**2023-2024 AmeriCorps Member File Checklist**

All Members must have the following items in their file. MCSC and CNCS staff may request these documents at any time.

|  |  |  |
| --- | --- | --- |
| **1.** | Member’s name: |  |
| **2.** | Start date: |  |

**Member application, enrollment form, and service agreement**

☐ AmeriCorps application

☐ Member Service Agreement (must be signed and dated by the Member prior to first day of service)

☐ Member position description (may be included in the Member Service Agreement)

☐ Member enrollment certification (printout from eGrants)

**Proof of Education**

☐ File includes either:

-copy of Diploma/GED,

-copy of Certification of Completion (persons with disabilities),

-self-identification on the Member application, or -a statement that the Member agrees to earn a GED or diploma before they can utilize their education award

**PROOF OF AGE AND CITIZENSHIP**

☐ Written parental consent (if Member is 17)

☐ Citizenship and SSN verification from eGrants (printout from eGrants)

☐ If additional documentation was requested from eGrants to verify citizenship or SSN, are those documents in the file?

☐ Photo ID that includes the Member’s photo, residency, and birth date

**Criminal History Checks**

☐ MCSC Criminal History Check Authorization and Results Form completed and in file

☐ Missouri State Highway Patrol (MSHP) clearance form (required for programs that use MSHP as a repository)

☐ National Sex Offender Registry Check (all states/territories included in the check with a date prior to service start)

* If the National Sex Offender Registry Check returns hits, has the program noted that the hits were not the Member?

☐ FBI fingerprint check (results dated prior to service start)

☐ Missouri state check (results dated prior to service start)

☐ Other state check (if Member’s state of residency is not Missouri and the Member is not a full time student at a Missouri college/university)

(results dated prior to service start)

☐ Are all hits adjudicated? (documentation should be present that shows the programmed reviewed all hits prior to service start)

**Benefits**

☐ Health insurance documentation or waiver (if Member is full time)

☐ Enrollment in child care documentation (if Member is eligible)

**TAXES AND WITHHOLDINGS**

☐ Federal W-4 form

☐ State W-4 form

☐ W-2 form

**CERTIFICATION OF TRAINING**

☐ Certification On3Learn training

☐ Certification of first aid training

☐ Certification of CPR training

☐ Certification of disaster response training

☐ Certification of Sexual harassment, non-discrimination, and anti-bullying training

☐ Certification of Citizenship training

**Performance Reviews**

☐ Midterm evaluation includes hours completed, notes on the Members track to completion, etc. (if applicable)

☐ End-of-term evaluation includes hours completed, notes on completed assignments, etc. (if applicable)

**Member Exits**

☐ Member exit form (printout from eGrants)

☐ Change of Status/ Early Exit Request Form (if applicable)

☐ Documentation of compelling personal circumstances exit (if applicable)