



AmeriCorps Washington

PY22-23 Update

July 14 – 8:30am Session

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- Any silver linings “post-pandemic”?

July 13 - Yesterday

8:30am – New Program/Staff Orient
1pm – Emotional Well-Being of BIPOC
3pm – Intro to Data Equity

July 14 - Today

8:30am – Updates/Grant Req
12pm – Social Lunch
1pm – Cost-Reimbursement Orient
3pm – Fixed-Amount Orient

July 15 - Tomorrow

8:30am – Office Hours

fiscal orientations



Welcome!

City Year Seattle

Chelan/Douglas CAC

Civic Spark WA

College Possible WA

College Success Foundation

Common Threads Farm

EarthCorps

iFoster

Port Angeles School District

SeaMar

Serve Tri-Cities

Spokane Service Team

Tacoma Boat Builders

United Way Bent/Frank Co

United Way King Co

Vet Corps

WACAP

WA Conservation Corps

WA Reading Corps

WA Service Corps



(time for reflection)





Message from
Serve Washington
Executive Director
Amber Martin-Jahn



ice BREAKER



AmeriCorps or CNCS?

AmeriCorps is the operating name for the Corporation for National and Community Service also known as CNCS. The dba AmeriCorps is frequently seen and referenced as the primary name for the federal agency; however, much of the statute and regulations still refer to the Corporation or CNCS. AmeriCorps, AmeriCorps the Federal Agency, the Corporation, and CNCS are all interchangeable. Serve WA materials lean towards the use of AmeriCorps or AmeriCorps the Federal Agency depending on context but leaves the Corporation and CNCS when directly quoting or citing a statute/regulation.



PY22-23 Contracts

- Expected Date – MID to LATE JULY
 - Competitive CR: awarded in eGrants, contract in process
 - Competitive Fixed & Formula(s): awaiting eGrants award, contracts to immediately follow
- What's In a Fully Executed Contract?
 - Serve WA State Contract Agreement
 - AmeriCorps Terms and Conditions
 - General Grant/Cooperative Agreement Terms and Conditions
 - Serve WA Special Terms and Conditions
 - OFM General Terms and Conditions
 - Grant Application (Narrative, Performance Measures, Budget)



Terms & Conditions

- Where can I find?
 - [AmeriCorps Terms and Conditions](#)
 - [General Grant/Cooperative Agreement Terms and Conditions](#)
 - [Serve WA Special Terms and Conditions](#)
 - Electronic copy with fully executed contract
- Read in full!
- Are there additional resources?
 - [AmeriCorps](#)
 - [State Subgrantee](#) page and [Manage Your Grant](#) page
 - [Serve WA Subgrantee Resources](#)



Terms & Conditions

FY22 AC *General* Grant and Cooperative Agreement

Terms and Conditions

- Removed link to COVID FAQs
 - Prepare for a “traditional” year
 - Don’t rely on COVID special considerations or special exits
 - Remember, any medical issue may still fall under standard CPC exit



Terms & Conditions

FY22 *AmeriCorps* Terms and Conditions

- US Reservists/National Guard language updated to allow more than two weeks of active duty “credit” on a case-by-case basis, programs should connect with their PO if this occurs
- Moved Evaluation Plan requirements to this document
- Updated due dates
 - Remember! These apply to the prime grant – Commission – subgrantee due dates are then updated in the Serve WA Special T&C



Terms & Conditions

FY22 *Serve WA Special* Terms and Conditions

- Added a section on Staff Time Keeping (this is not a new requirement, just wanted to highlight the importance of demonstrating AmeriCorps and non-AmeriCorps hours on staff time sheets)
- Updated all due dates for basic reporting requirements (we do this every year)
- Reworked reporting requirements for cost-reimbursement grants
 - **Removed Semi-Annual FFRs (Federal Financial Reports)**
 - **Changed the timing and intention of the Program Income Report**
 - **LEARN MORE! Today @ 1pm!**



Terms & Conditions

- **What are some other important topics covered under the CNCS *AmeriCorps* Terms and Conditions?**
 - Recruitment, Selection, Exit
 - Supervision/Support
 - Member Positions
 - Release from Service
 - Living Allowances
 - Taxes
 - Other Benefits
 - Records/Confidentiality
 - Budget Changes
 - Program Changes
 - Report Requirements (dates are for primes – sub dates in Serve WA T&C)
 - Program Income
 - Safety
 - NSCHC Training
 - Fixed Amount Grants



Terms & Conditions

- **What are some other important topics covered under the *Serve WA Special Terms and Conditions*?**
 - Staff Reminders
 - Member Placement Form
 - Member Service Agreement
 - NSCHC Policy/Procedure
 - Accessing Grant Funds/Invoice Process
 - Fixed
 - Cost-Reimbursement
 - Status Reports
 - Semi-Annual Reports
 - Program
 - Fiscal
 - Records Retention
 - Monitoring
 - Events
 - Affiliation/Branding



PY22-23 Deadlines

- **Submit MSA to your PO (10 working days prior to first day of service) for approval.**
 - Update service dates
 - Update education award
 - Update living allowance
- **Submit Service Project/Special Event Request to your PO (10 working days prior to first day of service) for approval.**
 - Identify three days
- **Monthly Invoice Package** – on/before 15th for previous month
- **Status Reports** – 45 day and 90 day (from contract date)
- **Service Project/Special Event Report** – within 10 days after
- **Semi Annual Reports** – April 14 and October 13



PY22-23 Living Allowance

The minimum Full-Time living allowance:

\$16,502

The maximum Full-Time living allowance:

\$33,004

Additionally, new language in the Handbook:

- Pages 30-31
- Applicable and Non-Applicable Taxes
- [Living Wage by County](#) (if of interest)



Litmos

**AmeriCorps Learning Management System
Online Courses and Learning Pathways**





B Break

Policy Reminders – Deep Dive

- Always a Priority!
- Serve WA Checklists
 - AmeriCorps NSCHC P&P Checklist
 - Serve WA NSCHC Documentation Checklist
 - Serve WA Pre-Enrollment/Enrollment Checklist

NATIONAL SERVICE CRIMINAL HISTORY CHECKS

“ON TIME, EVERY TIME”

eGrants Pre-Enrollment/Enrollment

“ON TIME, EVERY TIME”



Criminal History Checks

- Complete and adjudicate NSCHC for:
 - All AmeriCorps Members (18 and over)
 - Staff (paid directly by the grant through federal share or grantee share-match on a cost-reimbursement award)
- When must final adjudication be complete and documented?
 - BEFORE work or service (at minimum one day BEFORE)
- Who is ineligible to work/serve in AmeriCorps?
 - Anyone who refuses to consent to NSCHC
 - Anyone who makes a false statement in connection to NSCHC
 - Anyone who is registered or required to be registered on a sex offender registry
 - Anyone convicted of murder



Criminal History Checks

- WA State Required [Vendors](#):
 - Truescreen
 - NSOPW Check
 - State of Service Check (WA)
 - State of Residence Check (if applying from outside of WA)
 - Fieldprint
 - FBI Check



Truescreen Pitfalls

- **What are some issues with Truescreen?**
 - Timely! Initiate and Adjudicate BEFORE!
 - Request correct NSOPW + Washington in menu
 - Request correct out-of-state (if applicable)
 - Name is spelled EXACTLY as on ID
 - Adjudication in system – review and complete

RUN Truescreen CNCS Monitoring Report Tool!



Fieldprint Pitfalls

- **What are some common issues with Fieldprint?**
 - Timely! Initiate and Adjudicate BEFORE!
 - Location
 - Adjudication in the system -
 - viewing fitness determination in myFitnessDetermination
 - and then selecting pass/fail in myFingerprints
 - ...gotta do both!

RUN Fieldprint CNCS Monitoring Report Tool!



NSCHCs Cost-Disallowance

NATIONAL SERVICE CRIMINAL HISTORY CHECKS **“ON TIME, EVERY TIME”** **and** **ACCURATE**

When using Truescreen/Fieldprint...what noncompliance will cost me?

- **Late**
- **Failure to request NSOPW**
- **Failure to request accurate State of Service/State of Residence**
- **Misspelled Names/Names Don't Match Identification**
- **Staff Overlooked**
- **Failed to Adjudicate – Electronic Vendor Adjudication**
- **Failed to Document – Serve WA Documentation Checklist**



Enrollment

- **Remember**

- Ensure pre-work on selection, eligibility and NSCHC is done prior to starting system
- Give yourself and applicants plenty of time to work through all the steps (about two weeks)
- Watch for auto verification of eligibility, and/or respond to manual verification requests
- Enter the NSCHC “date field” (date can be the date final adjudication was done or the date you are in the system to certify, but must be before start date)
- Hit the final enrollment button within 8 days of start date
- Use the Serve WA Pre-Enroll/Enrollment checklist to ensure accuracy



Pre-Enroll/Enroll Pitfalls

- **What are some common issues with enrollment?**
 - Poking applicants to complete their portion
 - Programs forgetting to certify NSCHC date field
 - Watching auto verification of eligibility (and submitting to AmeriCorps when returned for manual verification)
 - Allowing members to start/collect hours before pre-enrollment is complete
 - Forgetting to complete final enrollment button once members start (within 8 days)





Member Assistance Program

- **MAP (Member Assistance Program) – Premium Package**

<https://www.statecommissions.org/americorps-member-assistance-program>

- 24/7 toll-free telephonic access to mental health services
- Master's degree level counselors
- Mobile app with resources and scheduling access
- Text/chat/video options for counseling
- **3 face-to-face counseling sessions**
- Financial and Legal consultation assistance
- Life coaching
- Group counseling (extra program fee)



Closing

- Swearing-In Ceremony: Virtual Experience, Time TBD
 - October 21, 2022
- PY22-23 Quarterly Webinars: Thursdays, 10-11:30am
 - October 27, 2022
 - January 26, 2023
 - April 27, 2023
- PY23-24 Subgrantee Meeting: Wed/Thurs/Fri, Full Days
 - July 12-14, 2023
 - Hold all dates



Questions

Serve WA AmeriCorps Team:

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“Office Hours”
Tomorrow
8:30am





B Break