

**Member Eligibility,
National Service Criminal History Checks,
and Member Enrollment**

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October 28, 2021

Agenda

Member Eligibility

- Criteria
- Documentation
- Resources

National Service Criminal History Checks

- Required Components
- Running Compliant Checks
- Resources

Member Enrollment

- SSN and Citizenship Verification
- NSCHC Certification
- Potential Delays

Order of Operations

Eligibility Screening Questions

Interview/Selection Process

Offer Made/Accepted

Confirm Eligibility & Collect Documentation

National Service Criminal History Checks & Pre-Enrollment (Simultaneously)

Certify NSCHCs

Enroll Members

Members Start Service

Member Eligibility

In order to serve as an AmeriCorps member, an individual must be:



A US Citizen, US National or
Lawful Permanent Resident Alien



At least 17 years of age at
the start of service

National Service Criminal History Checks

Required by law



Protect Beneficiaries



NSCHC Legislation

NATIONAL AND COMMUNITY SERVICE ACT OF 1990

(Public Law 101-610, Nov. 16, 1990, 104 Stat. 3127)

(42 U.S.C. 12501 et seq.)

[As Amended Through P.L. 111-13, Enacted April 21, 2009]

AN ACT To enhance national and community service, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. [42 U.S.C. 12501 note] SHORT TITLE AND TABLE OF CONTENTS.

(a) SHORT TITLE.—This Act may be cited as the “National and Community Service Act of 1990”.

(b) TABLE OF CONTENTS.—The table of contents of this Act is as follows:

Sec. 1. Short title and table of contents.

Sec. 2. Findings and purpose.

TITLE I—NATIONAL AND COMMUNITY SERVICE STATE GRANT PROGRAM

Subtitle A—General Provisions

Sec. 101. Definitions.

Sec. 102. Authority to make State grants.

Subtitle B—School-Based and Community-Based Service-Learning Programs

PART I—PROGRAMS FOR ELEMENTARY AND SECONDARY SCHOOL STUDENTS

Sec. 111. Purpose.

Sec. 111A. Definitions.

Sec. 112. Assistance to States, territories, and Indian tribes.

Sec. 112A. Allotments.

Sec. 113. Applications.

Sec. 114. Consideration of applications.

Sec. 115. Participation of students and teachers from private schools.

Sec. 116. Federal, State, and local contributions.

Public Law 111-13 111th Congress

An Act

Apr. 21, 2009
[H.R. 1388]

Entitled The Edward M. Kennedy Serve America Act, an Act to reauthorize and reform the national service laws.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

(a) SHORT TITLE.—This Act may be cited as the “Serve America Act”.

(b) TABLE OF CONTENTS.—The table of contents of this Act is as follows:

Sec. 1. Short title; table of contents.

TITLE I—AMENDMENTS TO NATIONAL AND COMMUNITY SERVICE ACT OF 1990

Sec. 1001. References.

Subtitle A—Amendments to Subtitle A (General Provisions)

Sec. 1101. Purposes.

Sec. 1102. Definitions.

Subtitle B—Amendments to Subtitle B (Learn and Serve America)

Sec. 1201. School-based allotments.

Sec. 1202. Higher education provisions.

Sec. 1203. Campuses of Service.

Sec. 1204. Innovative programs and research.

Sec. 1205. Service-learning impact study.

Subtitle C—Amendments to Subtitle C (National Service Trust Program)

Sec. 1301. Prohibition on grants to Federal agencies; limits on Corporation costs.

Sec. 1302. Eligible national service programs.

Sec. 1303. Types of positions.

Sec. 1304. Conforming repeal relating to training and technical assistance.

Sec. 1305. Assistance to State Commissions; challenge grants.

Sec. 1306. Allocation of assistance to States and other eligible entities.

Purpose of NSCHCs

Protect Vulnerable Populations:

- Children age 17 years or younger
- Individuals age 60 years or older
- Individuals with disabilities



Disqualifying Results

AmeriCorps Requirements:

- Refuses to consent to a NSCHC
- Provides a false statement in connection with a NSCHC
- Is registered or required to be registered on a State Sex Offender Registry or the National Sex Offender Registry
- Has been convicted of murder



Who is Required to Comply?

Required to Undergo NSCHCs:

- All AmeriCorps Members
- Individuals in positions in which they will receive a salary, directly or reflected as match, under a cost reimbursement grant

Exemptions:

- Individuals who are under the age of 18 on the first day of work or service who serve on an NSCHC required grant.
- Staff on a Fixed amount grant or Planning grant
- Individuals whose activity is entirely included in the grant recipient's indirect cost rate or cost allocation plan

Required Check Components

- ✓ National Sex Offender Public Website
- ✓ State of Service
- ✓ State of Residence (if applicable)
- ✓ FBI Fingerprint Check

Determining State of Residence

The state where a candidate “resides” is the location the individual identifies as their place of residence at the moment in time they applied to serve or work.



2 Methods for Running Compliant Checks

AmeriCorps-Approved Vendors:

- Truescreen: NSOPW & State Checks
- Fieldprint: FBI Fingerprint Check



OR

- NSOPW.gov
- Approved State Repositories

SEARCH NSOPW

Search sex offender registries for all 50 states, The District of Columbia, U.S. Territories, and Indian Country.

Advanced Search

Resources for Running Compliant Checks

Truescreen/Fieldprint Manual

State Repository Manual

Required NSCHC e-Course

State Commission



Name-Based Checks

“AmeriCorps expects that grant recipient staff will undertake reasonable due diligence to determine the current first and last name to conduct name-based checks.”

Determining Eligibility & Adjudicating Results



Documentation



Criminal Record Verification			
Date:	2016-12-08		
Request #:	259475		
Applicant	Mark		
Birth Date:	1967-05-25	Gender:	Male
Client:	ProScreening	Contact:	888-350-7681
		Email:	
Results:	CLEARED		
<p>Based solely on the name(s) and date of birth provided, a search of the National Criminal Records repository maintained by the RCMP did not identify any records for a person with the name(s) and date of birth of the applicant. Positive identification that a criminal record may or may not exist at the National Criminal Records repository can only be confirmed by fingerprint comparison. Not all offences are reported to the National Criminal Records repository. A local indices check may or may not reveal criminal record convictions that have not been reported to the National Criminal Records repository.</p> <p>Please note: this information is provided based on the identification information provided by the applicant. If there is any dispute between the information provided by TRITON and the claims of the applicant, fingerprint comparison may be required, as previously consented in writing by the applicant.</p>			

Consequences of Non-Compliant NSCHCs



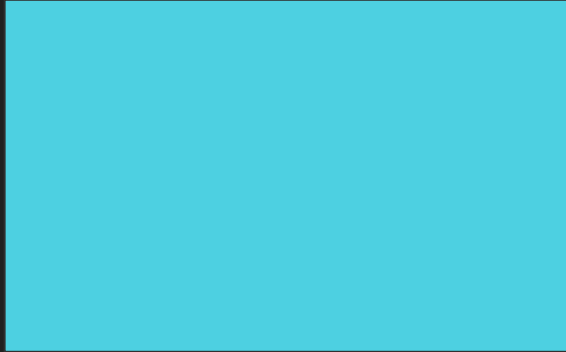
Questions



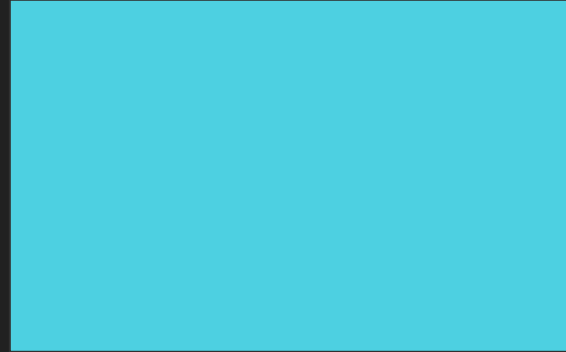
Pop Quiz: True or False

An individual must be a US Citizen to
serve in an AmeriCorps program

TRUE



FALSE



Pop Quiz: True or False

All AmeriCorps members must comply with National Service Criminal History Check requirements

TRUE



FALSE



Pop Quiz: True or False

If a candidate applies from out-of-state, the program must run two state background checks

TRUE



FALSE



Pop Quiz: True or False

AmeriCorps only has 4 NSCHC criteria that would disqualify an applicant from serving

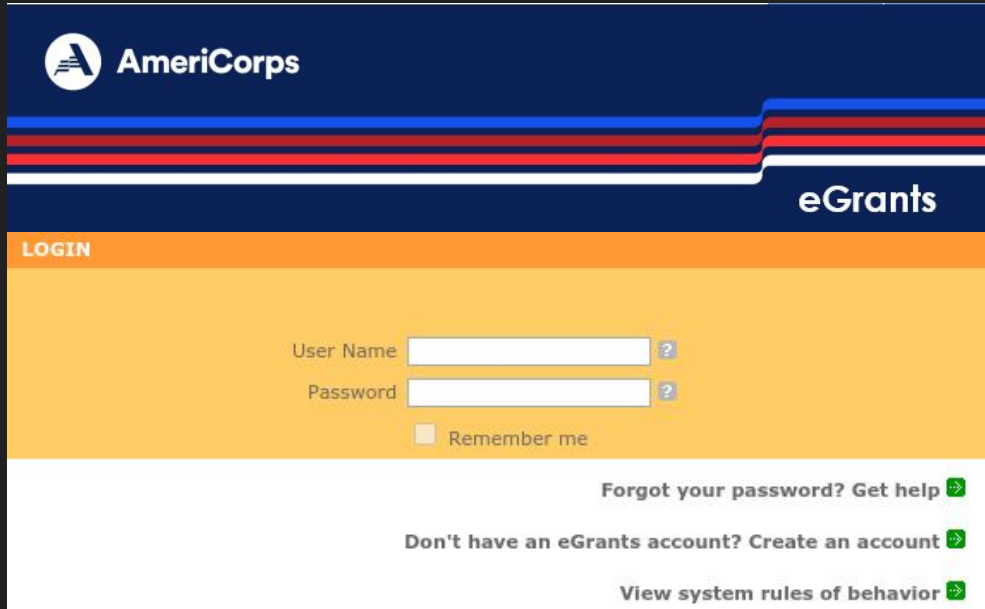
TRUE




FALSE



Member Enrollment



The image shows the login page for the AmeriCorps eGrants system. At the top left is the AmeriCorps logo, which consists of a stylized 'A' inside a circle. To the right of the logo is the text 'AmeriCorps'. Below this is a decorative header with horizontal stripes in blue, red, and white. On the right side of this header is the word 'eGrants'. Below the header is a yellow section with the word 'LOGIN' in the top left corner. In the center of this section are two input fields: 'User Name' and 'Password', each with a small question mark icon to its right. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the page, on a white background, are three links: 'Forgot your password? Get help' with a right-pointing arrow, 'Don't have an eGrants account? Create an account' with a right-pointing arrow, and 'View system rules of behavior' with a right-pointing arrow.

 **AmeriCorps**

eGrants

LOGIN

User Name ?

Password ?

Remember me

Forgot your password? Get help →

Don't have an eGrants account? Create an account →

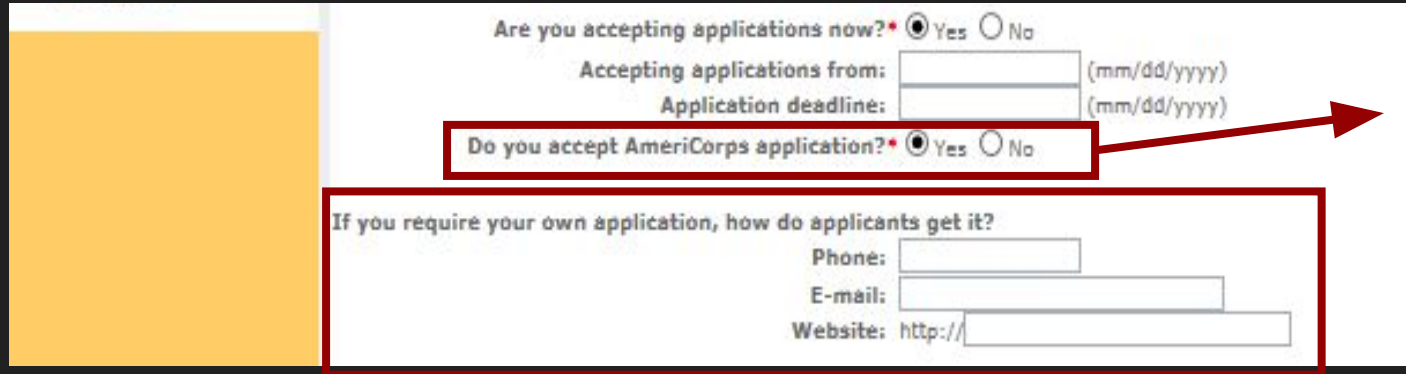
View system rules of behavior →

Opportunity Listings in eGrants

The screenshot displays the eGrants web interface. At the top, the 'eGRANTS' logo is visible. Below it, a navigation bar includes 'Welcome Alyson' and 'Recruitment Workbasket'. A sidebar on the left contains various menu items such as 'Portal Home', 'Trainee Profile', and 'Recruitment Workbasket'. The main content area features two tabs: 'Pending Applications' and 'Service Opportunities'. Below the 'Service Opportunities' tab, there is a link for 'Create Opportunity Listing' with an arrow pointing to it. A callout box on the right side of the screen contains the text 'Click on Create Opportunity Listing' with an arrow pointing to the 'Create Opportunity Listing' link.

ID	Name	Type	Start Date	Location	Status	
568	City Year Rhode Island (Mid-Year)	SN	01/03/2008	Providence	Denied	view/edit
2426	Hands On New Orleans	VISTA	11/12/2007	New Orleans	Approved	view/edit
2430	GCCC MLK	VISTA	11/15/2007	Gulfport	Approved	view/edit
458	Mid-Year positions (Jan. 08) - City Year San Jose	SN	01/15/2008	San Jose	Approved	view/edit
489	City Year Boston - Volunteer Engagement	SN	08/30/2007	Boston	Approved	view/edit
575	City Year San Antonio	SN	08/30/2007	San Antonio	Approved	view/edit
2432	Hands On Gulf Coast Special Projects Coordinator	VISTA	11/12/2007	Biloxi	Approved	view/edit

Candidate Application Methods



Are you accepting applications now?* Yes No

Accepting applications from: (mm/dd/yyyy)

Application deadline: (mm/dd/yyyy)

Do you accept AmeriCorps application?* Yes No

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

Phone:

E-mail:

Website: http://

The form contains several red annotations: a red box around the 'Do you accept AmeriCorps application?' question, a red arrow pointing from this box to the right, and another red box around the 'If you require your own application...' section with a red arrow pointing downwards.

Program can allow individuals to apply via My AmeriCorps

Programs may also opt for members to apply outside of MyAmeriCorps

Service Locations in eGrants

Welcome Sarah

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

Program Information

Program: [Redacted]

Program Info

Service Location Info

View Service Locations

Service Location Results

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

Results 1 Through 10 1 | 2 | 3 | 4 [Next](#) [Last](#)

Your search returned 32 results.

Name	City	State	Zip
[Redacted]	PHILADELPHIA	PA	19125 -3321
[Redacted]	PHILADELPHIA	PA	19132 -1834
[Redacted]	PHILADELPHIA	PA	19128 -3824
[Redacted]	PHILADELPHIA	PA	19121 -1801
[Redacted]	PHILADELPHIA	PA	19145 -4816
[Redacted]	PHILADELPHIA	PA	19142 -1638
[Redacted]	PHILADELPHIA	PA	19140 -2302
[Redacted]	PHILADELPHIA	PA	19140 -2725
[Redacted]	PHILADELPHIA	PA	19143 -5012
[Redacted]	PHILADELPHIA	PA	19128 -3794

[create](#)

Click to create new service locations

Selecting MyAmeriCorps Applicants

Basic Information	Motivational Statement	Skills & Experience	Education	Community Service	Criminal History Questionnaire	Demographic Information	References	Selection
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To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (*) denotes a required field. To reject an applicant, you may just click "reject."

*** Overall recommendation**

The above-listed applicant is selected for service with this AmeriCorps program.

The above-listed applicant is rejected for service with this AmeriCorps program.

* I certify that before this individual is enrolled to serve as an AmeriCorps member with our organization, eligibility documentation for this applicant will have been reviewed against the grant requirements and the above listed applicant will be eligible to serve as an AmeriCorps member. When the applicant accepts the service position, the applicant's information provided in this application is automatically sent to the Social Security Administration for verification. If there is an issue with the applicant's information, your organization will receive an email from the Corporation for National and Community Service within three business days of the individual's acceptance requesting additional information. It is your organization's responsibility to follow up with the individual, review this information (documentation for this issue is to be made available in the member's file), and have this information provided to the Corporation before this individual is enrolled.

Inviting External Applicants

eGRANTS

Welcome Sarah

Portal Home

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

Invite Members

Invite Member

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

* First Name:

Middle Name/Initial:

* Last Name:

* Social Security Number: (999999999)

* Verify Social Security Number: (999999999)

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

* E-Mail Address:

* Program Year:

* Program Title:

Service Location:

Member Portion



My AmeriCorps

Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Login
FONT SIZE: Default | Large

Invitation Verification

Invitation Verification

* Last Name:	<input type="text"/>
* Date of Birth:	<input type="text"/> (mm/dd/yyyy)
* SSN:	<input type="text"/> eg. 123456789
* E-mail:	<input type="text"/>
Please complete all required fields. An asterisk (*) denotes a required field. By clicking on "login" you are agreeing to the terms and conditions outlined below.	
<input type="submit" value="submit"/>	



Enrollment Form

[Click here for help.](#)

Thank you for verifying your invitation. Please complete your enrollment information below.

Invitation Information

First Name: Jim
Middle Name: John
Last Name: Stone
SSN: ***-**-1999
Date of Birth: 04/04/1944
E-Mail: jstone@cns.gov

Enrollment Information

* Permanent Address Line 1:

Permanent Address Line 2:

* Permanent City:

* State:

* Permanent Zip:

* Permanent Zip Plus:

Permanent Home Phone:

Permanent Work Phone:

To use your mailing address as your permanent address [click here](#)

* Mailing Address Line 1:

Mailing Address Line 2:

* Mailing City:

* Mailing State:

* Mailing Zip Code:

* Mailing Zip Plus:

Mailing Home Phone:

Mailing Work Phone:

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

* Sex:

* Citizenship Status:

*Citizens of the US include persons born in Puerto Rico, Guam, the US Virgin Islands, and the Northern Mariana Islands. Nationals of the US include persons born in America Samoa, including Swains Island.

*Generally, you are a Lawful Permanent Resident Alien of the US if you are a US permanent resident with (i) a Permanent Resident Card, INS Form I-551; (ii) an Allen Registration Receipt Card, INS Form I-551; (iii) a passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence, or (iv) an I-94 indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

NOTE: A student visa does not confer eligibility to enroll in an AmeriCorps program.

** You are an asylee if you have a Form I-94 with asylum granted stamp, form I-766 with Category "A5", "ADS", or "A-5"; or an Order of the Immigration Judge granting asylum.

* What is the highest level of education you have completed?:

All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award.

- I am a veteran
- I am an active duty member of the U.S. Armed Forces
- I am a member of the National Guard or Reserve Component
- I am an immediate family member of a veteran

* What is your military, veteran, or family status?

SSN and Citizenship Verification

Example of a verified applicant

SSN Status: Verified - 07/20/2017
Citizenship Status: Verified - 07/20/2017

Example of an applicant who requires manual verification

SSN Status: Verified - 02/05/2019
Citizenship Status: Returned

Manual Verification Required

1. The grantee administrator SHOULD receive an email notification to submit additional documentation via Secure File Transfer for manual verification of the applicant's citizenship or Social Security Number
2. To submit documentation, the program must request a secure file link from the AmeriCorps Hotline (detail on next slide)
3. Program submits additional documentation (refer to 45 CFR 2522.200 for documentation guidance)

Requesting a Secure File Link

Go to webform:
<https://questions.americorps.gov/app/ask> to request helpdesk ticket(s).

Request a secure file link by completing the form

Submit a question to our support team.

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

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

Top 5 Answers

[What is FEMA Corps?](#)

[How are applications submitted and what are the requirements?](#)

[How do I submit a grant application?](#)

[How do I submit a paper application?](#)

[Are we required to submit our application via the on-line eGrants system?](#)

General Question

Do not include Social Security Number or Date of Birth.

First Name *

Last Name *
Email Address *
Subject *
Question *

Attach Documents

 No file chosen

Announcements

Hours of Operations:

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

Monday through Thursday: 9:00 a.m. to 7:00 p.m. EST. Friday: Closed

The hotline is closed on all federal holidays.
The AmeriCorps Hotline can provide answers for:

General Inquiries:

- About AmeriCorps
- All AmeriCorps programs
- All AmeriCorps Seniors programs
- All Learn & Serve programs

System issues:

- eGrants system
- My AmeriCorps Portal

Program specific inquiries:

- Applicant, Candidate, Member, and Alumni questions
- Non-profit Organizations and Grantee questions
- Education Award questions and issues
- Recruitment questions
- Peer Reviewer questions

Tip for Self Service

You may be able to quickly find the information you need by selecting "Advanced Search" in the [Answer search](#) box. You can also submit the details of your issue using the [Ask A Question](#) page. You can attach screen prints to help with quicker troubleshooting on system issues.

Tell Us About Your Experience

Your Opinion is Valued! Please [Provide Feedback](#).

Manual Verification Outcomes

Verification Status Types:

Open: individual has been invited to participate in a program but has not yet created/updated and saved their My AmeriCorps Portal Profile

Pending: individual's name, SSN, and DOB have been sent to SSA for verification and are awaiting results

Verified: individual's SSN/citizenship eligibility has been automatically verified by SSA

Manual Verification Outcomes

Verification Status Types:

Returned: individual was not verified automatically by SSA; document submission is required to prove eligibility

Manually Verified: individual's SSN/citizenship eligibility has been verified by AmeriCorps based on submitted documentation

Cannot be Verified: individual has been proven not to be eligible with respect to SSN or citizenship.

Manual Verification Confirmation

SSN, Citizenship, and Criminal History Verification

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

SSN Status: Verified - 11/06/2020

Citizenship Status: Verified - 11/06/2020

- ✓ Check the applicant SSN and Citizenship status in eGrants- the applicant must be 'Verified' or 'Manually Verified' to continue
- ✓ eGrants will not allow you to enter an applicant's start date that is earlier than the verification dates

NSCHC Certification

ip Status: Verified - 11/06/2020

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal.

Certification: 04/06/2021

04/06/2021

click "save information" after entering the date in this section.

Member Information

Member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member certifications should be certified within 8 days of the member's start date.

* Start Date:

* Program Year: 2020

* Program Title:

Service Location:

* Slot Type:

I, , certify this form as of 04/08/2021.

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

cancel save information enroll member

The screenshot shows a web form for NSCHC Certification. It includes a status bar at the top, a certification date field (04/06/2021), a section for member information with various dropdown and text fields, a certification statement with a date field (04/08/2021), and a footer with three buttons: 'cancel', 'save information', and 'enroll member'. Three red arrows point to the certification date field, the certification statement, and the 'enroll member' button.

If applicant is 18 or older, enter the date the NSCHC was completed and adjudicated.

This must be at least one day BEFORE the member's start date

Completing Individual Member Enrollment Form

- ✓ Confirm SSN/Citizenship are in "Verified" or "Manually Verified" status

- ✓ Complete the placement information

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

SSN Status: Verified - 11/06/2020
Citizenship Status: Verified - 11/06/2020

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal.

NSCHC Certification: 04/06/2021

* Please click "save information" after entering the date in this section.

Placement Information

A member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member enrollments should be certified within 8 days of the member's start date.

* Start Date: [Date Picker]
* Program Year: 2020 [Dropdown]
* Program Title: [Dropdown]
Service Location: [Dropdown]
* Slot Type: [Dropdown]

* I, [Name], certify this form as of 04/06/2021.

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

cancel save information enroll member

Confirm the NSCHC Certification date is at least one day BEFORE the member's start date

- ✓ Check the certification box
- ✓ Once all information has been entered correctly, the "enroll member" button will become active

Saving Information in the Enrollment Fields

The screenshot shows a web application interface. On the left is a navigation menu with items like 'Welcome Sarah', 'Portal Home', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Invite Members', 'SSN & Citizenship Status', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', and 'S&N Reports'. The main content area is titled 'Workbasket' and contains a notification box with the text: 'Please note: The information for the first section of the member enrollment has been saved successfully. To complete the enrollment please choose the member from the Pending Enrollments workbasket.' Below the notification are several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments' (which is selected), 'Group Enrollments', 'Status Change Requests', and 'Pending Exits'. Under the 'Pending Enrollments' tab, there is a link 'Click here for help.', the text 'Results 1 Through 10', and a pagination control '1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Last'. Below the pagination, it says 'Your search returned 96 results.' At the bottom, a table header is visible with columns: 'Name', 'Program', 'Program Year', 'Role', 'Date Submitted', 'Request Type', and 'Member Enrollment Status'.

As mentioned, you can enter information ahead of time (except for start date and slot type).

Group Enrollment

Same information needed as in the individual enrollment but you may enter information for up to 20 individuals at a time and enroll them simultaneously.

Welcome Sharon

Workbasket

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Pending Applications

Pending Invitations

Pending Enrollments

Group Enrollments

Status Change Requests

Pending Exits

Program Year: 2020

Program Code: [REDACTED]

Program Title: [REDACTED]

Slot Type: [REDACTED]

[Click here for help.](#)

Results 1 through 3

Your search returned 3 results.

Name	NSCHC Certification	Select to Enroll	Service Location	Start Date
Shannon [REDACTED]	<input type="text"/>	<input type="checkbox"/>	Select [REDACTED]	03/01/2021
Annabelle [REDACTED]	<input type="text"/>	<input type="checkbox"/>	Select [REDACTED]	<input type="text"/>
Samantha [REDACTED]	<input type="text"/>	<input type="checkbox"/>	Select [REDACTED]	<input type="text"/>

Please click "save information" after entering the date on or before which all required checks were completed and adjudicated (required for individuals 18 years and older).

* I, [REDACTED], certify this form as of 04/07/2021

save information enroll

Enrollment Timeframe

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
10	11	12	12	14	15	16
DAY 7	DAY 8					
17	18	19	20	21	22	23

Potential Enrollment Delays

SSN and Citizenship Verification (if returned)

NSCHC delays or additional steps

Partial Education Award Acknowledgement

Previous Service (still enrolled)

Questions



Webinar Topics Covered

- Planning Grant Overview & AmeriCorps 101
- Theory of Change & Logic Model
- Program Design & Staffing
- Member Recruitment & Management
- Program and Fiscal Policies and Procedures

Upcoming Webinars

- November 4 (3-5 pm CT) | [AmeriCorps Budgets and Fiscal Management of an AmeriCorps Program](#)
- November 18 (3-4 pm CT) | [Performance Measures](#)