Notice of Funding Opportunity and this manual are also incorporated by reference into the Grant Agreement.
3. Internal Controls
An effective control system provides reasonable, but not absolute assurance for the safeguarding of assets, the reliability of financial information, and the compliance with laws and regulations. Reasonable assurance is a concept that acknowledges that control systems should be developed and implemented to provide management with the appropriate balance between risk of a certain business practice and the level of control required to ensure business objectives are met. The cost of a control should not exceed the benefit to be derived from it.

Financial Management Systems
A financial management system based on sound management policies and procedures shall be established and maintained to effectively control and account for all grant funds, including maximum segregation of financial duties. Segregation of duties refers to having various accounting functions handled by different personnel in order to minimize the risks of criminal acts, financial oversights, etc. For example, it is recommended that one person receive financial donations while another staff member deposits these donations at the bank. Such procedures shall ensure safeguards for assets and shall assure that such assets are used solely for authorized purposes. The subgrantee must maintain financial management systems that include:

Financial Policies
The following policies are recommended for effective grant and financial management. These policies should be made available to KVC staff, or its agents, upon request.
- Cost Allocation Plans
- Payroll
- Cash Receipts and Disbursements
- Cash Drawdown and Reimbursements
- Closeout of Sub-grants/Contracts
- Delegation of Authority Policy

Budget Control Policies
Budget controls assure that you keep within the parameters of the submitted budget and that you have adequate resources to implement and complete the program. Examples of these policies include:
- Regular monitoring of budget figures by comparing them to actual year-to-date and current period expenditures or outlays.
- Process for recording and explaining any budget variations that are unexpected or unusual and determining necessary adjustments.
- Method to ensure that budgeted matching requirements are met and that the administrative matching remains within allowable rates. (Not applicable for fixed-cost subgrantees.)
- Process for requesting prior approvals for budgetary modifications when necessary. (Not applicable for fixed-cost subgrantees.)
4. Cost Expenditures

KVC and CNCS requires that all cost expenditures shall follow procedures that programs established for determining reasonableness, allocability, and allowability of costs, in accordance with applicable cost principles and terms of the grant. Procedures shall be applied consistently across all programs.

Reasonable
To be reasonable, a cost must meet the following criteria:

1. Is consistent with the judgment of any prudent person under the circumstances prevailing at the time the cost is incurred or allocated.
2. Is generally recognized as ordinary and necessary for the operation of the grant or program, or cost objective being charged.
3. Is consistent with sound business practices, established laws and regulations, and terms of the program being charged.
4. Is consistent with the market price for comparable goods or services.
5. Any deviation from established practices by the entity is explained and justified.
6. Be authorized, or not prohibited, under state or local laws or regulations.
7. Conform to any limitations or exclusions set forth in these principles, federal laws, or other governing limitations to type or amount of cost items
8. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
9. Not be allocable to or included as a cost of any other program in either the current or a prior period.
10. Be net of all applicable credits and be adequately documented.

Allocable
A cost that can be assigned or charged to one or more activities or items (cost objects) on the basis of benefits received or other such equitable or logical association, although a direct (causal) relationship may not be established. A shared cost that is allocable to a particular program may not be shifted to another program in order to avoid a funding deficiency, restriction imposed by regulation, rule or contract, or for any other reason not reflective of benefit received.

A shared cost is allocable if it is:
1. Based on its relative benefits received
2. If it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:
   • Is incurred specifically for the award
   • Benefits both the award and other work and can be distributed in reasonable proportion to the benefits received
   • Is necessary to the overall operation of the organization.
Allowable
To be allowable, costs must:

1. Be necessary and reasonable for the proper and efficient administration of the AmeriCorps Kansas Program.
2. Conform to grant award limitations or cost principles.
3. Be consistent with policies and procedures that apply to the federal and non-federal activities of the organization.
4. Be included in the approved program budget.
5. Be given consistent treatment.
6. Be in accordance with Generally Accepted Accounting Principles (GAAP).
7. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program, and be adequately documented.

Unallowable Costs
Unallowable costs are detailed in the relevant federal regulations (see 2 CFR 200.407).

Please note: Writing of the AmeriCorps grant is an allowable direct grant expense. Other proposal writing should be charged to the indirect cost pool. Program officials should review the appropriate section of 2 CFR referenced above to determine whether the cost is allowable.

For more information please refer to the Financial Management resources and the National Service Knowledge Network. Uniform Guidance (aka Omni Circular/Super Circular) resources are also available and a suitable support.

5. Procurement and Purchasing
Procedures shall be established that detail the requirements for purchasing and procurement of supplies and equipment, including property management procedures for inventory, control, insurance and disposition of items purchased with federal funds. Programs may not purchase equipment costing more than $5,000 with grant funds unless specified in the approved budget or application without prior approval from the Commission and the Corporation. All purchases of equipment and supplies should be handled in accordance with 45 CFR 2541 – “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” or with 45 CFR 2543 – “Grants and Agreements with institutions of Higher Education, Hospitals and other Non-Profit Organizations.” For more information, please refer to the AmeriCorps regulation, terms and conditions.
KVC Prior Approval
Prior approval is needed for the following items:

- Subgrants or contracts not included in approved budget;
- Equipment with a value of $5,000 or more;
- Supplies costing $1000 or more; and
- Other costs requiring prior approval under § 2 CFR 220 and § 2 CFR 230 (such as: overtime pay, rearrangement and alteration costs and pre-award costs).
- Line Item expenditures not included in approved budget

In deciding of approval, KVC will consider: a) whether the item is included specifically in the grant, b) whether the bid is acceptable based on equipment specifications, availability and other reasonable considerations; and c) whether the cost is necessary, reasonable and allocable to AmeriCorps.

Direct and Indirect Costs
The total cost of a grant is comprised of the allowable direct cost incident to its performance, plus its allocable portion of allowable indirect costs, less applicable credits. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the grant or other ultimate cost objective. It is essential, therefore, that each item of cost for the AmeriCorps Kansas program be treated consistently as either a direct or an indirect cost. Specific guidelines for determining direct and indirect costs allowable under grants are provided below.

Charging of Direct Costs
Direct costs are specific expenses related to the operations of a specific project. Direct costs which are shared costs must be supported by documentation of distribution of cost based on benefit to the grant. Direct costs are those costs that are readily assignable to AmeriCorps. Direct costs may be charged as a total cost of a specific service to the AmeriCorps Program or may be a shared cost. Typical direct costs chargeable to grants are:

- Allowable direct expenses for members (living allowance, FICA, health care, worker's compensation)
- Costs for staff who train, place or supervise members
- Evaluations of programs or other services furnished specifically for the grant by other agencies, provided such charges are consistent with criteria outlined in these principles
- Supplies and facilities costs (including member uniforms with the AmeriCorps logo)
- Travel
- Training
Charging of Indirect Costs
Indirect costs are general expenses related to overall administration of an organization receiving CNCS funds incurred for common/joint objectives that cannot be readily identifiable with a particular project or cost objective.

Purchased Durable Goods and Equipment
As equipment and durable goods purchased with federal funds is vested in the CNCS and Kansas Volunteer Commission AmeriCorps programs, such control over the property including the immediate right to review and/or repossess items is within the authority of the commission. It is upon funding agreement that each in part or full purchase good/equipment be kept in regular maintenance and good condition.

With each durable good and/or equipment purchase in part or full with grant funding programs must safekeep the following information:

1. A description of equipment including make and model names;
2. Serial or I.D. Number and tag number;
3. Source of the equipment;
4. Title/Ownership (agency, state, CNCS);
5. Acquisition date;
6. Cost of the equipment;
7. Percentage of federal participation in the cost of the equipment;
8. Location, condition, and program utilizing the equipment;
9. Disposition data, including date of disposal and sale price; and
10. Documentation of relief of responsibility/approval for disposal for equipment.
11. Equipment insurance/warranty policy

Destroyed, Missing, or Stolen Equipment
In case of the noted occurrences programs must be reported to KVC. Subgrantees shall contact their local police department and request a report to be completed on any missing or stolen equipment. A copy of the police report must be forwarded to Kansas Volunteer Commission. Inventory records shall be adjusted accordingly. Subgrantee shall maintain documentation of all equipment destroyed, missing or stolen. Documentation shall include:

1. Date equipment was destroyed;
2. Description of equipment and serial number; and
3. Cause of loss.

Equipment Disposition
Should equipment need to be disposed, programs must be approved in advance by Kansas Volunteer Commission. Disposal notification is to include at least the following information:
1. Item description and condition;
2. Serial number and tag number;
3. Original cost and date of purchase;
4. Date of transfer or sale;
5. Name of agency or other entity receiving or purchasing items; and
6. Program for which the proceeds of the sale will be used.

6. Travel
Procedures shall be established that detail allowable travel for staff and board members, including travel approval process, reimbursement rates and process, and travel limitations.

7. Member Living Allowance
All member living allowance payments must be recorded in the sponsoring organization's books of account. Therefore, it is not allowable for members to receive an additional stipend or living allowance payment directly from a site. Please refer to member management chapter for more details on member living allowance.

8. Match
Due to COVID-19 CNCS is waiving all match requirements for all AmeriCorps State and National (ASN) cost reimbursement grants that were awarded in FY 2019 and FY 2020, including ASN grants that will be awarded during the remainder of FY 2020. CNCS has the authority to issue a blanket waiver under 42 U.S.C. § 12571(e)(4) and consistent with 45 CFR 2521.70 when CNCS “determines that such a waiver would be equitable due to lack of available financial resources at the local level.” For reference please see KVC COVID Memo 1 and CNCS COVID FAQ 24 https://www.nationalservice.gov/documents/2020/americorps-state-and-national-program-questions

To ensure best practices KVC is including the requirements of programs under normal circumstances for reference and guidance needed for reporting for expected requirement for the matching and shared cost as outlined in the approved budget (45 CFR 2521.35-45 and 45 CFR 2521.90).

Fixed Amount Grants
There is no match requirement for fixed amount grants. CNCS does not provide all the funds necessary to operate the program, therefore organizations should raise the additional revenue required to operate the program.

Cost Reimbursement Grants
Applicants are required to match funds based on the chart below. The applicant’s match can be federal or non-federal cash and/or in-kind contributions.
Applicants must demonstrate the ability to meet the match requirement at the time of application submission.

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year ten, according to the minimum overall share chart found in 45 CFR §2521.60 and below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Minimum Overall Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3</td>
<td>24%</td>
</tr>
<tr>
<td>4</td>
<td>26%</td>
</tr>
<tr>
<td>5</td>
<td>30%</td>
</tr>
<tr>
<td>6</td>
<td>34%</td>
</tr>
<tr>
<td>7</td>
<td>38%</td>
</tr>
<tr>
<td>8</td>
<td>42%</td>
</tr>
<tr>
<td>9</td>
<td>46%</td>
</tr>
<tr>
<td>10+</td>
<td>50%</td>
</tr>
</tbody>
</table>

Programs that are not meeting proposed levels of match at the end of a quarter should include the following comments in their Periodic Expense Report:

1. An explanation as to why match was not met, and
2. Plans to meet match the next quarter.

**Alternative Match**

If your program is unable to meet the match requirements and is located in a rural or a severely economically distressed community, you may apply to the Corporation for a waiver that would require you to increase the overall amount of your share of program costs beginning in the seventh consecutive year that you receive a grant. Contact the commission if you believe you meet the requirements and are interested in applying. If you receive alternative match, you will follow the timetable below.

<table>
<thead>
<tr>
<th>Year</th>
<th>Minimum Overall Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>29%</td>
</tr>
<tr>
<td>8</td>
<td>31%</td>
</tr>
<tr>
<td>9</td>
<td>33%</td>
</tr>
<tr>
<td>10+</td>
<td>35%</td>
</tr>
</tbody>
</table>

**In Kind Match**

The burden of guaranteeing fair market value of an in-kind resource lies with the program. Whenever possible in-kind contributions should show in the program's general ledger as both income and an expenditure. If this is not possible there should be written policy explaining why and how this is tracked. Contribution Verification Forms documenting in-kind contributions must include:
9. **Budgeting and Safekeeping**

**Budgeting**
An effective budget is a planning tool or guide for the financial support of the AmeriCorps grant and must be: realistic, consistent and flexible. Budgeting is not an annual process, but rather an ongoing review of actual costs. This process allows for proactive action to be taken to address shortfalls or unanticipated revenues. Programs should note that budget amendments should occur within the first six months of the grant. For more information, please refer to AmeriCorps rules and regulations found at: https://www.nationalservice.gov/build-your-capacity/grants/manage-americorps-state-and-national-grants#AmeriCorps Provisions

**Variance analysis**
Should be conducted on a regular basis to accurately determine the difference between projected revenues and expenditures (as captured in the grant budget) against actual funds spent and received to implement grant activities. Variance analysis allows for:

1. Determination of how budgeted expenses are actually expended
2. Attribution of cost changes to specific program circumstances or timing of activities
3. Identification of the cause of discrepancies between projected and actual figures
4. Preparation of more accurate budgets in the future

**Budget Modifications**
Cost-reimbursement grants only. Subgrantees may transfer funds among approved line items when the cumulative amount of such transfers does not exceed 10% of the total budget. Line items may reflect under-spending or over-spending as long as the budget total remains positive. Significant over-spending in any one-line item requires notification to and approval from your AmeriCorps Kansas program director via email. Formal budget modifications are only required when the cumulative amount of such transfers exceeds 10% of the total budget. Programs who wish to transfer funds totaling more than 10% of the program budget must receive prior approval from KVC. (OMB Circular A-11, Subpart C, Section 25.)
Programs submitting a budget modification of more than 10% must submit the following:

1. A description of the request and explanation to why the modification is needed.
2. A revised budget form.

**Full-Time Fixed Amount Programs**

KVC will run a quarterly analysis of successfully and partially completed terms of services as identified in the Member Roster Report and will multiply those terms by the living allowance amount identified in the approved budget. This analysis will be completed on the following dates:

November 10 (Quarter 1: August, September and October)
February 10 (Quarter 2: November, December and January)
May 10 (Quarter 3: February, March and April)
August 10 (Quarter 4: May, June and July)

After the analysis has been completed, the KVC will send a letter to the program indicating the amount of the quarterly payment. The quarterly payment will be received by the program the month AFTER the analysis has been completed (i.e. payment received in December for quarter 1).

**Unexpended Funds**

Prior to issuing annual competitive and formula grant awards, CNCS sends KVC requests for estimates of unexpended funds. CNCS uses this information to determine if KVC has any anticipated unexpended funds to be returned to CNCS or reallocated. To obtain the necessary information to report to CNCS, KVC will send an email to each program and ask them to complete an Unexpended Funds Report. Programs should report as accurately as possible anticipated unexpended funds at the time the email is received. Funds reported to be unexpended will be deobligated.

**10. Documenting Expenses**

**General Federal Requirements**

All costs reported on the financial report must be necessary for achievement of the AmeriCorps goals and activities as described within the grant and have adequate source documentation on file supporting those costs and the costs must be traceable to the agency’s books of account.

All accounting records (including match and in-kind contributions) shall be supported with properly authorized source documentation such as time and attendance reports, canceled checks, invoices, paid bills, or grants and subgrants awarded. Records shall be maintained which adequately identify the source and application of funds for grant supported activities.
Records shall be maintained that trace funds to a level of expenditure adequate to establish that funds have not been used to violate the restriction imposed by the grant. Further, financial information shall be maintained to show the relation of expenditures or matching resources to performance or productivity. KVC requires that the program certify in writing that matching funds for these costs are from non-federal or approved federal sources on an annual basis. The program is responsible for obtaining a similar written certification from their sites, subgrantees or financial contributors. In addition, federal funds used as match must be reported at regular reporting intervals.

**Staff Time Keeping and Time and Effort Reporting**

Staff time keeping plays an important role in effectively managing program costs. Staff time keeping records must also be completed and maintained following federal requirements. Under 2CFR 200 (formerly A-122), federal guidelines and provisions require the program have internal controls in place that ensure charges are accurate, allowable, and properly allocated. Any time and effort report, be it timesheets or another form of reporting, must reasonably reflect total activity for which the employee is compensated. The report must also support the distribution of employee’s salary/wages among specific activities/cost objectives. The report must not be solely based on budget estimates made prior to the service are performed. These estimates must be backed up by actual data that shows they are accurate.

**Reporting**

Reporting process and procedures must provide accurate, current, and complete disclosure of the financial results of each grant in accordance with reporting requirements established by KVC and CNCS.
# AmeriCorps Kansas Program Director Manual

## Member Management

### Chapter 5

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45
1. **What is an AmeriCorps Member?**

**AmeriCorps members**

An AmeriCorps member is defined as a “participant” in an approved national service position. By rule, “a participant shall not be considered to be an employee of the organization receiving assistance under the national service laws through which the participant is engaging in service.” (42 USC 12511 30B. Therefore, AmeriCorps members are not employees and US Department of Labor has clarified that an AmeriCorps member is not an employee of the program for purposes of the Fair Labor Standards Act and is ineligible for unemployment insurance.

**Non-duplication and non-displacement**

AmeriCorps is not intended to duplicate activities already available in the locality of a program, may not supplant state or local funds, and may not displace an employee or volunteer position with an AmeriCorps member position. Whenever possible, programs should refrain from using terms such as “work” or “working” in a “job” when referring to AmeriCorps or AmeriCorps members. Instead, AmeriCorps members “serve” or “perform service” in a “national service position.

2. **Recruitment**

A successful recruitment strategy is the foundation to a thriving AmeriCorps program and the initial step necessary for programs to reach their desired community impact goals. AmeriCorps members are the face of any program; selection and placement of members is crucial to the overall health of AmeriCorps at the national, state, and local level. Being up front about both the benefits and challenges can help place members who are more likely to complete their service term.

AmeriCorps recruits members of diverse races and ethnicities, socioeconomic backgrounds, education levels, genders, and individuals with disabilities, unless, the approved program design requires emphasizing the recruitment of staff and members who share a specific characteristic or background. Programs must be accessible to all persons with or without reasonable accommodation. CNCS embraces both a non-discrimination and non-harassment policy. Additionally, here is a recent CNCS recruitment video, titled, “AmeriCorps: Be the Greater Good,” for use by any program.

**National recruitment**

In the My AmeriCorps system, all programs are required to have each member opportunity in this system by the beginning of the program year. For problems or questions about this system, please visit https://www.nationalservice.gov/resources/recruitment-resource-hub
Service year exchange
The Service Year Exchange connects individuals who want to do a service year with organizations who are looking for diverse talent to help them reach their mission. The website offers programs the ability to post information about their organization as well as their open positions. It also allows potential members the ability to post profiles about themselves showing where they would like to serve and in what field. It may be a great recruitment advertising platform as well as a way to seek out applicants that meet program needs. [https://serviceyear.org/](https://serviceyear.org/)

Local Recruitment
Most programs choose to also recruit locally outside the national system, and is encouraged as a holistic approach to recruitment. Successful local recruitment may look different in each community. Here are some general suggestions:

- Organization's website
- Online reviews - such as Glassdoor, Indeed, Linkden
- High schools and colleges
- Career and volunteer fairs
- Workforce and volunteer centers
- Social media
- Ask members to make introductions to key recruitment partner (i.e college professors, faculty, and staff; student clubs and organizations; church groups).

3. Position Descriptions
Service assignments must be meaningful to the AmeriCorps member (a function of the placement and recruit matching system) and the community in which the service is performed. The goals of each position must be achievable. Projects must be possible within the time available (project duration, resources, terms of service, etc.).

Position descriptions should include all professional elements necessary to define the service assignment and the qualifications necessary to achieve it. Typically, position descriptions are too short, non-existent, unfamiliar to the AmeriCorps member, or filed away and never used once a project is begun. These documents should be revisited regularly to encourage member feedback, measure success and find areas which need enhancement. They should be modified to reflect changing needs as they develop and are useful in evaluating members' performance.

The position description should be able to distinguish between the member's position and an employee position description at the organization to ensure non-displacement procedures are abided by. Please see appendix for detailed guidance.
4. **Screening and Interviewing**

After receiving applications, screening and placement of members is the next most critical step an AmeriCorps supervisor or director faces. After screening out clearly unqualified applicants, it's important to involve host agencies who will work directly with new members. This allows for a “second look” at the applications by an involved party, creates buy-in with the host agency staff, and adds another level of assessment for specific talents or skills that a director or supervisor may not be looking for during the initial screening. During the interview, be sure to ask candidates the same questions so that it is consistent and fair.

5. **Disability Inclusion**

The encourages individuals with disabilities to participate as AmeriCorps members through National Service programs operating in the state of Kansas. We encourage a diverse membership that includes people with disabilities to participate as national and community service members through our many programs. An individual with a disability is a person with a substantial persistent physical or mental impediment to work and/or life. Additionally, a "qualified individual with a disability" is an individual with a disability who, with or without reasonable accommodations, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the program.

**Policy**

Under federal law, any program which receives federal funds must comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. In compliance with the federal law, the KVC prohibits all National Service programs operating in the state of Kansas from any form of discrimination against persons with disabilities in recruitment, as well as in service. No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the program, services, or activities of the program, or be subjected to discrimination by the program. Nor shall the program exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability.

**Reasonable accommodation**

A reasonable accommodation is any modification or adjustment to a program site that will enable a qualified applicant or AmeriCorps member with a disability to participate in the application process or to perform essential service functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in service equal to those of individuals without disabilities. All national service programs shall make reasonable accommodations in practices and/or procedures when the accommodations are necessary to avoid discrimination on the basis of disability.
Accommodations are “reasonable” when they are practical or feasible. The program does not have to provide reasonable accommodations that would impose undue hardship on the operation of the program. According to the U.S. Equal Employment Opportunity Commission (EEOC):

It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer's size, financial resources and the nature and structure of its operation. KVC encourages all programs to budget 1% of their total project funds to be used for providing reasonable accommodations to qualified candidates/members with disabilities.

**Procedure for requesting reasonable accommodation funds**

CNCS offers reasonable accommodation funds to assist program sites. Visit the Disability Inclusion Resources page on their website for online training courses, the disability accommodation reimbursement form and other resources.

https://www.nationalservice.gov/resources/disability-inclusion

### 6. Eligibility

1. An AmeriCorps member must:
2. Be at least 17 years of age at the commencement of service; or under special circumstances be an out of school youth 16 years of age at the commencement of service. If a member is under 18 years of age, parental consent is required to participate in AmeriCorps.
3. Have a high school diploma or GED or agree to obtain prior to using the education award; or under special circumstances obtain a waiver.
4. Be a citizen, national, or lawful permanent resident alien of the United States.
5. Satisfy the National Service Criminal History Check eligibility criteria.

**Minimum qualifications**

The subgrantee is responsible for establishing the minimum qualifications for membership in its specific program, selecting members that meet those qualifications, and assigning members to projects that are appropriate to their skill level. The subgrantee must select members in a fair, nonpartisan, nonpolitical and nondiscriminatory manner, without regard to the applicant’s need for reasonable accommodation of a disability or child care, without displacing paid employees or community volunteers, and in accordance with its approved application.
The subgrantee is encouraged to select members who possess a commitment to the goals of AmeriCorps.

**Members for tutoring programs**
*Tutor* is defined as someone whose primary goal is to increase academic achievement in reading or other core subjects through planned, consistent, one-to-one or small-group sessions and activities that build on the academic strengths of students in kindergarten through 12th grade, and target their academic needs.

**Tutoring member requirements**
Members serving as tutors are required to have a high school diploma and successfully completed pre- and in-service training for tutors. The criteria must be included in recruitment materials and appropriate documentation related to the diploma and/or testing must be maintained by the program in the member’s file.

**Members without a high school diploma or GED**
To participate in AmeriCorps, an individual must meet certain education requirements. If members self-certify that they have a high school diploma or GED, they meet the requirement with no additional documentation required. If the member has been determined to be incapable of obtaining a high school diploma or its equivalent, the subgrantee must request a waiver from CNCS to the diploma/GED requirement. The program must provide an independent evaluation demonstrating the member’s inability to meet this requirement as part of its waiver request. The program must retain a copy of the approved waiver and the supporting independent evaluation.

Or, if the applicant does not fall into any of the above categories, he/she is considered eligible for AmeriCorps service if the program has verification of the member’s enrollment at an institution of higher education on an ability to benefit basis and eligibility for funds under section 484 of the Higher Education Act of 1965 (*20 U.S.C. 1091*).

**7. Background Checks**
All programs must conduct background checks on all AmeriCorps Members as well as on all employees and others who receive a salary, an education award, living allowance or stipend through a program receiving assistance under national service laws, regardless of their level of contact with a vulnerable population. This also includes individuals paid for with match. Due to the degree of accountability and compliance Kansas Volunteer expectation is that all programs have written policies and procedures for every portion of the criminal history check process, especially outlining how checks are initiated and completed.
Types of Background Checks Required

Individuals without recurring access to vulnerable populations require two components:
1. National Sex Offender Public Website (NSOPW)
2. A State(s) Check or FBI Check as defined below.

Individuals with recurring access to vulnerable populations require a heightened check with three components:
1. National Sex Offender Public Website (NSOPW)
2. A State(s) Check AND FBI Check as defined below
3. A fingerprint-based FBI check

<table>
<thead>
<tr>
<th>Type of Check</th>
<th>Covered Positions without Recurring Access to Vulnerable Populations</th>
<th>Covered Position with Recurring Access to Vulnerable Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Sex Offender Public Website</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>State of Service Kansas</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>State of Residence (non-Kansas)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>FBI</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Recurring access
Recurring access is defined as “the ability on more than one occasion to approach, observe, or communicate with, and individual, through physical proximity or other means, including but not limited to, electronic or telephonic communication.”

Vulnerable Population Includes:
- Children age 17 or younger
- Persons age 60 or older
- Persons with disabilities

It is best practice to conduct and complete (fully adjudicate) all checks before covered individuals begin service/employment. Using this practice will streamline the overall process, help ensure compliance, and mitigate the possibility for cost disallowances.
NSOPW

The NSOPW must be performed and reviewed before the start of service/employment. In all cases, service/employment cannot begin before the NSOPW is complete. The State(s) and/or FBI checks must be initiated no later than the first day the individual starts service/employment. If/While the State(s) and FBI check(s) are pending, accompaniment must be performed. For further guidance on National Service Criminal History Checks, training, checklists, and other information visit CNCS Criminal History Check Resources page (http://www.nationalservice.gov/resources/criminal-history-check)

Truescreen & Fieldprint

As of August 2019, the KVC requires the use of CNCS approved vendors Truescreen and Fieldprint for all NSCHC. NSOPW and State Checks will be completed through Truescreen and fingerprint-based FBI Checks will be completed through Fieldprint. Checklists with detailed process can be found in the Truescreen and Fieldprint manual.

In addition, KVC participates in the National Fingerprint File (NFF), an electronic information sharing system maintained by the FBI. The NFF allows the FBI and the states to exchange criminal history records for noncriminal justice purposes authorized by federal or state law, such as background checks for governmental licensing and employment. This eliminates the need for grantees to conduct duplicative state criminal history record checks in states that participate in the NFF system.

Therefore, if a required state check is from a state that participates in the NFF, then the grantee does not need to conduct the check in that NFF state if they have conducted a fingerprint-based FBI check. If a required state check is from a state that does not participate in the NFF, the grantee must obtain the appropriate NSCHC state check(s).

NSCHC for re-Enrolling members

Members who serve consecutive terms in a single program with a break of less than 120 days between terms do not require another background check for the second term. However, if the member will have recurring access to vulnerable populations during his/her second term and did not receive an FBI background check during the first term, he/she is required to receive a heightened background check prior to the second term, regardless of the amount of time between terms. A subgrantee enrolling a member who has served previously with another AmeriCorps program must complete its own full national service criminal history check on the member even if it is within 120 day window.
Accompaniment
Accompaniment occurs during work or service while state check(s) or FBI check components are pending. Members, without completed checks, are not permitted to have access to vulnerable populations without being accompanied by an authorized program representative who has previously been cleared for such access from the program. Accompaniment ceases when both the state check(s) and FBI check results are returned, and the individual is eligible and cleared to work or serve. A person is accompanied when he or she is in the physical presence of a person who is cleared for access to a vulnerable population. Each instance of accompaniment must be documented, including the date, time, location, and full name of person who provided accompaniment on the member timesheet.

Risks for noncompliance
Programs can comply by assuring that things happen in a timely fashion and that proper records are maintained. Failure to do this will result in the program being out of compliance, which may have financial consequences. Service hours, wages, match and living allowances costs may be disallowed. Additionally, corrective action may have to be implemented to correct the problem. Corrective action is time consuming and keeps program staff away from performing the day to day tasks associated with your program. Background checks are not an area to take short cuts.

Paying for background checks
The costs associated for conducting checks are the burden of the program. However, these costs are an allowable operating cost and should be included in the budget. These costs would include, fingerprinting fees, State and FBI fees, third party fees, mailing costs and notary costs.

Applicant refusal or falsifying information
Anyone who refuses to grant permission or undergo any of the checks disqualifies themselves from service. Anyone who gives or makes a false statement in connection with the criminal background history check will also be disqualified from service. Programs should clearly explain to individuals the consequences of not consenting to the checks and of providing false or misleading information.

8. Background Check Results

Participant’s opportunity to review findings
It is important that the program provide an opportunity for the individual to review the findings, regardless if the findings including no findings. Individuals should be given copies of all findings. If there is a finding that would/could prohibit them from serving this should be addressed and the next steps in the process discussed.
All programs must have a decision tree/memo regarding their background check policy that should be utilized in the event of a finding. If there is some finding the individual wishes to contest, it is their responsibility to pursue this.

**Documenting the checks**
Programs are required to retain the results. Records must be stored and secured in the member's file or the applicant's file. Secured means in a locked area. Electronic records are permissible. Copies of requests for checks should also be kept in the member file with date requested. The decision tree/memo that details any findings and what the determination related to those findings was must also be in the file. Access to the member files should be permitted only to individuals who have official need to review the information. Member files and their contents are to be retained for seven years.

**Reading the results**
In the majority of instances, checks results will come back as no matches, no records or no priors. These checks should still be reviewed by staff and individual and should be signed and dated. In instances where the check of the individual did not clear or there are “hits” with some type of record or offense noted but not fully disclosed, additional action is needed. Programs must determine if the offense is one that disqualifies the individual under CNCS regulations or is it another offense the program considers to be disqualifying. Any hits found on any background checks require a decision tree/memo document to be placed in the member file even if the results do not disqualify them from service.

**Result that prohibit members to serve are:**
- Anyone listed, or required to be listed, on a sex offender registry is ineligible to serve.
- Anyone convicted of murder is ineligible to serve.
- Anyone refusing to undergo required checks is ineligible to serve.
- Anyone who makes a false statement regarding their criminal record is ineligible to serve.
- Programs may develop additional criteria.

**Points to Remember**
1. Verify the identity of the individual against a government issued photo.
2. Obtain written authorization from the individual to perform the checks BEFORE the checks are initiated.
3. Document understanding that selection is subject to the checks.
4. Determine the types of checks required and from where they are to be obtained and associated fees.
5. Complete the NSOPW check before service/work begins.
6. Initiate State and FBI criminal checks before the member is enrolled into eGrants.
7. Once results are available, provide opportunity for review of the findings.
8. Decision tree/memo is completed for any member who has any hits on their background checks, even if the hit does not disqualify them from service.
9. Keep the information secure and confidential.
10. Accompany all members with pending checks and ensure the accompaniment is documented on their timesheet.
11. Document that the checks were part of the selection process by having requests for checks and results in the Member file.

9. MEMBER INVITATION & ENROLLMENT

Member invitation
The process of enrolling new members in My AmeriCorps portal begins with inviting a member to join the Program in eGrants. Once the applicant has accepted the invitation and completed the enrollment form, this will begin the onboarding process and the citizenship verification. It is vital that programs complete this step prior to the first day of service, so the onboarding process and service start date are not delayed. Please see the Pre-Enrollment Flowchart for a step-by-step overview of this process.

Member enrollment
All member enrollment forms must be completed, signed, entered and approved in My AmeriCorps with assigned location, no later 8 days after the member's first day of service. The enrollment cannot be approved unless all background checks are completed. Members must create a My AmeriCorps Portal account in order to complete their enrollment. Programs may enroll members throughout the program year without permission from the Commission as long as they can complete their hours or by the end of the program year. Programs must receive approval from the KVC prior to enrolling members after final enrollment date for each slot type. To request approval for enrolling members after the final enrollment date, programs must submit a written request to their Commission stating:

1. The number and type of position to be filled
2. Expected start and end date of the member
3. How the member will be trained
4. How many hours per week the member will need to serve to complete service

The table below serves as a guide to the final dates in which a member can start service once all the complete pre-enrollment steps are completed.
Term of Service | Final Enrollment Date* (Aug. 1 grant start date) | Final Enrollment Date* (Sept. 1 grant start date)
---|---|---
Full-time | October 31 | November 30
Three Quarter-time | November 30 | December 31
Half-time | January 31 | February 28
Reduced Half-time | February 28 | March 31
Quarter-time | March 31 | April 30
Minimum-time | April 30 | May 31

*If the final enrollment date falls on a weekend, the date will be the Monday following.

**Term of Service**

All AmeriCorps Kansas members must complete their terms of service by the end of the program year. A program may request a No Cost Extension so that members may continue to complete their hours up to 12 months after enrollment. The KVC will award No Cost Extension on a case-by-case basis. Member costs incurred after the end date stated in the No Cost Extension will not be reimbursed by KVC.

**Limits**

An individual may receive the benefits for no more than four terms of service in an AmeriCorps State and National program, regardless of whether those terms were served on full-, part-, or reduced part-time basis. In addition, a term is also in occurrences in which members exit their term of service for compelling personal circumstances or for cause. In blending summer, part-time, and full-time terms, members may serve:

- Four terms with AmeriCorps state and national (only two earn education award)
- Three terms with VISTA (only two earn education award)
- Two terms with NCCC

If members max out the number of terms served with one stream of service, they may start a new term with another and receive additional awards -- as long as they have not yet reached the full value of two full-time awards. They may also serve terms (and elect not to receive an award) up the limits shown above. For more information visit: [http://www.nationalservice.gov/resources/ed-award/multiple-terms](http://www.nationalservice.gov/resources/ed-award/multiple-terms)
10. Member Slot Types
The allowable slot types and associated MSYs are listed in the table below.

<table>
<thead>
<tr>
<th>Member Slot</th>
<th>Hours</th>
<th>MSY (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time (FT)</td>
<td>1700</td>
<td>1.0000</td>
</tr>
<tr>
<td>Three Quarter-time (TQT)</td>
<td>1200</td>
<td>0.7000</td>
</tr>
<tr>
<td>Half-time (HT)</td>
<td>900</td>
<td>0.5000</td>
</tr>
<tr>
<td>Reduced Half-time (RHT)</td>
<td>675</td>
<td>0.3810</td>
</tr>
<tr>
<td>Quarter-time (QT)</td>
<td>450</td>
<td>0.2646</td>
</tr>
<tr>
<td>Minimum-time (MT)</td>
<td>300</td>
<td>0.2116</td>
</tr>
<tr>
<td>AmeriCorps Affiliate</td>
<td>100</td>
<td>0.0600</td>
</tr>
</tbody>
</table>

Modification of Program Design – Member Slots
While it is not recommended, it is sometimes necessary for programs to request to modify their program design. The modifications should be based on community needs and not on individual member recruitment, site recruitment or other extraneous factors. Program design modifications are accomplished through slot conversion and require prior approval from KVC.

Slot conversion
Program Directors should notify the KVC AmeriCorps Kansas Director of any proposed slot conversions as soon as possible, or at the latest, by the slot conversion deadlines established for the original slot type. All requests for slot conversions (of unfilled slots) must be submitted KVC, using the Slot Conversion worksheet (see Appendix) and Budget Modification Form, if necessary.

Programs may request to combine or divide slots as appropriate for their program design; however, the total number of MSYs and education award amounts in the grant may not increase as a result of the slot conversion. In all cases, programs are required to maximize their slot conversion, by utilizing the maximum amount of MSY in their conversion.

Converting filled member slots
Requests for changing full-time member status (filled AmeriCorps positions) to a less than full-time status must occur through the KVC AmeriCorps Kansas Director within the first 90 days from the member’s start of service. These conversions will not be approved simply to provide the member the opportunity for a less than full-time education award.
Please contact your AmeriCorps Kansas Director immediately if you believe that you will need to convert a filled slot and provide an explanation for this need. Programs may not change a member’s term of service without prior authorization from KVC.

If this conversion is approved by commission, it is important to note that CNCS will not cover health care or childcare costs for these members. Any agents associated with providing these resources must be contact immediately to remove the member from their services.

**Refill conditions**
The following conditions, must be adhered to regarding refilling of member slots vacated by members who exit early:
Programs may replace any member who terminates service before completing 30% of his/her term provided that the member who terminates is not eligible for and does not receive a pro-rated education award. Only fully enrolled member service categories may be refilled. For example, you may only refill a full-time slot if all of your other full-time slots are filled. Programs may not refill the same slot more than once.

**Suspension of ability to refill by CNCS**
CNCS will suspend refilling if either:
1. Total AmeriCorps enrollment reaches 97% of awarded slots.
2. The number of refills reaches 5% of awarded slots.

**Unfilled member slots**
In some cases, KVC has the ability to move a program’s unfilled member slots to another program(s). Therefore, KVC expects that all programs will carefully manage their member slots at all times. If programs are not able to fill the awarded slots, they must either request a conversion of the slots prior to the enrollment deadlines or notify KVC when they become aware that they will not be able to fill all of their awarded member positions in any category (FT, HT, etc.). Every effort should be made to notify KVC as soon as possible, in order to allow adequate time for KVC to move the positions to another program and for that program to recruit and enroll a member. In the case that member positions are moved to another subgrantee, associated cost/MSY resources can also be moved to the other subgrantee. Failure to notify KVC of unfilled positions will be a factor for consideration of continued funding.
11. Living Allowances
Programs have the responsibility to ensure that all members are informed of their eligibility for AmeriCorps benefits such as the living allowance, healthcare, student loan forbearance, and childcare. Information about member benefits should be included in the member service agreement. If any member waives a program benefit, the program must maintain proper documentation of the waiver in the member file.

Living allowance
Programs must provide a living allowance to full-time members. Providing a living allowance to less than full-time members is optional. If a program opts to provide a living allowance to less than full-time members it should do so equitably for all members.

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$14,279</td>
<td>$28,558</td>
</tr>
<tr>
<td>Three Quarter-time</td>
<td>1200</td>
<td>n/a</td>
<td>$20,159</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$15,119</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$11,339</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$7,559</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$5,040</td>
</tr>
<tr>
<td>AmeriCorps Affiliate</td>
<td>100</td>
<td>n/a</td>
<td>1,680.00</td>
</tr>
</tbody>
</table>

Requirements related to member living allowances and benefits are in 45 CFR §§ 2522.240 and 2522.250. In addition, recipients must ensure that the following procedures are followed:

Living allowance distribution
A living allowance is not a wage. Recipients must not pay a living allowance on an hourly basis. Recipients should pay the living allowance in regular increments, such as weekly or bi-weekly, paying an increased increment only on the basis of increased living expenses such as food, housing, or transportation. Payments should not fluctuate based on the number of hours served in a particular time period and must cease when the member’s service ceases.

If a member serves all required hours and is permitted to conclude his or her term of service before the originally agreed upon end of term, the recipient may not provide a lump sum payment to the member.
Similarly, if a member is selected after the program’s start date, the recipient must provide regular living allowance payments from the member’s start date and may not increase the member’s living allowance incremental payment or provide a lump sum to make up any missed payments.

No hours served in a distribution period
Members and programs should avoid situations in which members serve no hours during a distribution period. If the member is not performing service for that period, he/she should be suspended. (All rules regarding member suspensions apply, i.e. it is not allowable to suspend a member who wishes to pursue a semester abroad or take an extended vacation during his/her term of service.) Otherwise, since the living allowance is to be distributed evenly over the service period, it should be paid regardless of the number of hours. However, a member’s agreement could also stipulate conditions under which the living allowance is paid and what the member should do if a period occurs in which no hours are served. The agreement could also stipulate the minimum number of hours required during each service period.

Waiving the living allowance
If a living allowance is paid, a member may waive all or part of the payment of a living allowance if, for example, he or she believes his or her public assistance may be lost or decreased because of the living allowance. Even if a member waives his or her right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the member is eligible to receive will be deemed available. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver. A member may not receive any portion of the living allowance for the period of time the living allowance was waived.

12. Taxes and Insurance

Liability insurance coverage
The recipient is responsible for ensuring adequate general liability coverage for the organization, employees and members, including coverage of members engaged in on- and off-site project activities.

FICA (Social Security and Medicare taxes)
Unless the recipient obtains a ruling from the Social Security Administration or the Internal Revenue Service that specifically exempts its AmeriCorps members from FICA requirements, the recipient must pay FICA for any member receiving a living
allowance. The recipient also must withhold 7.65% from the member’s living allowance.

**Income taxes**
The recipient must withhold Federal personal income taxes from member living allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year. The recipient must comply with any applicable state or local tax requirements.

**Worker’s compensation**
Some states require worker’s compensation for AmeriCorps members. Recipients must check with State Departments of Labor or state commissions to determine worker’s compensation requirements. If worker’s compensation is not required, recipients must obtain Occupational, Accidental, and Death and Dismemberment coverage for members to cover in-service injury or incidents.

**Unemployment benefits**
AmeriCorps members are not entitled to unemployment benefits. CNCS has interpreted federal legislation to mean that there is no employer-employee relationship between members and programs. Kansas agree with this interpretation and denies unemployment benefits to Members; hence, programs are not required to pay unemployment taxes.

13. **Health Care**
Subgrantees are required to provide or make available healthcare insurance that meet the minimum essential coverage (MEC) and requirements of the Affordable Care Act to all members who are serving a 1700-hour full term at the time the member begins service. Subgrantee must also provide or make available healthcare insurance during the occurrence of a member losing coverage. CNCS will not cover healthcare cost for dependents. Less than full time members are eligible for healthcare benefits, but programs may choose to offer benefits as it is not a requirement. To see full details of HealthCare Coverage please refer to 2020 Specific Terms and Condition VIII D.

Acceptable insurance options include:
- staying on parents’ or spouse plan
- insurance obtained through the Federal Health Insurance Marketplace of at least the Bronze level plan
- insurance obtained through private insurance broker
- Medicaid
- Medicare
- Military Benefits
KVC maintains membership in The Corps Network, which allows any AmeriCorps State program funded by KVC to access member health coverage. Contact Bobby Tillett at 202.737.6272 x 113 or btillett@corpsnetwork.org. You may find more information at corpsnetwork.org.
*KVC does not endorse any specific provider

14. Childcare
This benefit is provided through CNCS and the state of Kansas, meaning it does not come out of the program’s budget. If a member decides to utilize this benefit, the program must maintain all documentation in the member’s file. All full-time members must sign a waiver of this benefit if they decide not to utilize it. A copy of this enrollment or waiver must be included in each full-time member’s file. Visit https://www.americorpschildcare.com/ for more information.

Programs may provide childcare benefits to less-than-full-time members serving in a full-time capacity (i.e. members serving in a half-time position in 6 months), but they are not required to do so. You may provide this benefit by working directly with GAP Solutions, Inc., without prior CNCS approval.

15. Student Loan Deferment and Forbearance
National service members have options for how to deal with their student loan payments during service. Members should request deferment and/or forbearance through the My AmeriCorps Portal. Program directors should be cautious about promising these benefits to members because lending institutions have latitude in whether they will grant these statuses, depending on the type of loan, whether it has been consolidated, and a number of other factors. If there are questions, the member should work directly with his/her lending institution to determine whether he/she qualifies. For more information please guide members to the following website https://my.americorps.gov/mp/login.do

Under the National and Community Service Trust Act of 1993, borrowers serving in approved national service positions qualify for mandatory forbearance during their terms of service. This mandatory forbearance allows borrowers to delay payments temporarily. Mandatory forbearance for approved national service positions is available for the following educational loans: Federal Family Education Loans (Subsidized and Unsubsidized Stafford Loans, Supplemental Loans To Students (SLS), Consolidation Loans), William D. Ford Federal Direct Student Loans (Direct Subsidized and Unsubsidized Stafford/Ford Loans, and Direct Consolidation Loans), Federally Insured Student Loans (FISL), Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), Nursing Student Loans (NSL), and Primary Care Loans (PCL). During the time members are serving in a national service position, interest will continue to accrue on their loans. Upon successful completion of their national service term, CNCS will pay all or a portion of the interest that accrued during the time period served.
If members leave for cause, they will be responsible for payment of interest and, if not paid, it may be capitalized depending on the type of loan.

16. Segal AmeriCorps Education Award
The amount of the AmeriCorps Education Award depends on the length of a member's term of service. The award amount typically matches Pell grant amounts. The amount varies each year and is listed in the AmeriCorps grant agreement. More information about the Segal AmeriCorps Education Award can be found at https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award

<table>
<thead>
<tr>
<th>SEGAL EDUCATION AWARD AMOUNTS</th>
<th>Fiscal Year 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slot Type</td>
<td>Minimum # of Hours</td>
</tr>
<tr>
<td>Full-time</td>
<td>1,700</td>
</tr>
<tr>
<td>Three Quarter-time</td>
<td>1,200</td>
</tr>
<tr>
<td>Half-time</td>
<td>900</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
</tr>
<tr>
<td>AmeriCorps Affiliate</td>
<td>100</td>
</tr>
</tbody>
</table>

Education award and term limits
Members may serve up to four terms of service, however they are only eligible to receive the equivalent of two full time education awards. If a member reaches the maximum education award eligibility prior to serving four terms, the member may continue to serve up to four terms of service, but will not receive any additional education awards. Full-time, three quarter-time, half-time, reduced half-time, quarter time, minimum, and AmeriCorps Affiliate time terms of service each count as one term of service. Generally, if a member is released for cause before completing their term of service and they do not receive an education award, that term of service counts as one of the four terms.

Members have seven years to use the education award from the date of their completion of service. They can divide up their award and use portions of it at different times, as long as it is for authorized expenditures within the specified time period.
Members could, for example, apply a portion of it to existing qualified student loans and save the remainder to pay for authorized college costs in the future. Under certain circumstances, members can use the education award to study outside the United States. Contact the National Service Trust at 1-800-942-2677 for further information.

**Transferability**
Members who are 55 or older when they began their service, can transfer the award to a qualifying child, grandchild or foster child. The transfer person must be a citizen, national, or lawful permanent resident alien of the United States. The individual receiving the transferred award has 10 years from the date the term of service was completed to use the award. Members can initiate a transfer request through the My AmeriCorps Portal.

The National Service Trust does not make payments to anyone other than qualified schools and loan holders. Members are advised to see a financial aid counselor for information on how they handle disbursements and reimbursements of the AmeriCorps Education Award.

**College/University match**
Many colleges and universities match the AmeriCorps Education Award for their students. The complete list may be found by visiting

http://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/matching-institutions

**17. AmeriCorps members as team leaders**
Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

The Team Leader position description should emphasize activities that involve the member(s) in performing direct service or providing support to members engaged in direct service. Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.
18. Member Activities

Members activities must be connected to service and not work/employment. For example, in general, an unpaid internship would not qualify, unless the prospective member completes hours and/or conducts activities beyond the “normal” expectations.

Activities must be connected to the program's design, goals, and performance measures. The prospective member activities must be in alignment with the program’s identified community needs and member activities as outlined in the approved grant application. For example, a school-based program with a goal of increasing student academic performance couldn't enroll a member whose activities focused on improving student health and nutrition, unless they could establish a connection between this member’s activities and the program’s overall goals.

Member activities must not replace staff or community volunteer responsibilities. For example, if a proposed member role includes a shadowing component, where the member observes and “fills in” for a staff member, these hours and activities are not appropriate as a member position.

Member fundraising
AmeriCorps members may raise resources directly in support of a program's service activities; however, they are excluded from raising funds for their living allowance, from fundraising for an organization's operating expenses or endowment, and from writing grant applications for AmeriCorps or any other federal grants. All programs are required to ensure that individual members limit their time spent fundraising to not more than 10 percent of their term. Further, programs are required to identify fundraising, training and service hours separately on the member time records. Members who do not engage in fundraising activities should indicate “0” hours on their time records in the “fundraising” area.

Member training
Members are required to receive certain trainings (see the Member Training Section). Since all members are required to receive training, members with zero training hours listed will raise concerns in member monitoring. No more than 20 percent of the aggregate of all AmeriCorps member service hours in your program, as reflected in the member enrollments in the National Service Trust, may be spent in education and training activities.

Teleservice
AmeriCorps members should generally be providing service directly to the people and in the communities where they serve rather than performing service remotely. Therefore, teleservice should be limited to certain situations. Teleservice—like all service—should have appropriate documentation, supervision and oversight.
A grantee may determine that teleservice is appropriate based on the situation (e.g., COVID-19 public health emergency) and type of service being delivered (e.g., tutoring via telephonic or video conference). Teleservice is appropriate only when the activity can be meaningfully supervised and the hours verified independently. If a grantee or subgrantee determines that its AmeriCorps members will be allowed to teleserve, the grantee must establish or update an existing policy to address the following:

1. Expectations of the communication requirements between supervisors and teleserving members
2. Mitigation of the increased risk of time and attendance abuse
3. Appropriate supervision including validation of the activities to be performed (and accompaniment, as necessary), and
4. Verification of hours claimed.

Further, the grantee should consider updating its insurance coverage to address legal liability attribution (for the grantee or teleserving member) for incidents that occur during teleservice. Please refer to COVID Memo #1 for guidance on required documents for teleservice.

**Individual service project**

In addition to the above listed activities for direct service, a program has the option to allow members to participate in an Individual Service Project (ISP) during their term of service; if the program has outlined the ISP in their program design as part of their grant application. The ISP should involve a minimum of 80 hours and can be counted toward the members direct service requirement. Members are encouraged to find a different area of need for their ISP service than the one the program currently focuses on. However, program directors must review and approve planned ISPs before a member begin the project to ensure prohibited activities, duplication, displacement and supplantation will not occur.

The service must be provided through an organization and not just neighbor to neighbor. All applicable prohibited member activities still apply to the ISP and it must be done within the state of Kansas. Approval from the program director is required and host site approval is recommended. The goal of the ISP is to expand the member’s exposure to needs within their communities, with the hope that they will continue to be engaged after their term of service. KVC recommends that programs participate in the ISP option. The program must develop a written policy and have an approval/monitoring process in place for any service members do outside of their core service activities. They must clearly articulate in the policy what activities are appropriate, how they will be reviewed and approved, and how they will be verified/monitored for timekeeping purposes.
19. **Prohibited activities**

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
   a. A business organized for profit;
   b. A labor union;
   c. A partisan political organization;
   d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
   e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive; and
10. Providing abortion services or referrals for receipt of such services

Other prohibited activities include:

1. Members raising funds for their living allowance
2. Raising funds for program operating expenses or endowment
3. Writing grant applications for CNCS grants, including AmeriCorps
4. Writing grant applications for funding provided by other federal agencies
5. Recruiting volunteers to perform prohibited activities or distributing materials related to prohibited activities (i.e. activities in support of the Prohibited Activities are not
allowed. For example, it is not allowable for an AmeriCorps member to recruit community volunteers to perform a prohibited activity, such as voter registration drives, nor is it allowable for an AmeriCorps member to distribute materials related to a prohibited activity, such as registration information for religious instruction.)

**Census activities**
AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

**Election and polling activities**
AmeriCorps member may not provide services for election or polling locations or in support of such activities. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time. All locations where members serve should post a list of the prohibited activities, when possible.

**20. Member Training**
A Member Orientation and Training Plan provides valuable information on important requirements, pieces of information they will use throughout the service year, and other useful knowledge, skills, and abilities they will need to conduct themselves properly and have a successful year. At this point and time in the service year, members are trying to determine their place in the program and are developing their understanding of what this year is about. They need to clearly understand their roles and responsibilities, prohibited activities, as well as understand national service and AmeriCorps.
Member orientation
Programs must conduct an orientation designed to enhance member security and sensitivity to the community for members and comply with any pre-service orientation or training required by CNCS. At a minimum, the following items should be explicitly listed on the member orientation agenda:

1. Member rights and responsibilities, including the program’s code of conduct,
2. Prohibited activities (including those specified in the regulations). Please Note: There is an increased emphasis on ensuring that all members are trained on prohibited activities, so be sure that you devote enough time to this topic on your orientation agenda
3. Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.)
4. Suspension and termination from service
5. Grievance procedures
6. Sexual harassment, other non-discrimination issues, and other topics as necessary
7. National Service, CNCS, Kansas Volunteer Commission, AmeriCorps in Kansas
8. Communities where the members will serve

Member training
Training and service activities should be well designed to sustain and promote a lifelong ethic of service and civic responsibility. Training should also include structured opportunities for members to reflect on and learn from their service.

Tutor training
Tutor training is required for those programs engaged in literacy tutoring activities in schools and after-school programs. See 45 CFR 2522.900 - 2522.950 for tutoring program guidelines.

Tutoring program requirements
Programs that provide tutoring activities must give members appropriate supervision by individuals with expertise in tutoring, such as teachers. In addition, tutoring programs are required to ensure all members receive high-quality, research-based training consistent with state academic content standards required by section 1111 of the Elementary and Secondary Education Act of 1965 and the instructional program of the local educational agency. Documentation of supervisors and training provided must be maintained by the program and be made available for review during monitoring visits and/or audits.
Site specific training
Members should be provided the benefit of additional training and education opportunities relevant to their service and personal development, at the discretion of the program; however, programs should ensure that members do not spend more than 20% of their service hours receiving education or training. As with fundraising, programs are required to identify training hours separately on the member time records.

Training providers
KVC encourages programs to reach out to local organizations and qualified individuals to conduct some of the required training topics in order to foster community awareness and partnerships. Programs are encouraged to open required trainings, service projects, and other general formal or informal gatherings of your members to members from other programs in the area in order to facilitate a local network of service and support.

Training collaboration
Programs are encouraged to open required trainings, service projects, and other general formal or informal gatherings of your members to members from other programs in the area in order to facilitate a local network of service and support.

21. Member Supervision
Programs must provide members with adequate supervision throughout their service year. The groundwork for this supervision is laid out during Orientation training and when going through and completing the Member Service Agreement. Programs are encouraged to routinely and regularly communicate with members and sites, not just when something happens or is needed. Regular communication provides opportunity to get to know members and sites so that relationships are developed. Communication can happen in a number of different ways. It can be at a distance through phone or webinars. It can be in person at the site or at another location. It can be in a group or one on one. It can be a part of training or regularly scheduled meetings. Communication is critical in getting important messages out to your members, encouraging responsibility and expanding their opportunities for growth.
No AmeriCorps member may directly supervise another member or interview a potential AmeriCorps candidate. AmeriCorps members should only be supervised by program staff or designees.

Member performance evaluations
Subgrantees must conduct and keep a record of at least a midterm and an end-of-term written evaluation of each member’s performance for full-time members and an end-of-term written evaluation for all less-than-full-time members.
Minimum Requirements
The mid-term and end-of-term evaluation must be signed and dated by the member and a program representative. The end-of-term evaluation should address, at a minimum, the following factors:

1. whether the member has completed the required number of hours,
2. whether the member has satisfactorily completed assignments, and
3. whether the member has met other performance criteria that were clearly

Evaluations for members who exit early
Members who are terminated early must have an end-of-term member evaluation completed at the time of their termination by the program director and maintained in their file, but are not required to have a mid-term evaluation. According to the provisions, failure of the program director to complete an end-of-term evaluation will result in the member being unable to serve a second term of service. These records must be maintained, in hard copy or electronically, as applicable. Completing the information in the My AmeriCorps Portal is not sufficient to meet the member evaluations requirement. In addition, programs are reminded that a “Change of Status Worksheet” (See in Appendix) must be submitted to KVC for approval prior to exiting the member in the Portal and that member terminations should be approved in the Portal within 30 days of the event.

Standards of conduct and member disciplinary policy
All AmeriCorps programs must develop standards of conduct that are communicated to members within the member service agreement. These standards inform members of the expectations that programs have of them, i.e. members will complete duties as assigned, submit reports on time, follow service site dress code.

In order to deal with behavioral, attendance, or other disciplinary problems that may arise when members do not adhere to the program’s standards of conduct, KVC encourages all programs to institute a written member disciplinary policy and procedure. Members should be advised of the procedure and potential disciplinary actions within their member service agreements. Disciplinary policies should outline the steps (procedures) that may be taken and the authority (site supervisor, program director) responsible to document and/or order such steps. Possible disciplinary actions may include verbal and written warnings, fines, temporary suspensions, or termination.
Disciplinary actions
Many programs have a disciplinary policy that outlines steps that may be taken when members fail to comply with expectations. Programs should document in the member file whenever disciplinary problems arise and the corresponding action (verbal warning, written warning, etc.) that is implemented. Any disciplinary actions taken must be fully documented in the member file.

22. Member Suspension
Programs are required to report any request to suspend a member from their AmeriCorps Kansas Director by submitting the Change of Status Form via email. Programs must indicate under what circumstances a member is suspended.

Disciplinary
Programs must suspend members facing official charges for violent felonies, for selling or distributing controlled substances, or members convicted of possession of controlled substances. Members may be suspended for disciplinary reasons, for failing to uphold the service requirements and standards of conduct agreed upon in the member service agreement.

Grievance
Members who file a grievance challenging their release for cause must also be suspended.

Compelling personal circumstances
Members may also be suspended temporarily for compelling personal circumstances, such as an accident or serious illness. Members may not be suspended for reasons other than those noted above (criminal charges, members in grievance, disciplinary reasons and compelling personal circumstances). Programs must have a suspension policy in place and terms related to suspensions should be outlined in member service agreements. The same requirements pertain to suspension as they do for early member exit, for example, members cannot be suspended to serve a summer internship, study abroad or take an extended vacation.

Living allowance
Suspended members are not eligible to receive any living allowance payments while in suspension. Under no circumstances may any member under suspension receive hours toward their term of service. Members who are suspended for compelling personal circumstances and later return are not eligible to receive the living allowance that they would have been afforded during their suspension.
**Resumption of service**
Programs are required to notify KVC when a member returns to service following a suspension (for any reason). Programs should be complete the Change of Status Form and return it to the Commission. Members should not be reinstated until they receive written approval from KVC.

**23. Member Exits**

**Failure to complete – repercussions on program**
The program should be aware that failure to include a fully completed member exit form may result in education award costs being questioned and recouped during audit. Therefore, the program director should make every effort to have a signed member exit form (electronic signature in eGrants is acceptable) for all members, particularly those who receive an education award, including those that completed their service successfully and those who departed for compelling personal circumstance.

**Failure to complete – repercussions on member**
All members must complete the program's exit process. A member who does not fully complete the exit process will be deemed not to have met program requirements and will, therefore, be ineligible for an AmeriCorps Education Award (even if they complete all other aspects of the program successfully).

**Members that leave without completing exit process**
If a member leaves their term of service without completing the appropriate (electronic or paper) exit forms, the program should make several attempts to contact the member to complete the forms. Programs should be mindful of the CNCS 30-day requirement for exits as they determine the policies for these situations. Timelines and contacts made with members should allow adequate time to make several contacts and exit the member within the 30-day timeframe.

**Member exit - successful completion**
Members agree to serve for a certain period of time AND to complete a minimum number of hours during that time period. Members who fulfill these requirements, serving satisfactorily, are exited from the program with a full education award.

**Member exit - before original service end date**
Programs may have members who complete assignments and reach the minimum hours requirement in advance of the originally agreed upon service end date (i.e. in less time than proscribed in the approved program design submitted to KVC at the beginning of the grant year).
Programs may amend the member service agreement to allow such members to exit as successfully completed, but slightly in advance of the original service end date, if the member, site supervisor, and program director all agree to the new end date. These members will earn a portion of the living allowance based on the portion of the service term that was successfully completed. For instance, a program that has a 12-month program design and has a member that completes the term of service (with program approval) in eleven months will provide the member 11/12 of the living allowance. The member is eligible for the full value of the education award (if he/she performed satisfactorily and met the goals of his/her term of service).

**Member end date**
Under no circumstances should members continue serving beyond their member service agreement period. This is for the protection of both the member and the program. In the event that the member does not finish within the time-period on the member service agreement, the agreement can be amended to allow for additional time up to 12 months from the start date. This may require a no-cost extension and should be entered into only with permission from KVC. Members serving beyond the program's 12-month member service agreement period will not be covered by a member service agreement (and are technically not members) and therefore raise many liability and safety issues for members, the public and the program. Hours served outside of a fully executed member contract and/or grant agreement can be disallowed in case of audit, resulting in repayment of federal funds.

**Early termination for compelling personal circumstances**
Members may be released early from their term of service if the program determines that the member cannot complete his/her term due to compelling personal circumstances beyond the member's control. Compelling personal circumstances exits with education award will be reviewed through program monitoring activities. Programs must consult with the AmeriCorps Kansas Director before exiting any member for compelling personal circumstances. See the AmeriCorps Regulations 45 CFR 2522.230 for specific examples of what does and what does not constitute a compelling personal circumstance. Members released for compelling personal circumstances qualify for a pro-rated education award if they have served at least 15% of the service term.

**Early termination for cause**
Members are released for cause if they do not successfully complete their term of service, for any reason that does not qualify as a compelling personal circumstance. All members who complete less than 15% of their term of service must be released for cause in the My Americorps Portal. Members exited early for cause are not eligible for an education award.
It is possible for a member to be terminated from the program for cause and still receive a satisfactory performance evaluation. In these cases, the member would be eligible for subsequent AmeriCorps term(s) of service, as long as they performed satisfactorily during the term of service from which they was released for cause. Any individual released for cause is required to disclose the release when applying for any subsequent term of service. Failure to disclose past exits for cause will render an individual ineligible to receive the AmeriCorps education award, whether or not that individual successfully completes the subsequent term of service. Members released early from service for disciplinary action are not eligible for future terms of service. Programs should institute a disciplinary policy and procedure that outlines program rules about when/how members may be terminated for cause. All rules about termination must be included in the member service agreement.

### 24. Member Documentation Safekeeping

**Member benefits**

Programs should document that members are informed about program benefits. The member file must also contain enrollment and/or waiver information for the following benefits: living allowance, health care, childcare, and student loan forbearance. We suggest that you also document notification to members of the Public Service Loan Forgiveness program. The program should designate member service type (full-time, half-time, etc.) on the acknowledgement/waiver to clarify which benefits are available to which types of members. KVC recommends that this acknowledgement/waiver be incorporated into the Member Service Agreement.

**Member and staff timekeeping**

All programs are required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member's supervisor. This time and attendance record are used to document member eligibility for in-service and post-service benefits. Programs must have a timekeeping system that is compliant with 2 CFR § 200.430. Programs must use OnCorps for their official time keeping for AmeriCorps Kansas programs unless the organization has an approved time keeping system. To be approved, the organization timekeeping system must be able to track service, fundraising and training time. Staff timesheets are required for individuals whose salary is paid in full or in part by grant funds or subgrantee match funds (cash or in-kind). OnCorps includes site supervisor in-kind hours reporting as a service to programs to facilitate calculations of site supervisor match; however, the OnCorps system for site supervisors does NOT meet CNCS requirements regarding timesheets for personnel listed on the AmeriCorps grant so programs must ensure that site supervisors keep another time record that does meet these requirements.
Approved staff timesheets must accurately divide time between AmeriCorps grants and other responsibilities, signed by the staff person and a supervisor, and must track actual time, not percentages. Reports reflecting the distribution of activity of each employee must be maintained for all staff members (professionals and nonprofessionals) whose compensation is charged, in whole or in part, directly to awards. For additional information please refer to appendix.

**Member service agreements safekeeping**
Member service agreements should be located within the member files and maintained at the “headquarters” of the program, not at the site where the member is serving. The original service agreement must be easily accessible on-site. All member service agreements must be available for review by KVC or CNCS staff during site monitoring and/or audit visits. Please note the electronic safekeeping is permissible.

**Member training**
Subgrantees should always maintain a file containing a training agenda and a dated sign-in sheet with signatures of members who attended orientation and training sessions with as much detail as necessary for auditing purposes. KVC will document member attendance at our trainings (such as the AmeriCorps Member Summit) and provide copies of that documentation to relevant program directors for file.

If a member attends an outside training to fulfill specific requirements, he/she should turn in to the program director an agenda or confirmation notice signed and dated by the training facilitator for retention in the member file. In instances of virtual trainings, a member should print a screenshot to sign and date for documentation, or print/sign/date the post-training follow-up notice and materials.

**Member exits – paper forms and my americorps portal**
All members must be exited in the My AmeriCorps Portal. As the program is managing the member exit process, they should be mindful of the CNCS’ 30-day exit requirement between the member’s exit date and the completion of the My AmeriCorps Portal exit process and allow adequate time to collect information and record it in the Portal (as needed). Programs that utilize the electronic process are required to maintain paper verification of exits that are successfully completed in the system.

Prior to exiting a member, the program must verify the number of approved hours served by the member in OnCorps or the organization’s time keeping system. The program will enter this number of approved hours in My AmeriCorps Portal, rounded down to the next whole number.
Prior to exiting a member, it is recommended that the program director ensure that all required documents are included in the member's file. That will enable the program director to attempt to obtain any missing documents prior to exiting the member.

**Suspensions or early exits/terminations**

If programs suspend or terminate a member's service early, whether for cause or for compelling personal circumstances, the reason for the suspension or termination must be documented in the member file. Regardless of the sensitivity of the issue, programs are required to maintain acceptable supporting documentation of this information in the member files (which should be secured and confidential).

**Documentation of early member exit**

(Cause and Compelling Personal Circumstance)

Full documentation of the reasons for any early exit must be maintained in the member's file. Programs must ensure that member timesheets are up to date and that an End of Term Evaluation is completed prior to terminating a member.

**Program requirements to attempt to obtain exit paperwork**

The communication to the member should provide instructions on completing the exit and provide a specific timeline in which the member should complete the exit. KVC recommends that at least three attempts are made to contact members and at least one of the contacts should be through the mail (US postal service, UPS or other carrier). All of these attempts should be documented in the member file – for example, copies of email messages, copies of letters/memos, copies of certified mail return receipts, and written notes documenting phone or text messages are examples of appropriate documentation for this purpose. If, despite these attempts, the program is unable to obtain the completed exit form, they should manually complete a paper exit form for the member and exit them in the My AmeriCorps Portal in eGrants. They should attach documentation of their contact attempts to the paper exit and make a written notation on the exit form itself saying, “The program was unable to obtain a completed exit from the member.” This message should be signed and dated by the program director and all of these documents should be maintained in the member's file.

**Approval and documentation of early member exit**

All programs that have members terminate their service prior to the expected end date for any reason, must submit a Change of Status form to the AmeriCorps Kansas Director, within five business days from the subgrantee's awareness of the exit.
The form includes basic information and requires that programs inform KVC of the reason for the termination, whether the member is eligible for a pro-rated education award, and whether the program intends to refill the slot (if applicable). Full documentation of the reasons for the early exit must be maintained in the member’s file.

The program director must not terminate the member in the My AmeriCorps Portal until the AmeriCorps Kansas Program Director has reviewed the Change of Status AmeriCorps Kansas form and approved the exit. If there are concerns regarding the circumstances of the termination, this will allow corrections to the exit form to be made prior to the exit in the Portal, which informs CNCS of the change.

Confidentiality of member early exit rationale
Information in the member records may be confidential. KVC staff and contractors are aware of this requirement and will maintain this confidentiality by not disclosing information except to another authorized person as allowable under federal and state law.
AmeriCorps Kansas Program Director Manual
Program Monitoring & Evaluation
Chapter 6

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1. **Purpose of Program Monitoring**

As stewards of public funding, the KVC must ensure programs funded are aware of their contractual requirements and follow all of the rules, regulations, and provisions governing AmeriCorps funds. To accomplish this, the Commission has created a robust monitoring plan. Monitoring is not a one-time event, but rather an ongoing process that occurs throughout the award period, consisting of training, implementation, communication, and follow through.

KVC goals include:
1. To support programs so they can achieve the highest standards of program and fiscal accountability and effectiveness
2. To identify and remedy problems before they lead to larger unallowable costs
3. To work collaboratively with all programs to improve management systems

2. **KVC Monitoring Components**

KVC takes the following steps each grant year to work with each program to achieve their designed outcome.

1. **Risk-Based Monitoring**
2. **Desk Reviews**
   - A. Preliminary Start Review
   - B. NSCHC Compliance
   - C. Member File Review Checks
   - D. Financial Review
   - E. Program Performance
3. **On-Site Reviews**
   - A. Programmatic
   - B. Fiscal
   - C. Technical Assistance
   - D. Interviews

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<th>2020 Monitoring Schedule</th>
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3. Risk-Based Monitoring
KVC uses the risk assessment to determine if it will conduct desk audits, program and financial site visits, and member interviews. If a program is rated as low-risk, KVC reserves the right to waive certain program and financial monitoring requirements but must ensure that at a minimum a complete program and financial site visit occurs at least every three years.

First and second year programs and subgrantees with programmatic changes such as: key staff, program design, evaluation and/or measures from the prior year will automatically be considered high risk and will receive an on-site visit.

The KVC is participating in a nationwide risk-based assessment workgroup and will release the new tool later in 2020. Programs will complete the new risk assessment to determine schedule of on-site monitoring for Spring 2021. Starting in 2021 grant year, risk assessments will occur prior to prior to awarding for the project period.

4. Monitoring
KVC will use various modes for collecting program data to address the state’s needs and to capitalize and build upon the programs’ strengths.

KVC monitoring team includes: KVC staff, Commissioners, and other interested and trained individuals, including CNCS staff. Depending on the type of monitoring, staff may vary to include the Commission’s AmeriCorps Director, Executive Director, or Financial Officer.

KVC staff will report to Commissioners during each Commission meeting on programs that are demonstrating financial, program or member management problems. The Commission may direct the staff to pursue corrective action.

Desk-based monitoring
KVC will review files, forms and information submitted by the programs to evaluate how the program is progressing, provide feedback and help. Any relevant feedback from CNCS, auditors, commissioners and other stakeholders will also be shared with the programs as part of the remote feedback process. Under the KVC Grant Agreement, programs are expected to make any materials available to KVC or its agents upon request. The following are examples of desk-based monitoring conducted by KVC:

- Preliminary start review
KVC will conduct a review of submitted materials within the first 30 days of the grant. This assessment will include a review of policies and procedures, organization separation of duties, site agreements, orientation and training schedules, monitoring plan and tools. It will also include the collection of important
information such as: financial and authorized signer information, financial data, most recent agency audit report and cost allocation plan.

- **NSCHC review**
  KVC will conduct a NSCHC review of two randomly selected members in the first 90 days of the grant year. Since NSCHC is one of the areas with disallowed costs, it is important to identify non-compliance early to mitigate costs. In the event a non-compliance is found, KVC will expand the review to include all NSCHC conducted during the grant year. The files will be sent via secure file share and confidentiality and security of the personally identifiable information will be maintained.

- **Member file review**
  KVC will conduct a review of randomly selected member files to ensure that all required documentation is being retained. KVC will use the Member File Checklist (available in the appendix) as a rubric when reviewing the member file. The files will be sent via secure file share and confidentiality and security of the personally identifiable information will be maintained.

- **Financial review**
  KVC will request supporting documentation for program reimbursement claims. The materials will be sent to KVC staff electronically. KVC will review the documentation to track expenses from submitted Periodic Expense Reports and to ensure that appropriate documentation exists for expenses. KVC staff may follow up with the program by phone and/or in writing to correct any deficiencies in the reporting system and/or record-keeping.

- **Program performance**
  Program progress reports are submitted and reviewed electronically. Progress reports include data on performance measures and narrative descriptions of program accomplishments.

- **Other information**
  In addition, the Commission may also request additional information to be reviewed remotely (such as: performance measure collection tools, site supervisor training schedules and materials, member training materials, etc.) and will conduct regular review of online reporting systems, such as OnCorps and eGrants.

**On-site visits**
The number and extent of site visits will be based upon program risk as established at the beginning of the program year. However, a site visit can be scheduled at any time if the Commission determines that one is merited. In addition, program risk can be reassessed at any time based upon changes in program staff, changes in sponsorship,
complaints from members or community members, poor or late reporting or other indications of challenges in program, member or financial management.

During a site visit, all required ORIGINAL documents must be available for review, such as member service agreements, evaluations. Faxed forms or copies are not acceptable. Site visits will be conducted based on the risk-based monitoring system. If a site visit is required, the AmeriCorps Director will visit the program’s headquarters and at least one operational site, if time permits. The site visit will allow for verification of information received remotely, for the gathering of information from a wider range of individuals, to observe the management and service activity, and to build relationships with the programs.

Site visits may include meeting AmeriCorps members, community members, reviewing program records and observing service activities.

**Commission Feedback and Timeline**
KVC will issue a written report of findings to the program staff within 30 business days. In most cases, a written response and supporting documentation will be requested from the program as follow-up. It is the expectation that program respond no later than 30 working business day with requested information to the commission.

In cases where serious compliance issues are noted, the report will be issued to all responsible parties of the grant. In addition, the Commission will schedule a briefing call with program directors and representative regarding the findings. In these occurrences, a Program Response plan will be required no later than 14 days from the notices including information as to how the compliance and continuous improvement issues will be addressed. Please note that the Commission staff is available to provide technical assistance to the program in development and implementation of its response plan.

**Failure to Respond/Inadequate Progress**
Failure to respond and/or comply within the established timeframe may result in corrective action, including suspension of payments, and further action up to and including termination of the grant agreement. Results of the site visit will be compiled and shared with the KVC as appropriate. The results of the site visit will be factored into the grant review process and will be considered in the risk-based monitoring system.

**5. Significant Concerns Regarding Program Operation**
If significant concerns at a program or local site become apparent, a conference call, site visit, technical assistance visit or other means will be used by KVC to provide additional support and monitoring. In these cases, as much advance notice as possible will be
provided to the program. Programs that are not in compliance are subject to suspension, termination or discontinued funding by KVC according to the Grant Agreement.

If, at any time, KVC suspects misconduct or malfeasance related to the grant or subgrantee, including waste, fraud, abuse or any violation of criminal law, KVC will take appropriate and immediate steps to address these concerns, including suspending or terminating the grant award, notifying CNCS, the Office of the Inspector General, the Office of the Auditor, the State of Kansas, and/or local law enforcement.

6. Evaluation
The National Service Knowledge Network also has multiple resources in this area. Please visit the Evaluation Resources landing page for more information, guidance, and online courses.

Requirements

$500,000 or more in AmeriCorps Funding
All programs receiving $500,000 or more in AmeriCorps funding must arrange for an independent evaluation covering a period of at least five years and submit the evaluation results with their application for re-compete funding.

Less than $500,000 in AmeriCorps Funding
Programs receiving less than $500,000 in AmeriCorps funds are required to conduct an internal evaluation, but may conduct an independent evaluation if they prefer. The evaluation (internal or independent) must cover a minimum of one year, but may cover longer periods.

Reporting on Evaluation
All programs are required to submit an evaluation plan or evaluation progress-to-date report within their annual funding applications. In Kansas, all programs (including formula programs) are required to complete an evaluation every three years. As noted, the KVC will be collecting updates on programs’ progress on their evaluation in the semi-annual KVC performance measure status reports.

Timeline
The recommended timeline to complete these evaluations is to submit plans for evaluation in the grant application prior to the second year of the program, provide an update on progress towards completing that evaluation prior to the third year, and submit the results of the evaluation prior to what would be the fourth year of the program.