**AmeriCorps Member File Checklist**

**Basic Information**

|  |  |
| --- | --- |
| Member Name |  |
| Program Year |  |
| Start Date |  |
| End Date |  |
| Service Term | FT (1700hrs) TQT (1200hrs) HT (900hrs)  RHT (675hrs) QT (450hrs) MT (300hrs) |
| Is this a returning Member? | Yes No |
| If yes, previous term(s) |  |

# Eligibility and Enrollment

|  |  |  |
| --- | --- | --- |
|  | Government-Issued Identification | Document: |
|  | Proof of Citizenship/Eligibility | Document: |
|  | Proof of Age | Document: |
|  | Parental Consent Form (if app) | Date: |
|  | NSCHC – NSOPW | Date of Adjudication: |
|  | NSCHC – State Of Service (WA) | Date of Adjudication: |
|  | NSCHC – State of Residence (if app) | Date of Adjudication: |
|  | NSCHC – FBI Check | Date of Adjudication: |
|  | Member Invited/Selected | Date: |
|  | eGrants Member Portions Completed | Date: |
|  | Program Certifies NSCHC in eGrants | Date: |
|  | Citizenship/Eligibility Verified in eGrants | Date: |
|  | SSN Verified in eGrants | Date: |
|  | eGrants Program Portions Completed | Date: |
|  | Enrollment Finalized in eGrants | Date: |

|  |  |  |
| --- | --- | --- |
| eGrants Start Date: |  | These three official dates must match. The official start date in eGrants is the primary system of record that all other dates must align with. |
| MSA Start Date: |  |
| Date of First Hours: |  |

# Other Paperwork

|  |  |  |
| --- | --- | --- |
|  | Application Materials |  |
|  | W-4 |  |
|  | Signed Member Service Agreement |  |
|  | Position Description |  |
|  | Media Release |  |
|  | Health Insurance Enrollment/Waiver |  |
|  | Performance Review(s) |  |
|  | Signed Timesheets |  |
|  | Documentation of CPC Exit (if app) |  |
|  | Serve WA End of Term Addendum |  |