Purpose: This checklist serves as the guide for reviewing member files. The documentation in each file must be reviewed against the items on the checklist.

Instructions: The program associate completes the checklist during the review of the member file (one checklist for each member). Fill in the *reviewed by*, *member name, term of service, date completed,* *program name, program year,* and sections of the first table. For each item listed under “Member File Documentation,” check that the document has the necessary components, and record findings in the “Yes,” “No,” or “N/A” column as appropriate. All documents are required unless noted otherwise with an asterisk\* and the words “as applicable.”

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| --- | --- |
| Reviewed By: | Date of Review: |
| Member Name: | Program Name: |
| Term of Service:  FTHTRHTQTMT | Program Year: |
| Member Start Date: | Member End Date: |
| **Member File Documentation** | **Yes** | **No** | **N/A** |
| **1. Member application** |  |  |  |
| **2. Member Enrollment (CV Use)*** Was the member enrolled in My AmeriCorps Portal within 30 days?
* If no, \_\_\_\_\_\_\_\_\_\_\_\_\_ days
 |  |  |  |
| **3. Proof of age** |  |  |  |
| **4. Parental consent form\*** (If member is under 18)* Member signature and date
* Legal guardian signature and date
 |  |  |  |
| **5. Documentation of citizenship/naturalization/resident alien status**Primary documentation of status as a US citizen or national. *One of the following forms of documentation is acceptable. Check the item on file:** A birth certificate plus Photo ID showing the individual was born within the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands
* A United States passport (unexpired)
* A report of birth abroad of a US Citizen (FS-240) issued by the State Department
* A certificate of birth-foreign service (FS-545) issued by the State Department
* A certificate of naturalization (Form N-550 or N-570) issued by the INS, plus Photo ID
* A certificate of citizenship (Form N-560 or N-561) issued by the INS, plus photo ID

**-OR-**Primary documentation of status as a lawful permanent resident of the US. *One of the following forms of documentation is acceptable. Check the item on file:** Permanent resident card, INS form I-551
* Alien Registration Receipt Card, INS form I-551
* A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. Note: Foreign passport with temporary I-551 stamp okay but follow-up check for actual I-551 when received (check expiration date on stamp)
* A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.
* Application for Replacement Alien Registration Receipt Card I-90. Check that application is for alien registration receipt card and not some other temporary or conditional status - follow-up check necessary for actual I-551 when received

**-IF-*** If one of the ten types of documentation listed above is not present, has the program obtained written approval from the Corporation that other documentation is sufficient to demonstrate the individual’s status as US citizen, US national, or lawful permanent resident alien?
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| **6. Emergency notification form**  |  |  |  |
| **7. Criminal background check verification form must be include:*** State Criminal Registry check for California (Date the check was initiated and date the person cleared)
* *Non-resident of California:* Additional State Criminal Registry check for the person’s State of Residence (Date the check was initiated and date the person cleared)
* FBI Criminal History check (Date the check was initiated and date the person cleared)
* National Sex Offender Public Registry check (Date the check was conducted)
* Certifying signature and date

**-ALSO-*** Included is a copy of the National Sex Offender Public Registry Check results in the form of a screen shot/webpage printout (including the date the check was conducted) *See Page 3 for an example.*
* Actual results for State Criminal Registry and FBI Criminal History checks are not included in the member file
 |  |  |  |
| **8. Publicity release form** (if member is under 18, form must be signed by parent/legal guardian)* Member signature and date
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| **9. High school diploma/GED documentation must state the following:*** The member has earned a diploma or high school equivalency (required by the Serve America Act for all tutoring programs starting after Oct. 1, 2009)

**-OR-*** + If the member has not earned a diploma or high school equivalency, the member signed a statement affirming that s/he has not dropped out of elementary or secondary school to enroll as an AmeriCorps participant, and will obtain a high school diploma or equivalency before using the education award
 |  |  |  |
| **10. Member contract must contain:*** Minimum number of service hours and other requirements necessary to successfully complete the term of service and to be eligible for the education award
* Member start and end dates for contracted term of service, not to fall outside of the program start and end dates.
* Distribution of living allowance (if applicable)
* The amount of the education award the individual may receive upon successful completion of the terms of service
* Acceptable conduct
* Prohibited activities, including those specified in the regulations
* Requirements under the Drug-Free Workplace Act
* Suspension and termination rules
* The specific circumstances under which a member may be released for “cause”
* The specific circumstances under which a member may be released for “compelling personal circumstance”
* The position description
* Program grievance procedure
* Member signature and date
* Program Manager signature and date
 |  |  |  |
| **11. Timesheets must include:*** Service hours
* Training hours
* Fundraising hours (as applicable)
* Lunch/breaks are accounted for (as applicable)
* Member signature and date
* Supervisor signature and date
 |  |  |  |
| **12. Tax documents*** + W-4 form to document tax withholdings

**-OR-*** + W-2 form
 |  |  |  |
| **13. Benefits Form** – **Full-Time and Part-Time members serving in Full-Time capacity ONLY.**  Health Care **🗆** Accepted - or - **🗆** Declined - or - **🗆** Not Applicable  Child Care **🗆** Accepted - or - **🗆** Declined - or - **🗆** Not Applicable**🗆** Signature and Date |  |  |  |
| **14. Mid-term performance review** – **Full-Time and Part-Time members ONLY.**  |  |  |  |
| **15. End of term performance review** |  |  |  |
| **16. Member Exit (CV Use)*** Was the member exited in My AmeriCorps Portal within 30 days?
* If no, \_\_\_\_\_\_\_\_\_\_\_\_\_ days
 |  |  |  |
| **17. Member discipline documentation** (if applicable) |  |  |  |
| **18. Documentation of Compelling Personal Circumstances** (if applicable)* Pro-rated education award is documented by compelling personal circumstances that falls within the parameters identified in the AmeriCorps Regulations for the relevant program year
 |  |  |  |
| **19. Change of Status Form** (if applicable)* Does enrollment form and exit form for each individual reflect the same term of service?
* If not, is there an approved change of status form in the file that reflects the appropriate conversion?
* Was the conversion made within the first three months of the member’s term? If not, is there evidence of grantee and Corporation approval?
* Was the form submitted to the Corporation within 30 days?
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