

COVID-19 CPC Member Exit Form
(2019-2020 Grant Members ONLY)

Please use this form to document member exits that occur before the end of their service term and/or to document if a member did not serve their full slot type hours by the end of their service term.

Program Name:	
Member Name:	
NSPID:	
Slot Type (hours) ex: FT (1700)	
Hours Completed:	
Hours NOT Completed:	
Percent of service Completed:	
Exit Date in eGrants	

Please check the scenario that best describes the AmeriCorps member exit:

- The AmeriCorps member completed 15% to 50% of their service hours upon exit. This member will be exited for CPC with a PRORATED education award. By checking this box, I confirm that the hours were between 15 – 50% of the minimum required for this slot.

- The AmeriCorps member completed 51% to 99% of their service hours. This member will be exited for CPC and will receive 100% of the education award for their slot type. By checking this box, I confirm that the hours were more than the 50% of the minimum required for this slot.

Evidence of Compelling Personal Circumstance:

- If a member is exiting for a **traditional CPC** reason, please complete the ServeOhio CPC request form found on the [website](#).

- Please use the space below to provide documentation to support the member’s exit for a CPC because of COVID -19. Also, please add supporting documentation to the member’s file.

Statement of Certification

By signing this form, the program staff certifies that the member has completed the number of hours listed above and said hours are documented in OnCorps & eGrants accordingly. Once completed, please send the signed form to your Program Officer for review and approval. Once returned, place in member’s file.

AmeriCorps Program Staff Signature

ServeOhio Program Officer Signature

Date

Date

Compelling Personal Circumstances Reminder - 45 CFR § 2522.230

(All CPC exits must be approved by ServeOhio.)

(a) Release for compelling personal circumstances.

- (1) An AmeriCorps program may release a participant upon a determination by the program, consistent with the criteria listed in paragraphs (a)(6) and (a)(7) of this section, that the participant is unable to complete the term of service because of compelling personal circumstances, if the participant has otherwise performed satisfactorily and has completed at least **fifteen percent** of the agreed term of service.
- (2) A participant who is released for compelling personal circumstances and who completes at least 15 percent of the required term of service is eligible for a pro-rated education award.
- (3) The program must document the basis for any determination that compelling personal circumstances prevent a participant from completing a term of service.
- (4) Compelling personal circumstances include:
 - (i) Those that are beyond the participant's control, such as, but not limited to:
 - A participant's disability or serious illness;
 - Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or
 - Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, the nonrenewal or premature closing of a project or program, or significant program noncompliance requiring corrective action, that make completing a term unreasonably difficult or impossible; **when service is no longer practicable due to COVID-19. Circumstances indicating service is no longer practicable due to COVID-19 include, but are not limited to:**
 - **Lack of service activities, such as lack of on-site or teleservice assignments, lack of teleservice resources, or project closure;**
 - **Continued service would pose a risk to the health or safety of the AmeriCorps member or others, e.g., the AmeriCorps member tests positive for COVID-19; the AmeriCorps member self identifies to be high risk and unable to serve due to risk(s) posed by COVID-19;**
 - **AmeriCorps member has full-time caregiver responsibilities, including situations in which the member's regularly scheduled caregiver services have been canceled or disrupted due to COVID-19 ([AmeriCorps State and National COVID FAQs](#))**
 - (ii) Those that the Corporation, has for public policy reasons, determined as such, including:
 - Military service obligations;
 - Acceptance by a participant of an opportunity to make the transition from welfare to work; or acceptance of an employment opportunity by a participant serving in a program that includes in its approved objectives the promotion of employment among its participants.
- (5) Compelling personal circumstances do not include leaving a program:
 - (i) To enroll in school;
 - (ii) To obtain employment, other than in moving from welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its participants; or
 - (iii) Because of dissatisfaction with the program.
- (6) As an alternative to releasing a participant, an AmeriCorps*State/National program may, after determining that compelling personal circumstances exist, suspend the participant's term of service for up to two years (or longer if approved by the Corporation based on extenuating circumstances) to allow the participant to complete service with the same or similar AmeriCorps program at a later time.