



Serve Washington

Changing Communities. Changing Lives.

Planning Grants – Policies/Procedures and Volunteers

March 18 – 10:00AM

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What are you looking forward to this spring?

Announcement!

NEW AmeriCorps NSCHC Rule

Effective Date: May 1, 2021

*Discussing Changes Today &
Uploading New Rule to PG Site*



Learning To Date

Previous Content

- Quarter 1 Content
- Quarter 2 Content
- Member/Site Systems – Files/Enroll/Exit/Slots/Performance

Today's Agenda

- **Policies/Procedures**
- **Volunteer Plan**

Next Up (*April 15*)

- AmeriCorps Events/Initiatives/Marketing/Branding



Quarterly Questions

- *Are position descriptions free of prohibited activities and perception of “other duties?”*
- *Will the member service agreement be signed on or before the first day of service?*
- *Is the time tracking system paper or electronic? If electronic, does it meet CNCS requirements?*
- ***Will members be allowed to teleservice? Does the teleservice policy meet CNCS requirements?***
- ***Does the program have a criminal history check policy that meets CNCS requirements?***
- ***Is volunteer engagement a primary program aspect for long-term sustainability or a secondary program aspect for additional reach/capacity? What activities will volunteers be engaged in?***
- ***How does this new knowledge change the budget/match in order to run a successful program?***



Policies/Procedures

- **National Service Criminal History Check**
- **Member Teleservice**

- Non-Discrimination
- Prohibited Activities
- Reasonable Accommodation
- Drug-free Workplace
- Grievance procedures
- Breach of Personally Identifiable Information (PII)
- AmeriCorps member safety “safeguards”
- Site selection criteria and process
- Recordkeeping
- Member eligibility documentation
- Member leave
- Member selection, evaluation, and termination
- Standards of member conduct, attendance requirements, and dress codes
- Requirements of sites for progress reporting, raising and documenting match and promoting AmeriCorps identity



NSCHC Policy/Procedure

- Required CNCS E-Course Training – Annual
 - <https://www.nationalservice.gov/reqCHCtraining>
 - *CNCS/AmeriCorps will need to update*
- Use Truescreen (NSOPW, State of Service, State of Residence)
- Use FieldPrint (FBI)
 - <https://www.nationalservice.gov/documents/2018/nschc-using-fieldprint-and-truescreen-manual>
 - *No changes here, still applicable*
- Write a DETAILED policy and procedure step by step.
 - Serve WA NSCHC P&P Checklist – *updating*
 - *Checklist not needed to get started*



NSCHC NEW Rule

What's different from our initial training?

The new rule attempts to clarify, simplify, and streamline the complexity of the statute...

- ALL covered positions now require ALL checks (level of access no longer defined):
 - NSOPW
 - State of Service (WA)
 - State of Residence (out-of-state, if applicable)
 - FBI
- ALL checks must be adjudicated BEFORE work/service (no use of initiation or accompaniment)
- Break in Service Extended to 180 days (was 120 days)



NSCHC Policy/Procedure

Basic steps:

Remember, you must conduct and complete (fully adjudicate) all checks **before** covered individuals (members and staff) begin service or employment.

- Verify identity through government-issued photo identification
- Get written consent
- Document candidate's understanding that position is contingent on eligibility determined by the results of the NSCHC
- Complete NSOPW, State of Service (WA), State of Residence (out-of-state if applicable), **and** FBI
- Select sources; Serve WA requires the use of Truescreen and Fieldprint (or obtain a waiver for different process)
- Adjudicate ALL checks before candidate begins service or employment



NSCHC Policy/Procedure

Other details to consider:

- Define “covered” positions
 - All members
 - Which staff positions? Check the budget! Must include at minimum staff charging time to the grant as direct cost. (Does not apply to indirect staff, unless you choose to.)
- Additional screening/eliminating offenses (if using higher standard than AmeriCorps – murder/sex offense)
- Specific roles, staff positions
- Specific accounts, log-in
- Secure storage
- Retention as grant records



NSCHC Policy/Procedure

Lastly...

If YOU or other staff charging time to planning grant are going to continue charging time to the operational grant...YOU must have all three types of checks on file (or supplement any you don't by the start of the grant)

- NSOPW
- State of Service (WA)
- FBI

Any staff you bring on to run the operational grant should also have all three types of checks on file before employment.



Teleservice Policy/Procedure

- *To teleserve or not to teleserve???*
- Members should generally be providing direct services in the community; not remotely.
- Rare teleservice must include:
 - Written program authorization
 - Expectations of activities to be accomplished
 - Mitigation of time/attendance abuse
 - Some level of valid supervision
 - Verification of hours claimed
- Write a DETAILED policy and procedure step by step.
- How does COVID affect this? Temporary?



Volunteer Plan

- Serve WA Standard...(from the RFGA)

“There is an expectation that all programs engage AmeriCorps members in recruiting and/or managing community volunteers unless there is a significant and compelling justification as to why this is not a feasible part of the AmeriCorps program design. Applicants should keep in mind that AmeriCorps members can engage with volunteers in ways that fall outside of the assigned primary service activity. For example, AmeriCorps members could plan a volunteer event on National Days of Service such as the 9/11 Day of Service and Remembrance and/or the Martin Luther King Jr. (MLK) Day of Service.”

- *Waiver available in rare cases.*



Volunteer Plan

- What will the members' role be in volunteer mobilization, training and/or management?
- What will be the role of volunteers in the program?
- Are volunteers involved on an episodic or ongoing basis?
- How will the program track volunteers and volunteer hours? (Required data reporting.)
 - Ensure volunteer counts are unduplicated.



“Homework”

- *Continue any unfinished objectives from Quarter 1 and 2.*
- *Continue any unfinished objectives; such as, Member/Site Position Descriptions, Member/Site Agreements, Time Tracking Systems, Member File Checklists, and Member Performance Reviews.*
- *Continue budget adjustments as necessary.*
- **Begin developing Policies and Procedures.**
- **Identify Volunteer Plan.**
- ***If applied to RFGA, submit application by March 31.**
- ***Register/Prepare for National Service Regional Training Conference**



Deliverables

- Member Position Description
- Member Service Agreement (Host Site Agreement, if applicable)
- Timesheets/Time Tracking Tools (if electronic, description of system)

Submit to Program Officer anytime through April 30 (end of quarter) for general feedback.

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Highly Suggested Deliverable

- NSCHC Policy/Procedure
- Set Up and Test Truescreen Account
- Set Up and Test Fieldprint Account
- Run Staff Checks (even if duplicative to test the system)

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Closing

Questions?

