



Serve Washington New Program Orientation June 14, 2019

Objectives: New subgrantees will:

- understand program administration, compliance expectations and requirements to effectively administer high quality national service programs; and
- develop relationships within the national service network and identify resources to aid their work.

09:15 am	Arrive/Settle	
09:30 am	Welcome and Introductions	Amber
09:45 am	Program Handbook Chapters 1 & 2 <i>*Where can all this be found!?</i> <ul style="list-style-type: none"> • Introduction to Handbook and New Program Checklist • Online Subgrantee Resources* • Laws, Regulations, Terms & Conditions • National Service and Washington State • Serve Washington Portfolio • Training, Events, and Special Initiatives 	Robyn
10:45 am	Program Handbook Chapter 3 <i>*What systems do I need now!?</i> <ul style="list-style-type: none"> • Policies and Procedures • Prohibited/Allowable Activities • Member Position Descriptions* • Member Eligibility* • Member Recruitment* • National Service Criminal History Checks* • Member Service Agreement* • Member Benefits* • Timekeeping* • Affiliation with AmeriCorps 	Robyn
12:15 pm	Lunch and Introduction to Serve WA Staff	Mary Denise Paula

01:15 pm	<p>Program Handbook Chapter 4</p> <p><i>*What systems do I need next!? Oh, and it looks like I have eGrants access to my new award!</i></p> <ul style="list-style-type: none"> • Online Member Management/eGrants Tutorials* • Member Files* • Pre-Enrollment/Flow Chart* • 8-Day Enrollment Policy* • 30-Day Exit Policy • Service Locations* • Member Supervision* • Member Orientation/Training* • Member Performance Reviews • Records Retention 	Robyn
02:00 pm	<p>Common Pitfalls</p> <p><i>How do I avoid cost disallowances and unforeseen harm to members? What have you experienced with other streams of service or funders?</i></p> <ul style="list-style-type: none"> • Ineligible Staff/Members • Late/Non-Compliant Criminal History Checks • Late Enrollment • Performing Prohibited Activities • Failure to Track Staff/Member Hours • Inaccurate Living Allowances • Inaccurate/Ineligible Expenses Charge to Grant • Under Matched 	Robyn
02:30 pm	<p>Program Handbook Chapters 5 & 6</p> <p><i>How does Serve WA approach compliance?</i></p> <ul style="list-style-type: none"> • Prevention, Detection, Enforcement • Reporting Requirements • Monitoring 	Robyn
03:00 pm	<p>Theory of Change, Logic Model, Performance Measurement, and Evaluation</p>	Laura
03:15 pm	<p>Questions?</p> <p><i>Wait, where did you say I can find all this!?</i> <i>Remember! Fiscal orientation will occur via webinar on July 25, 10:30-12:30.</i></p>	Robyn Bruce
03:30 pm	<p>Adjourn</p>	