

2019-2020 Ohio AmeriCorps COVID-19 Documentation Requirements
April 13, 2020

All 2019-2020 Ohio AmeriCorps program and members were impacted by the COVID-19 pandemic. As a result, additional documentation is required in all member and program files.

I. ServeOhio, CNCS, State of Ohio and Federal Documentation

In all 2019-2020 Ohio AmeriCorps member files, program should either: 1) include the actual documents below; or, 2) include a cover sheet or checklist referring to all documents below with the actual documents maintained within the program files.

All items below and a file checklist can be found on the ServeOhio website under [Program Director Resources](#).

- CNCS COVID-19 FAQs - General and AmeriCorps State/National Questions
- State of Ohio Stay-At-Home Orders – original and amended
- Governor DeWine’s State of Emergency Declaration
- FEMA Disaster Declaration approved by President Trump
- March 10 ServeOhio COVID-19 email update
- March 20 ServeOhio Alternative Service Activities email
- March 27 CARES Act Email from CNCS CEO, Barbara Stewart
- March 27 CARES Act Email from Director of AmeriCorps, Chester Spellman

II. Program Documentation

All programs should maintain the following in the 2019-2020 program files:

- Teleservice policy or plan approved by ServeOhio.
- List or documentation of alternative service activities approved by ServeOhio

All programs should maintain the following in each 2019-2020 member file:

- Updated or amended position description and/or member service agreement with acknowledgement by the member. Depending on the situation, updates might include changes to a member’s service:
 - End Date
 - Activities
 - Schedule
 - Total hour commitment

- Member Exit Documentation - Members unable to complete their service terms and/or service activities due to the COVID-19 pandemic may be exited with a Compelling Personal Circumstance (CPC). See the next CPC Section A for more details.

In addition to the documentation below, programs should follow their established member exit protocols per existing policies.

A. Compelling Personal Circumstance (CPC) Exit Documentation Detail

Per the 2019-2020 ServeOhio Supplementary Terms and Conditions, CPC's require ServeOhio approval. However, if the CPC is due to COVID-19, the documentation below is required in lieu of the CPC Exit form for ServeOhio's approval.

1. If a member served at least 15% to 50% of the minimum required hours for the term of service, the member is eligible for a Compelling Personal Circumstance (CPC) exit and a pro-rated partial Education Award.

This documentation should include each member's exit date and total hours served upon exit.

2. If a member served more than 50% of the minimum required hours for the term of service, the member is eligible for a Compelling Personal Circumstance Exit (CPC) with a full Education Award provided the following documentation is maintained in each applicable member file:
 - Member Name
 - NSPID
 - Total hours served
 - Exit Date
 - A statement and program staff signature confirming the hours were more than 50% of the minimum required.
 - Hours not served due to COVID-19
 - Member slot type
 - Total hours assigned to that member's slot

Any deviations from required documentation may result in a disallowance or audit finding now or in the future. Please consult with your Program Officer and maintain all documentation relating to member service term alterations, amendment, additions and changes per Notice of Grant Award, Terms and Conditions and record retention policies.