

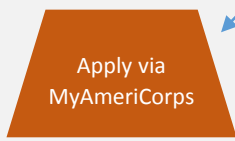
# Phase 1

- Essential prior to enrollment:**
- Set up operating sites/service locations in eGrants
  - Submit Service Opportunity Listing in MyAmeriCorps



**Key**

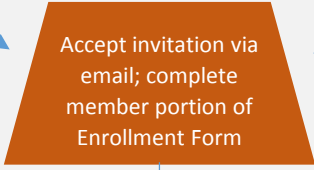
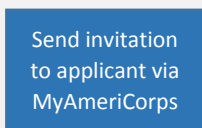
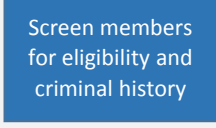
- = CNCS
- = Program Staff
- = Member Applicant
- = Social Security Administration



# Phase 2



**Required NSCHCs:** NSOPW check and initiation of State and FBI checks

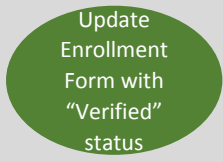


**Note:** Members who previously served in AmeriCorps must ensure that they are exited from their previous program in MyAmeriCorps

# Phase 3



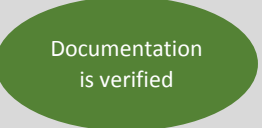
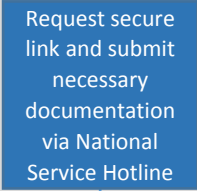
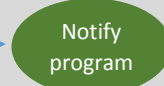
If verified automatically:



If **not** verified automatically:



Account for additional time to gather/submit documentation



# In eGrants

- Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

**Note:** Members who previously received the equivalent of 2 full time education awards, or will exceed 2 full time awards with the new term, will need to acknowledge partial or no education award prior to enrollment

**Important:** Criminal history checks must be certified by checking the boxes **on** or **before** member's start date

Member Start Date



***ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date***