



eGrants/MyAmeriCorps and OnCorps Required Tasks 2015-2016 Ohio AmeriCorps Programs

eGrants/MyAmeriCorps is an online system, administered by the Corporation for National and Community Service, designed to automate the entire grants and project management process from application to closeout. Ohio AmeriCorps programs are required to use the system which:

- Streamlines recruitment, enrollment, and management of AmeriCorps members
- Provides grantees an online system for program and member management
- Provides members an online space to manage their information including service applications and award status

OnCorps is the online reporting system for Ohio AmeriCorps programs. It provides an online system for:

- ServeOhio to oversee member compliance management as well as fiscal and programmatic reporting
- Ohio AmeriCorps programs to provide program management, oversight and reporting including member time management

IMPORTANT: All members are to be enrolled, exited and change of status or service term in **MyAmeriCorps PRIOR** to being completed in the OnCorps system.

This table lists the required tasks for programs to complete in eGrants/My AmeriCorps and OnCorps upon grant approval.

eGrants/MyAmeriCorps	OnCorps
Create Service Opportunities	Enter Program Information
Recruit and Invite Members to Apply	Create Program Director Account(s)
Accept or Reject Applications	Enter Service Site(s) – including school district
Submit Service Offers to Members	Create Site Supervisor Account(s)
Enter Operational Site Information	Select Timesheet & Create Dates
Enter Service Site(s) Information	Create Member Accounts
Enroll AmeriCorps Members	Input Budget from eGrants
Select Members’ Primary Service Site	Enter Performance Measures
Create & Approve Member Service Changes	Submit PERs and Budget Modification(s)
Exit Members	Enter Quarterly Progress Reports
	Create & Approve Member Service Changes

For additional information, see the [program director resources webpage](#)