



Member File Compliance Checklist

Program Name: _____ Program Year: _____

Member Name: _____ Member Start Date: _____

Date enrolled in eGrants (15 days): _____

MEMBER ELIGIBILITY

1. Member eligibility documents were received and reviewed prior to enrollment? Y N

Birth Certificate (or Passport) Y N Government Issued ID Y N Social Security Card Y N

Reviewer: _____ Date Reviewed _____

Comments: _____

NATIONAL SERVICE CRIMINAL HISTORY CHECK

1. What documentation supports consent to conduct Background Checks? _____

NSOPW checks completed prior to member start date? Y N

State of residence, FBI, and BCI checks initiated no later than the member start date? Y N

State (other than Ohio) verified: _____

FBI results received on: _____ Reviewed by: _____

BCI results received on: _____ Reviewed by: _____

*Printed documentation required for initiation date of checks and review of results by an authorized staff member.

Comments: _____

2. Accompaniment needed for member? Y N

Comments: _____

Updated 7/02/2015

Ohio AmeriCorps Accompaniment Log(s):

Date(s):

MEMBER DOCUMENTATION

- 1. Member Service Contract/Agreement signed and dated prior to service date (Member and Program Staff)? Y N

- 2. Following components within the Member Service Contract/Agreement:
 - Minimum number of service hours and other requirements to earn Education Award Y N
 - Acceptable conduct and prohibited activities Y N
 - Requirements under the Drug-Free Workplace Act Y N
 - Suspension and Termination rules Y N
 - Circumstances where member can be released for cause Y N
 - Position Description Y N
 - Ohio Member Grievance Policy Y N

- 3. Following documentation is present in member file:
 - Service description Y N
 - Publicity Release Y N
 - Acknowledgement of Drug-Free Awareness Y N
 - Grievance Procedure (OCSV Standardized Version) Y N
 - W-4 Form Y N
 - Enrollment/Waiver of Healthcare (FT) Y N
 - Enrollment/Waiver of Childcare (FT) Y N

Comments: _____

PERFORMANCE DOCUMENTATION → COMPLETED BY OCSV STAFF

- 1. Program tracking of non-AmeriCorps volunteers and their hours Y N
- 2. Mid-Term Evaluation completed, signed, and dated by Member and Program Staff Y N
- 3. End-Term Evaluation completed, signed, and dated by Member and Program Staff Y N

Comments: _____

TIME TRACKING (ONCORPS) → COMPLETED BY OCSV STAFF

1. Time sheets are up-to-date? Y N
2. Time sheets are approved by the 15th of the month? Y N
3. Overall program Service vs. Training ratio (80%/20%) Y N
4. No more than 10% of hours for fundraising Y N

Comments: _____

SIGNATURES

AmeriCorps Program Staff: _____ Date: _____

OCSV Staff Member: _____ Date: _____