**XYZ**

**Your Logo**

**HERE**

**Member File Checklist**

Member Name: ­­­

Service Hours Term: [ ]  1700 [ ]  900 [ ]  675 [ ]  450 [ ]  300

Start Date: Date Enrolled: Exit Date:

Number of AmeriCorps State/National Terms (including current): [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th

If 2nd, 3rd or 4th did program check for satisfactory term of service? Y / N

**Section I – Member Enrollment**

[ ]  Application/Resume

[ ]  Member invited to enroll in eGrants:

[ ]  SSN Verified in eGrants:

[ ]  Citizenship Verified in eGrants:

[ ]  Enrolled in eGrants within 8 days of start date

 [ ]  If no, reason:

[ ]  Employment Verification (I-9)

[ ]  W-4

[ ]  **Childcare Form** (if full-time)

[ ]  **Healthcare Form** (if full-time)

**Section II – Member Eligibility**

[ ]  Verification of Citizenship

* Birth Certificate
* US Passport
* Permanent Resident Card
* Other

[ ]  Government Issued Photo ID

* Driver License
* Identification Card
* Passport

[ ]  Social Security Card

[ ]  NSCHC Consent Form(s)

[ ]  NSCHC Adjudicated Results

* Truescreen NSOPW – Date:
* Truescreen State – Date:
* Fieldprint FBI – Date:

[ ]  NSCHC Verification

[ ]  Parental consent form (if under 18)

**Section III – Contract & Position Description**

[ ]  Member Service Agreement – Includes:

* Terms of Service
* Living Allowance Amount + Pay Schedule
* Education Award Amount
* Prohibited Activities
* Drug Free Workplace Act
* Grievance Procedure
* Position Description

[ ]  Position Description (if not in MSA)

[ ]  Publicity Release Consent/Did not Consent

**Section IV – Timesheets (OnCorps)**

[ ]  First date of service matches contract

[ ]  PSO reflected on first date of service

[ ]  Position Description Assigned

**Section V – Member Evaluations/Performance**

[ ]  Mid-Term Evaluation

[ ]  End of Term Evaluation

**Section VI – Member Exit**

[ ]  Member Exit Form Completed in eGrants

* Documentation if completed by PD

[ ]  Member Reason for Exit:

* Satisfactorily Completed Term
* Compelling Personal Circumstance (CPC)
* Cause

[ ]  Member exited in eGrants within 30 days

 [ ]  If no, reason:

[ ]  Member Change of Status Form

[ ]  CPC Documentation: [ ]  Applicable [ ]  Not Applicable

**Section VII – Other / MISC**

[ ]  Direct Deposit Info

[ ]  Disciplinary/Behavioral Correspondence