



# Ohio Supplementary Terms and Conditions

Day One – Part II

July 13, 2020



# 2020-21 Ohio AmeriCorps Supplementary Terms & Conditions

- [https://www.serveohio.org/Portals/0/FINAL\\_OAST%26C\\_2020-2021.pdf](https://www.serveohio.org/Portals/0/FINAL_OAST%26C_2020-2021.pdf)



Ohio AmeriCorps Supplementary  
Terms and Conditions  
Program Year 2020-2021  
Effective July 1, 2020

These Supplementary Terms and Conditions detail requirements imposed by the Ohio Commission on Service and Volunteerism (ServeOhio) in addition to requirements of the federal funding agency, the Corporation for National and Community Service (CNCS). Federal requirements are detailed in the documents: [2020 CNCS General Grant and Cooperative Agreement Terms and Conditions](#) and [2020 CNCS Terms and Conditions for AmeriCorps State and National Grants](#). The word "Grantee" in the CNCS AmeriCorps Grant Terms and Conditions is understood to mean "Sub-grantee" referring to the Ohio AmeriCorps program's sub-grant from ServeOhio. Unless specifically noted otherwise herein, all CNCS requirements remain binding on the Sub-grantee. By signing the Notice of Grant Award, Sub-grantee acknowledges having read all Terms and Conditions, and agrees to be bound by same in operation of an AmeriCorps program for Program Year 2020-2021.



# OSTC – Section 1

## Program Administration



# OSTC – Section 1

- 1.1

Sub-grantee is fully responsible for all aspects of program administration, including, but not limited to management, member oversight, certification of member hours, financial operations, record keeping, compliance, evaluation and sustainability

# OSTC – Section 1

- 1.3

ServeOhio Communication Guidelines. Detailed instructions and training are found on the [ServeOhio website](#).





# OSTC – Section 1

- 1.5

ServeOhio AmeriCorps Grievance Procedure (available on the [ServeOhio Website](#)).

# OSTC – Section 1

- 1.6

## National Days of Service:

- ✓ 9/11 Day of Service
- ✓ Make a Difference Day
- ✓ MLK Day
- ✓ Global Youth Service Day
- ✓ ServeOhio Day
- ✓ Recognized Days of Service





# OSTC – Section 1

- 1.8

Programs are expected to abide by ServeOhio's memo regarding Employing Members. See the [ServeOhio website](#) for the guidance.



# OSTC – Section 1

- 1.9

## Annual monitoring:

- ✓ Virtual/desk review
- ✓ On-site visits
- ✓ Programmatic review: Terms and Conditions, member file audit, member interviews, data review, PER/Fiscal review
- ✓ Member engagement



# OSTC – Section 1

- 1.10

## Notice of Required Member Activation

- ✓ Provided to all members
- ✓ Requires member signature/initials



# OSTC – Section 1

- 1.11

ServeOhio does not allow programs to start members on the same day the grant period begins due to member enrollment requirements. Programs must plan for all members to start after the first day of their grant period.



# OSTC – Section 2

## Meetings and Training Events



## OSTC – Section 2

- 2.1

Sub-grantee must send at least one AmeriCorps program staff to all ServeOhio-sponsored Program Director and Coordinator meetings and/or training mandated by ServeOhio and/or CNCS. A complete list of required training events and meetings is available on the program schedule found on the [ServeOhio website](#).



## OSTC – Section 2

### 2.3 Justice Talking

- Reading and discussion program for members featuring discussions that use short philosophical and literary texts, images, videos and news articles on the nature of justice, service, and related themes.
- Partnership with Ohio Humanities Council
- For new staff and at least one AmeriCorps member



## OSTC – Section 2

### 2.4 LeaderCorps

- Statewide network in which Ohio's AmeriCorps members share ideas, experiences, and a spirit of service while taking a leadership position in their AmeriCorps program.
- Program Assistance: NDOS support, Outreach/Communications, Recruitment
- At least one AmeriCorps member



## OSTC – Section 2

- 2.5

### CNCS NSCHC Training

- Designated [e-course](#) must be completed every year
- At minimum, one relevant staff person must complete
- No later than 30 days post Starting Strong
- Send certificate to Program Officer



# OSTC – Section 3

## National Service Criminal History Check



## OSTC – Section 3

- Sub-grantees are responsible for reviewing and adhering to the National Service Criminal History Check requirements located in statute [42 U.S.C. § 12645g](#) and supplemented by regulatory requirements at [45 CFR §§ 2540.200-2540.207](#). Additional resources can be found on the [CNCS website](#). Sub-grantees should contact the AmeriCorps Program Officer for questions regarding this requirements as there could be a cost disallowance for failure to adhere to the regulations.



## OSTC – Section 3

- 3.1 In Ohio, sub-grantees with individuals in covered positions, are considered to have recurring access to vulnerable populations. Note: This is a more stringent standard than mandated by CNCS requirements.



## OSTC – Section 3

- 3.1 cont

### Covered positions

- ✓ AmeriCorps members
- ✓ All other persons who receive a wage, salary, or other compensation paid from the grant or matching funds.
- ✓ Staff position that has oversight of the program's day-to-day operations and member management



## OSTC – Section 3

- 3.1.1

Sub-grantee must complete the following elements of the CNCS National Service Criminal History Check (NSCHC) for all “covered positions”:

- Nationwide name-based check of the National Sex Offender Public Website (NSOPW). The NSOPW (<https://www.nsopw.gov/>) is a centralized system that identifies people who are registered as sex offenders in states, territories, and with many federally-recognized Tribes. NSOPW may be completed through the website or Truescreen.
- Individual’s consent to perform checks for FBI and State of Residence if applicable
- Fingerprint-based FBI check
- Name-based or fingerprint-based State of Residence Check if different from State of Service and not an NFF state (see 3.1.2)



## OSTC – Section 3

- 3.1.2

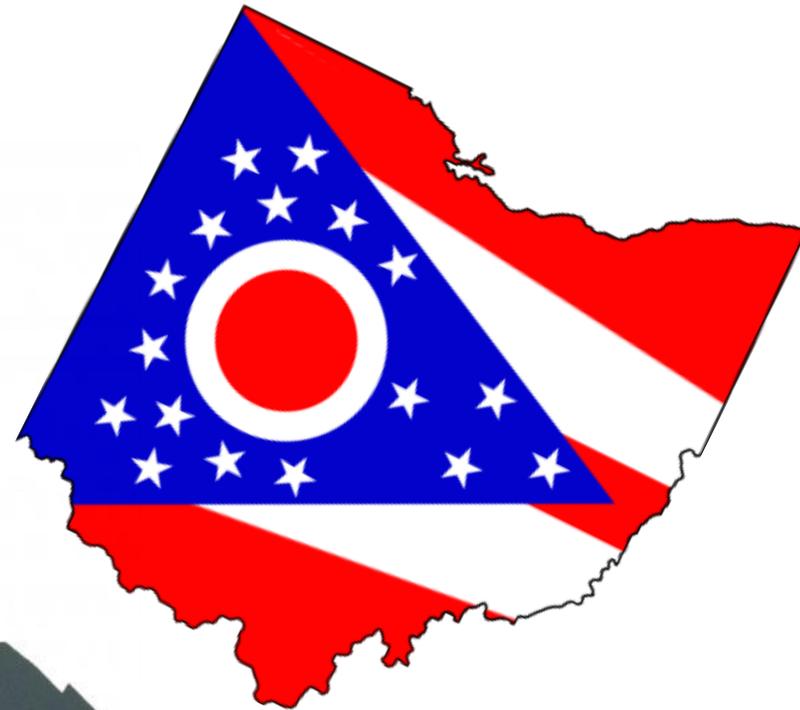
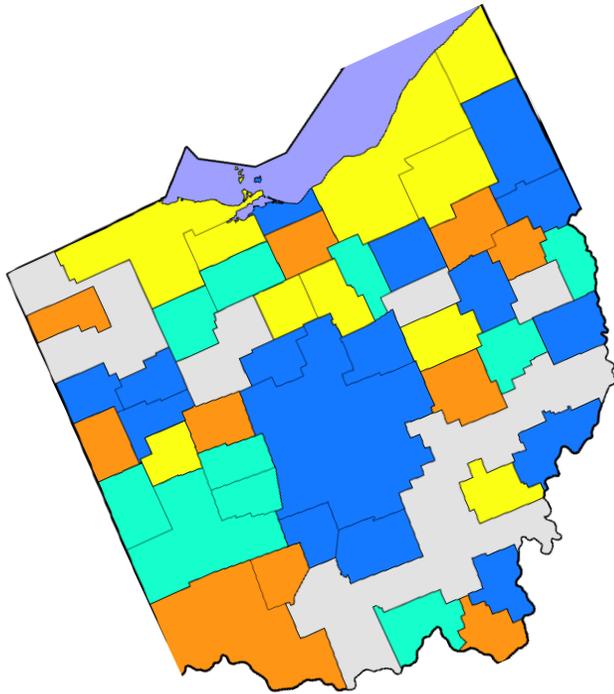
As of January 1, 2020, CNCS issued [Pre-Approved Alternate Search Procedures](#) (ASP) that sub-grantee can use to comply with the NSCHC requirements without additional approval in writing from CNCS.

One ASP indicates that states that participate in the **FBI's National Fingerprint File (NFF) program, a fingerprint FBI checks satisfies the state criminal registry check requirement.** There are 20 states that participate in the FBI NFF Program. Ohio participates in the NFF program.

- *There are 30 states, the District of Columbia and 5 territories that do not participate in the NFF program and state of residency checks are required from those states, per NSCHC regulations and guidance.*

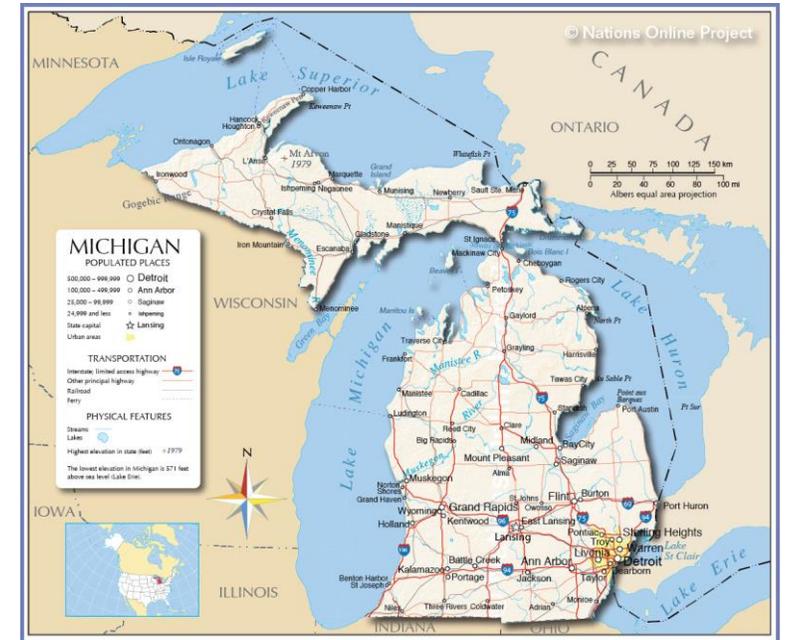
## OSTC – Section 3

- Example 1: NSPOW + FBI



# OSTC – Section 3

- Example 2: NSOPW + FBI + State of Residency





## OSTC – Section 3

- 3.1.3

The Pre-Approved Alternate Search Procedures (ASP) allow the use of approved vendors Truescreen and Fieldprint for NSOPW, State of Service/Residence and FBI checks. If sub-grantee chooses to use Truescreen and Fieldprint, follow the [User Manual](#) on how to correctly run and adjudicate the checks and can be found on the [CNCS website](#).



## OSTC – Section 3

- 3.2 Consent for National Service Criminal History Checks and State of Residence at the time of application must be documented in the member file.
  - 3.2.1 Per CNCS guidance, a person applying to serve or work who is enrolled full-time in college is deemed to be residing in the state where he or she lives for the purpose of attending the school without regards to whether or not that home is on- or off-campus, and whether or not that home is in the same state as the college is located.



## OSTC – Section 3

- 3.3

Timing of checks. The NSOPW check must be completed at least one day prior to the member start date or the date when staff time is first charged to the grant. A completed NSOPW check is defined as one complete check where all states, territories and federally-recognized Tribes are reporting.

FBI checks and state of residence (if applicable) must be initiated prior to the start of service or the date when staff time is first charged to the grant.

Programs must obtain and retain written consent from candidates prior to initiating the state and FBI components.

The timing of the checks also applies to staff required by ServeOhio to complete this process prior to any grant or program related activities. See OSTC-3.1.1



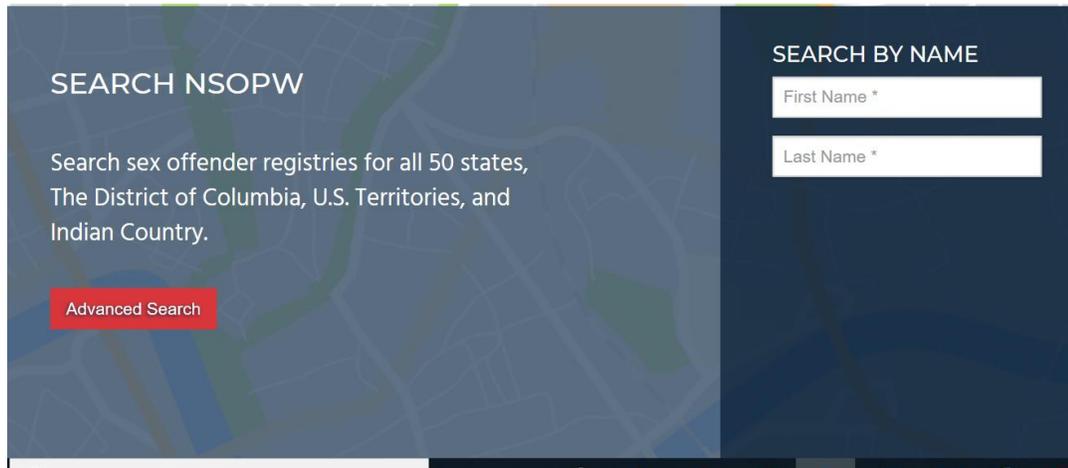
## OSTC – Section 3

- 3.4

AmeriCorps program staff must document review of NSOPW, FBI check and state of residence check (if applicable) results. The Program Director or other AmeriCorps or agency staff (as defined in the sub-grantee's written NSCHC policy) must sign and date the printed documentation of review for cleared member results.



# OSTC – Section 3



12/14/2016

NSOPW Print View

## National Sex Offender Search Results

1 record from a national search including all states, territories and Indian Country for First Name like *Mathew J.*, Last Name like *Smith*

Search performed 12/14/2016 12:08 PM EST

Offender	Age	Aliases	Address
 SMITH, MATTHEW			<ul style="list-style-type: none"> <li>N/A SEVEN SPRINGS, NC 28578 LENOIR PRIMARY</li> </ul>

12/14/2016

NSOPW Print View

## National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like *Meggan W.*, Last Name like *Jackson*

Search performed 12/14/2016 12:09 PM EST

*Reviewed*  
*not our member*  
*[Signature]*

*[Signature]*



## OSTC – Section 3

- 3.4.1

ServeOhio requires at least 2 program staff and/or individuals in the legal applicant organization to review and sign the NSOPW for every member and staff in a covered position after the NSOPW is completed.

- 3.4.2

Electronic verification, complete with a compliant timestamp and electronic signature, must be made available to ServeOhio upon request.

- 3.4.3

Accompaniment occurs during work or service while FBI checks and state of residency checks (if applicable) are pending. A person is accompanied when an individual in a covered position is in the physical presence of a person who is cleared for access to vulnerable population. Accompaniment ceases when both the FBI check and state of residency check (if applicable) results are reviewed to determine the individual is eligible and cleared to work or serve. Correlating member timesheets must be attached to accompaniment forms and placed in the member and/or staff files.



# OSTC – 3

**Ohio AmeriCorps Accompaniment Log**



**Instructions:** Members and staff for whom FBI and State of Residence (if applicable) checks have been initiated but results remain pending must be accompanied with the assumption that the individual will be in the presence of vulnerable populations (Ohio AmeriCorps Supplemental Terms and Conditions OSTC 3.1.1). This form must be completed by the member or staff each day of service while their results remain pending; multiple lines will be necessary on days when time is split between responsibilities, or when accompaniment is provided by different persons during the day. **For individuals who will be teleworking as a result of the COVID-19 pandemic, programs must ensure that communication with vulnerable populations includes accompaniment and should follow the agency policy on virtual accompaniment.**

The time recorded on the Accompaniment Log and the Member's OnCorps timesheet must match in order to be deemed accurate. **Please attach OnCorps timesheets to this log.** Accompaniment must continue through the date the FBI and State of Residence (if applicable) results have been reviewed by the Program Director or AmeriCorps Staff (OSTC 3.4). **The Results Review Date below should therefore reflect the date results were reviewed.** Program Director/Supervisor signature at the bottom of this form indicates that all persons providing accompaniment were properly cleared for access to vulnerable populations. Members and Staff should sign each Accompaniment Log at the bottom as they are completed even if multiple pages are necessary. Completed Accompaniment Logs must be maintained in member/staff files as part of the grant record and are subject to compliance audit by ServeOhio and/or CNCS.

Member/Staff Name (Print) \_\_\_\_\_ Member/Staff Start Date \_\_\_\_\_ Results Reviewed \_\_\_\_\_  
(person needing accompaniment)

Date	Time		Location	Activity	Accompanier (Name and Title)	Accompanier (Signature)	Member/Staff Initial (person needing accompaniment)
	(IN)	(OUT)					



## OSTC – Section 3

- 3.5

The Corporation for National and Community Service has issued the [National Service Criminal History Check \(NSCHC\) Guide to Enforcement Action](#). This guide describes what constitutes NSCHC noncompliance, potential administrative consequences for noncompliance, and how and when to implement specific administrative corrective action or enforcement for NSCHC noncompliance.



## OSTC – Section 3

- 3.6

If a program receives an FBI result that states the person’s results “May Not Meet Requirements” please follow the guidance found on the [ServeOhio website](#) regarding RAP Sheet Guidance. Sub-grantees using Fieldprint for FBI checks and need to challenge a “not cleared recommendation”, please see <https://www.nationalservice.gov/Challenging-Not-Cleared-Fieldprint-Recommendation-Applicants> for instructions.



3.8 Sub-grantee must use the Member/Staff File NSCHC Checklist found on the [ServeOhio Website](#) to document the NSCHC process has been completed for each member or staff in a covered position. Programs must place completed form in each member/staff file.

# OSTC – Section 3



## National Service Criminal History Check Checklist and Member File Documentation

This form must be saved as grant record in each individual’s file. This form can be completed in Microsoft Word and can be printed for your file after completion. You may also print out the form and complete it by hand. This form will be used during Monitoring Visits to ensure Member File Compliance. All AmeriCorps members and staff in covered positions serving in the State of Ohio must undergo Components 1 & 2 of the NSCHC Assessment and Component 3 if applicable under the National Fingerprint File Alternative Search Procedure. If your agency policies have additional background check requirements, notify [ServeOhio](#) as requested under Component 2. The updated [NSCHC Enforcement Guide](#) went into effect on July 01, 2019.

When coding the reason for the State and FBI checks, please use the code: NCPA/VCA – Volunteer Children’s Act.

Program Name:	Service Year:
Member/Staff Name:	Member/Staff Start Date:
Name of Staff Completing form:	Date form completed:



## OSTC – Section 3

- 3.9

Sub-grantee must make NSOPW results available through a secure digital format for review by ServeOhio Program Officer upon request.



# OSTC – Section 3





# OSTC – Section 4

## AmeriCorps Member Management



## OSTC – Section 4

- 4.1

Verification of Eligibility – must ensure your members are eligible to serve. Not required to maintain documentation unless manual verification is necessary – then keep copies.



## OSTC – Section 4

- 4.1

### Eligibility Includes:

- US Citizen, US National, lawful permanent resident of US
- At least 17 years old
- No murder or sex offender charges
- HS diploma or equivalent
- Other program specific requirements



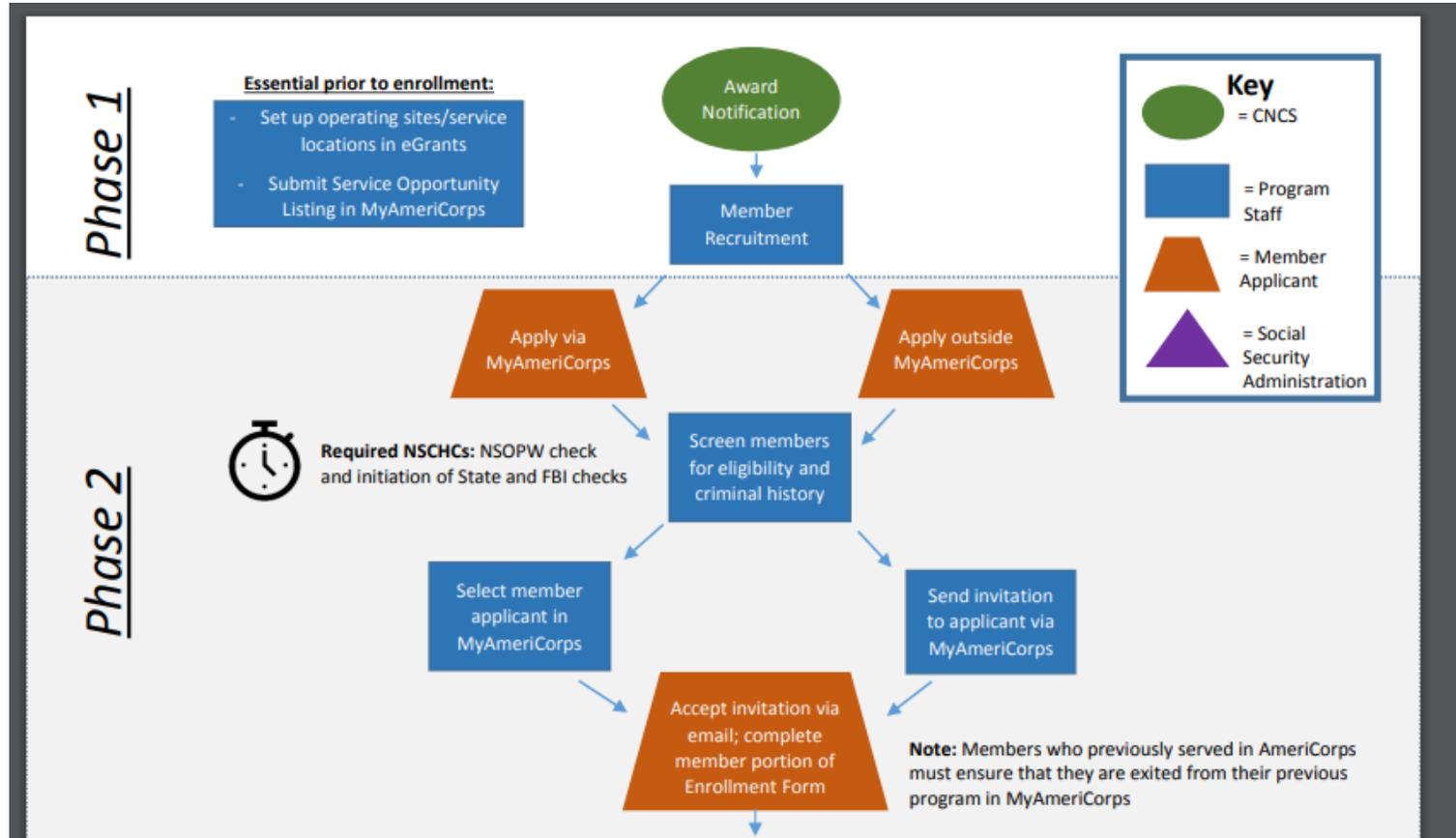
## OSTC – Section 4

- 4.2

Member Enrollment. Sub-grantee must initiate enrollment for all members prior to member start date. Potential members must be invited in the eGrants portal and citizenship and social security status must be verified before their first day of service. Enrollment training materials and flow chart can be found on the [CNCS Knowledge Network](#) or on the [ServeOhio Website](#).

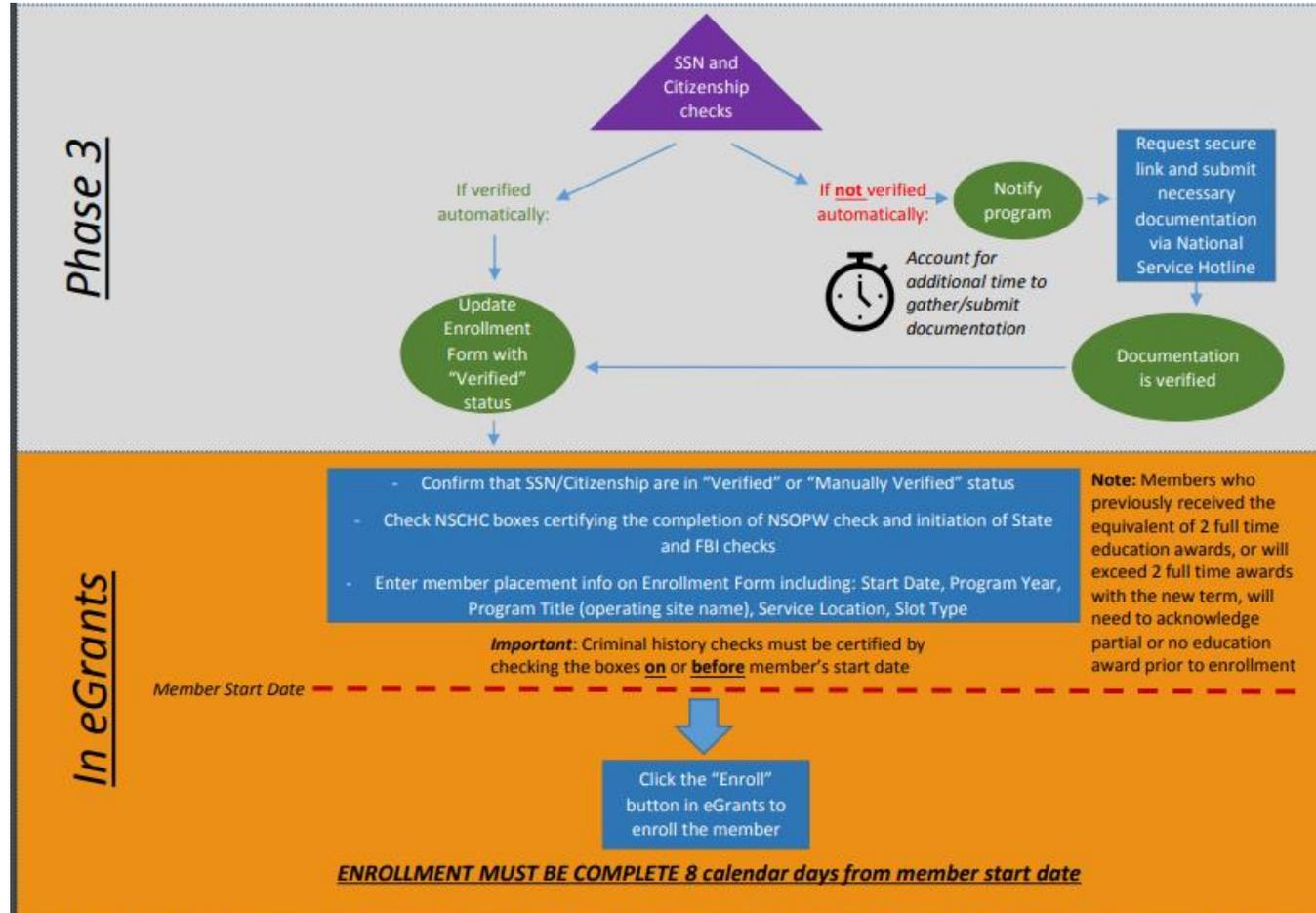


# OSTC – Section 4





# OSTC – Section 4





## OSTC – Section 4

- 4.2

### Enrollment Resources:

- [Flow-Chart](#) can be found on our website
- Additional [Training slides](#) can be found on our website
- [CNCS Website](#) also has enrollment information.

## OSTC – Section 4

- 4.3

AmeriCorps Members must sign their Member Service Agreement (MSA) **before or on** the first day of service.





## OSTC – Section 4

- 4.3

### Additional Requirements:

- 4.3.1 → must include ServeOhio’s grievance procedure & member initial
- 4.3.2 → must include the Ohio unemployment law & member initial
- 4.3.3 → must include a summary of the Drug Free Workplace Act & member initial
- 4.3.4 → MSA must include notice of required member activation & member initial
- 4.3.5 → MSA must be approved by ServeOhio prior to use (self-assessment)



## OSTC – Section 4

- 4.4

Member Service Enrollment Periods – when the members are serving

- 4.4.1: Full-time can only be enrolled during first 45 days
- 4.4.2: Half-time members must have at least 6 months to serve

## OSTC – Section 4

- 4.5

Use of OnCorps & eGrants reporting systems. eGrants is the official legal registry – OnCorps is a reporting tool





## OSTC – Section 4

- 4.5.1
  - Enroll members in eGrants **first** within 8 calendar days of their start date (8 days includes the first day of service)
  - Enroll in OnCorps **second** within 15 calendar days of the member start date
  - Names must match in **both** eGrants and OnCorps & must match their government issued ID



## OSTC – Section 4

- 4.5.2
  - No status change may take place in either system without notifying ServeOhio (early exit, suspension, etc)
- 4.5.3
  - Status changes must happen within 15 days of the change date



## OSTC – Section 4

- 4.5.4 – member exits
  - Exit **first** in OnCorps to have an accurate count of service hours
    - Only acceptable reason for early exit in OnCorps is: 1) For Cause; or 2) Compelling Personal Circumstances – see OSTC 4.8
  - Exit **second** in eGrants – this is final and cannot be changed without approval from ServeOhio
    - Can exit early with good standing in eGrants or not in good standing → the latter prevents future AmeriCorps service
  - Both exits should occur within 15 days from exit date



## OSTC – Section 4

- 4.5.5 When exiting a member from eGrants, sub-grantee must unlock the Exit Form first. If the member fails to complete their portion of the Exit Form, programs should take action to ensure members are exited from service within the 15-day requirement specified above in 4.5.4.
- 4.5.6 Professional Corps programs approved for alternative timekeeping under 4.7.2 below are not required to use OnCorps for member enrollment and exit; members will be enrolled and exited in eGrants only. The deadlines noted above remain in effect.



## OSTC – Section 4

- 4.6 – Compelling Personal Circumstances Exit
  - [45 CFR § 2522.230](#) defines a compelling personal circumstances exit
  - A CPC exit must be approved by ServeOhio prior to exiting in eGrants or OnCorps
  - Program must use the [CPC Request Form](#) on the website
  - Once a member is given a partial education award, the remaining portion of that education award is not available for use.
  - Members are only eligible for CPC if they've completed at least 15% of their total service hours.

## OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.1: timesheet schedules must be submitted early and timesheets will be monitored according to program schedule





## OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.3: Orientation and training hours are service hours and should be tracked in the “Training” category in OnCorps. The member’s first day of orientation = first day of service & this date should match the MSA and eGrants & OnCorps
  - Training Hours should not exceed 20% of member service



## OSTC – Section 4

- 4.7 – Use of OnCorps for timekeeping
  - 4.7.4: Programs must abide by the [Teleservice Guidance](#) found on our website
  - Programs should be aware that their Directors and Site Supervisors may be subject to legal sanctions for erroneously certifying that AmeriCorps Members have valid service hours for time claimed in teleservice
  - Teleservice Policy with their program self-assessment for review and approval from ServeOhio.



## OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.1: program may not change the number of full-time or less than full time positions without written request from ServeOhio
  - 4.8.2: may not change the status of an enrolled member between slot types without written request from ServeOhio



## OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.3: program may refill any slot after all positions have been filled and only if the slot was less than 30% completed
  - Full-time member positions may only be refilled during the first 90 days of the period of performance
  - No slot may be refilled more than once



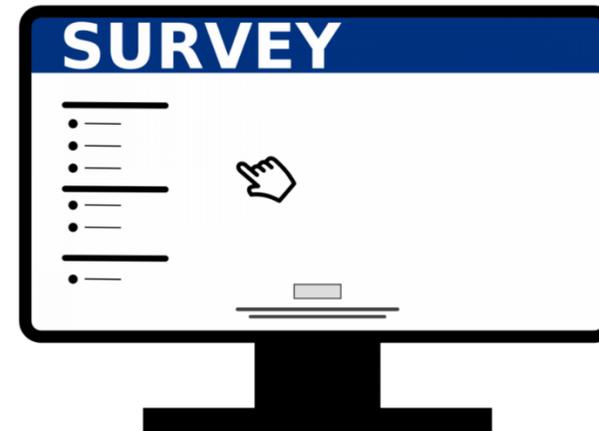
## OSTC – Section 4

- 4.8 – Changes in member terms of service & member slot types
  - 4.8.4: program may not transfer a member to another AmeriCorps program without written request to ServeOhio
  - 4.8.5: ServeOhio reserves the right to reallocate/reassign unfilled member positions to another program. See OSTC 1.10

## OSTC – Section 4

- 4.9

Sub-grantee should distribute access to the ServeOhio member pre and post service survey from Ohio State University





## OSTC – Section 4

- 4.10

Members must be made aware of the benefits of serving with AmeriCorps on the first day of service. Healthcare enrollment periods are not permissible, and members must be covered on the first day of service if they opt-in.

### Benefits Include:

- Living allowance
- Loan deferment
- Interest payments
- Education award
- Childcare (if applicable)
- Healthcare (if applicable)
- Other agency specific benefits



## OSTC – Section 5

- Budget and Fiscal Procedures
- Program Officer can provide prior written approval.
- Ability to move among approved budget lines up to aggregate change of 10%

***Share Terms & Conditions with your fiscal staff***



## OSTC – Section 5

- Memo regarding [Member Recognition](#)
- Other items in this section
  - Match requirements
  - Payment requests
  - Audit requirements
  - Monitoring



## OSTC – Section 6

- Reporting requirements
- Replaces Section XI in the AC State T&C
- Requires [OnCorps](#) to submit
  - Approved Budget
  - Approved Performance Measures
  - Periodic Expense Reports (PER)
  - Grantee Progress Reports (GPR) with training to be provided



## OSTC – Section 7

- Program evaluation requirements
  - Plan required when recompetete (Year 4)
- Must monitor performance measures





Next session: 3:00 p.m.

