

# FOIA MARKER

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**Folder Title:**  
[AmeriCorps - Department of Agriculture Personnel and Administrative Issues] [2]

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provides for a living allowance for part-time participants, the Grantee must provide the living allowance in accordance with the approved grant application.

**i. FICA.** Unless exempt, the Grantee must make its share of FICA payments on participant living allowances.

**ii. Income taxes.** The Grantee must withhold personal income taxes from participant living allowances, requiring each participant to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year.

**iii. Unemployment insurance.** Unless State law requires otherwise, the Grantee is not required to pay unemployment insurance taxes for participants, because they are not considered employees under the Act (42 U.S.C. § 12511(17)(B)). The Grantee is responsible for determining whether state law requires otherwise and for complying with State law.

**iv. Workers' compensation.** The Grantee is responsible for determining whether state law requires it to pay workers' compensation taxes for participants. If the Grantee determines that it is not required to pay workers' compensation taxes for participants, the Grantee must provide Accidental Death and Dismemberment (ADD) and extended health insurance to cover occupational injuries. The Corporation will arrange for an ADD and extended health policy for participant coverage that the Grantee may choose to purchase.

**b. Health care coverage.** The Grantee must provide minimum health care benefits (as defined in the AmeriCorps solicitation notice) to those full-time participants not otherwise covered by a health care policy providing minimum benefits at the time of enrollment. In addition, the Grantee must provide health care benefits to participants demonstrating loss of coverage during the term of service (i) as a result of participation or (ii) through no deliberate act of his or her own. The Corporation will provide access to an alternative health care policy for participant coverage that the Grantee may choose to participate in. Information and brochures relative to this coverage will be provided by the Corporation. If the grantee is going to use an existing health care policy then a copy of the policy along with a summary of its coverage and costs should be sent to the Corporation's Grants Office. If the grantee has a National Association of Service Conservation Corps (NASCC) policy, they only need to notify the Grants Office.

**c. Child care.** The Grantee must ensure that child care is made available to those full-time participants who need such assistance in order to participate, in a manner specified by the Corporation.

**i. Participant eligibility.** A participant is considered to need child care in order to participate in the program if he or she is the parent or legal guardian of, or acting *in loco parentis* for, a child under age 13 who resides with the participant, has a family income that does not exceed 75% of the State's median income or such other lower levels or criteria as established by the state for a family of the same size, and, at the time of acceptance into the program, is not currently receiving child care from another source that will continue to be available to the participant.

**ii. Qualified providers.** To be eligible for payment with AmeriCorps funds, a child care provider must qualify under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. § 9858c(4)(A)).

iii. **Administration of child care payments.** Child care payments will be administered separately by the Corporation. Such funds are included in the grant award amount but will be withheld by the Corporation and paid separately through the National Association of Child Care Resource and Referral Agencies (NACCRRA) unless otherwise provided in the grant award. Grantee's can contact NACCRRA at 1-800 570-4543 with questions regarding child care.

**11. POST-SERVICE EDUCATION BENEFITS.** In order for an individual to receive a post-service education benefit (or the *Stafford Loan Forgiveness Award*, for participants in those programs that elected to participate in the *Stafford loan demonstration*) from the National Service Trust, the Grantee must certify to the National Service Trust that the participant is eligible to receive an education award. The Grantee must notify the National Service Trust on a form provided by the Corporation when it enrolls a Member for a term of service, when the Member completes the term, and whenever there is a change in the Member's status during the term (e.g., early release or suspension).

**12. PARTICIPANT RECORDS AND CONFIDENTIALITY.**

a. **Record-keeping.** The Grantee must maintain verifiable records which document each participant's eligibility based upon citizenship or legal permanent residency, birthdate, level of educational attainment, date of high school diploma or equivalent certificate (if attained), participation start date and end date, hours of service per week, location of service activities, and project assignment. The records must be sufficient to establish that the individual was eligible to participate in the program and completed 1700 hours of service if a full-time participant or 900 hours of service if a part-time participant.

b. **No high school diploma.** If the participant does not have a high school diploma or its equivalent at the time of enrollment, the Grantee must maintain a record of the participant's elementary or high school drop-out date, the participant's written agreement to obtain a high school diploma or its equivalent before using the education award, and, if applicable, verification of the participant's enrollment at an institution of higher education on an ability to benefit basis and eligibility for funds under § 484 of the Higher Education Act. If the participant has been determined to be incapable of obtaining a high school diploma or its equivalent, the Grantee must retain a copy of the supporting independent evaluation.

c. **Confidential participant information.** The Grantee must maintain the confidentiality of information regarding individual participants. The Grantee must obtain the prior written consent of all participants before using their names, photographs, and other identifying information for publicity, promotional, or other purposes. Parental or legal guardian consent must be obtained for participants under 18 years of age. The Grantee may include a standard informed consent form as a part of the participant contract materials signed at the time of enrollment. The Grantee may release aggregate and other non-identifying information and is required to release participant information to the Corporation and their designated contractors.

**13. BUDGET AND PROGRAMMATIC CHANGES.**

a. **Programmatic changes.** The Grantee must obtain the prior written approval of the Corporation before making the following changes in the approved program:

i. Changes in the scope or specific goals and objectives of the program, whether or not they involve budget changes.

ii. Changes in (or extended absences of) the program director or any other key personnel designed by the Corporation.

iii. Changes in the level of participant supervision.

iv. Entering into subgrants or contracting out any program activities funded by the grant (unless identified in the approved application), other than the purchase of supplies, equipment, or general support services; and

v. Changes in the grant period.

**b. Changes in the budget.** The Grantee must obtain the prior written approval of the Corporation before deviating from the approved budget in any of the following ways:

i. Budget transfers to absorb administrative costs over the administrative limit specified in the approved budget.

ii. Reallocation of funds from any of the line items included in the "Other Participant Support Costs" (Category F) category of the approved budget. Excess funds in these line items may be withdrawn from the grant when it is determined by the Corporation that the funds are no longer needed. The specific line items covered by this subclause are:

(a) Living allowance,

(b) FICA and workers' compensation,

(c) Health care, and

(d) Alternative health care.

iii. Costs requiring prior approval under OMB Circulars A-21 or A-122.

iv. Purchases of equipment over \$500 using grant funds, unless specified in the approved budget.

**c. Changes in the number of child care slots.** The Grantee must notify the Corporation of any changes in the estimated number of child care slots identified by the Grantee in the "Child Care" category (Category G) of the approved budget.

## **C. GENERAL PROVISIONS**

### **14. TERMS OF ACCEPTANCE.**

The provisions of this grant award are binding on the Grantee. By accepting this award, the Grantee agrees to comply with the grant award and applicable Federal statutes, regulations, and guidelines. The Grantee agrees to operate the funded program in accordance with the approved grant application and budget, supporting documents, and other representations made in support of the approved grant application.

## 15. LEGISLATIVE AND REGULATORY AUTHORITY.

This grant is authorized by and subject to the National and Community Service Act of 1990 as amended, codified as 42 U.S.C. §12501 *et seq.*, and 45 CFR Part 2510 *et seq.* (59 Fed. Reg. 13772, published March 23, 1994).

## 16. RESPONSIBILITY FOR ADMINISTERING THE GRANT.

a. **Accountability of Grantee.** The Grantee has full fiscal and programmatic responsibility for managing all aspects of the grant and grant-supported activities, subject to the oversight of the Corporation. The Grantee is directly accountable to the Corporation for its operation of the AmeriCorps program and use of grant funds, and must expend grant funds in a judicious and reasonable manner. Although the Grantee is encouraged to seek the advice and opinion of the Corporation on special problems that may arise, such advice does not diminish the Grantee's responsibility for making sound judgments and does not mean that the responsibility for operating decisions has shifted to the Corporation.

b. **Notice to Corporation.** The Grantee shall notify the Corporation immediately of any developments or delays that have a significant impact on funded activities, any significant problems relating to the administrative or financial aspects of the grant, or any suspected misconduct or nonfeasance related to the grant or Grantee. The Grantee shall inform the Corporation about the corrective action taken or contemplated by the Grantee, and any assistance needed to resolve the situation.

## 17. PROJECT INCOME.

a. **General.** Program income earned during the program period shall be retained by the Grantee and added to the funds committed to the program.

b. **Fees for service.** When using assistance under this grant, the Grantee may not enter into a contract for or accept fees for service performed by participants when (i) the service benefits a for-profit business; (ii) the service falls within the other prohibited program activities set forth in clause 5 of these provisions; or (iii) the service violates the nondisplacement provisions of the Act, set forth in clause 29 of these provisions.

c. **Sale of products produced by participants or service recipients.** The grantee will either remit to the Corporation or retain income from the sale of artwork, photographs, films, written material, and other products produced by participants while performing service as a part of a service project. If retained by the grantee, income will be added to the funds committed to the program. The grantee may not sell products without AmeriCorps logo on them without prior approval from the Corporation.

## 18. MATCHING CONTRIBUTIONS.

a. **Matching obligation.** The Grantee must provide and account for the matching funds agreed upon in the approved application. The Grantee must account for its matching contributions.

b. **Cash match for living allowance and health care benefits.** The Grantee's matching contributions for the participants' living allowance and health care benefit costs must be in cash, unless otherwise authorized in the approved budget. The Grantee's living allowance match of 15% must be met with non-Federal funds, except that Indian tribal

organizations may use Federal funds granted under the Indian Self-Determination and Education Assistance Act (P.L. 93-638, codified as 25 U.S.C. § 450) to meet the matching share of the living allowance.

c. **Cash or in-kind match for other costs.** Contributions, including cash and third party in-kind, will be accepted as part of the Grantee's matching share for costs other than the living allowance and health care benefits when such contributions meet all of the following criteria:

- i. They are verifiable from the grantee's records;
- ii. They are not included as contributions for any other federally-assisted program;
- iii. They are necessary and reasonable for the proper and efficient accomplishment of program objectives; and
- iv. They are allowable under applicable government regulations.

d. **Exception for volunteer community service.** Because the purpose of this grant is to enable and stimulate volunteer community service, the Grantee may not include the value of direct community service performed by participants. However, the Grantee may include the value of volunteer services contributed to the Grantee or Subgrantees.

e. **Administrative costs.** Administrative costs which exceed the maximum administrative costs limit specified in the approved budget but otherwise would have been allocable to the grant may be included as part of cost sharing or matching.

f. **Valuation.** The value of Grantee contributions of services and property will be determined in accordance with applicable current market value.

#### 19. PAYMENTS UNDER THE GRANT.

a. **Advance payments.** The Grantee may receive advance payments of grant funds on a quarterly basis.

b. **Discontinuing advance payments.** The Corporation may, after providing due notice to the Grantee, discontinue the advance payment method and allow payments in advance only by individual request and approval or by reimbursement when a grantee receiving payments demonstrates unwillingness or inability to manage advance funding properly.

#### 20. RETENTION OF RECORDS.

The Grantee must retain and make available to the Corporation upon request all financial records, supporting documentation, statistical records, evaluation data, participant information, and personnel records for 3 years from the end of the fiscal year in which the grant expired.

#### 21. REPORTING REQUIREMENTS.

The Grantee is responsible for submitting timely progress and financial reports during and at the conclusion of the grant period to the Corporation. In general these reports will contain a comparison of actual accomplishments with the goals and objectives

established for the period. Quantifiable data demonstrating results and evaluation data and information shall also be developed and delivered.

Financial reports must be submitted to the Corporation on form SF 269A.

The Grantee should submit quarterly and annual reports to the Office of National and Community Service Program's Grants Office. These reports should contain the following information by the following dates:

**January 3rd - 1st Quarter**

(The first report for the first year is due January 3rd regardless of the Grantee's start date.)

- Financial Status Report (form SF 269A)
- Number of participants (full-time and part-time)
- Hours of Service this quarter (direct service by full-time and part-time)
- Staff/structural changes
- Primary accomplishments and progress toward objectives
- Primary challenges/Problems encountered
- Important findings from internal evaluation
- Comparison of actual accomplishments with the goals and objectives established for the period

**April 3 - 2nd Quarter**

- All information required for the January 3rd reporting period
- Sources of matching funds

**July 3 - 3rd Quarter**

- All information required for the January 3rd reporting period

**October 3 - Annual Report**

- All information required for the January 3rd reporting period but as a summary for the year for the total accomplishments and service for the year

**Final Report**

- Replaces the Annual Report for the last period of the grant including any renewals
- A final report is due within 90 days of the expiration or termination of the grant award
- All information required for the quarterly reports but as a summary for the full period of the grant
- This report should contain a summary of the program's accomplishments and compare them to the original objectives and all evaluation data and information

Other reports. The Grantee is responsible for notifying the Corporation immediately of any significant problems either technical or fiscal.

## **22. SITE VISITS.**

The Corporation, through their authorized representatives, have the right, at all reasonable times, to make site visits to review and evaluate Grantee records, accomplishments, organizational procedures, and financial control systems; to conduct interviews; and to provide technical assistance as required. All site visits shall be performed in such a manner as will not unduly disrupt the Grantee's operations.

## **23. LIABILITY AND SAFETY ISSUES.**

**a. Liability coverage.** The Grantee must have adequate liability coverage of its organization, employees, and participants, including coverage of participants engaged in on- and off-site project activities.

**b. Participant safety.** The Grantee must institute safeguards as necessary and appropriate to ensure the safety of participants. Participants may not participate in projects that pose an undue safety risk. Public safety programs and other programs posing a significant risk to participants must adhere to applicable provisions of the safety protocol issued by the Corporation.

## **24. DRUG FREE WORKPLACE.**

**a. Notice to employees and participants.** In accordance with the Drug Free Workplace Act, 41 U.S.C. § 701 *et seq.*, implementing regulations, 34 C.F.R. Part 1229, and the Grantee's certification, the Grantee must publish a statement notifying employees and participants that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Grantee's workplace and program, that employees and participants are required to notify the Grantee of any criminal drug statute conviction, and that the employee's employment or participant's participation is conditioned upon compliance with the notice requirements, and specifying the actions that will be taken against employees for violations of such prohibitions.

**b. Criminal drug convictions.** The Grantee's employees and participants must notify the Grantee of any criminal drug convictions for a violation occurring in the workplace or during the performance of project activities no later than 5 days after such conviction. The Grantee must notify the Corporation within 10 days of receiving notice of such conviction. The Grantee must take appropriate personnel action against such employee or participant up to and including termination or release for cause, or require the employee or participant to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

**c. Drug free awareness program.** The Grantee must establish a drug-free awareness program to inform employees and participants about the dangers of drug abuse in the workplace, the Grantee's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance and participant support services, and the penalties that may be imposed for drug abuse violations.

**d. Grantee noncompliance.** The Grantee is subject to suspension, termination, or debarment proceedings for failure to comply with the Drug Free Workplace Act.

**e. Nondiscrimination and confidentiality laws.** In implementing the Drug Free Workplace Act, the Grantee must adhere to Federal laws and its grant assurances related to alcohol and substance abuse nondiscrimination and confidentiality.

## 25. NONDISCRIMINATION.

- a. **Discrimination prohibited.** The Grantee may not unlawfully discriminate against any participant, program staff, or service recipient on the basis of race, color, national origin, sex, age, political affiliation, or disability. The Grantee may not unlawfully discriminate on the basis of religion against any participant, service recipient, or program staff who are paid with Corporation funds.
- b. **Reasonable accommodation.** The Grantee must provide reasonable accommodation to qualified individuals with disabilities. Accommodation must be based on the participant, program staff, or service recipient's individualized needs.
- c. **Self-evaluation requirements.** The Grantee must comply with the self-evaluation requirements in Section 504 of the Rehabilitation Act regarding accessibility for individuals with disabilities. The Grantee also must comply with the self-evaluation requirements of Title IX of the Education Amendments of 1972 concerning discrimination based on sex.
- d. **Other applicable statutes.** In accordance with its assurances, the Grantee must comply with all Federal statutes relating to nondiscrimination to the extent applicable, including, but not limited to titles VI and VIII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 3601*et seq.*), title IX of the Education Amendments of 1972 as amended (20 U.S.C. § 1681 *et seq.*), section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794), the Age Discrimination Act of 1975 as amended (42 U.S.C. § 6101 *et seq.*), the Education Amendments of 1972 as amended (20 U.S.C. § 1681 *et seq.*), the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, the Public Health Service Act of 1912 as amended (42 U.S.C. 290dd-3 and 290ee-3), and the requirements of any other nondiscrimination provision in the National and Community Service Act of 1990 or any other applicable nondiscrimination provision.

## 26. SUPPLEMENTATION, NONDUPLICATION, AND NONDISPLACEMENT.

- a. **Supplementation.** Grant funds may not be used to replace State or local public funds that had been used to support programs or projects of the type eligible to receive grant funds. For any given program, this condition will be satisfied if the aggregate non-Federal public expenditure for that program or project in the fiscal year that support is to be provided is not less than the previous fiscal year.
- b. **Nonduplication.** Grant funds may not be used to duplicate services that are already available in the locality of a program or project. The Grantee may not conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.
- c. **Nondisplacement.**
  - i. **Prohibition on displacing employee or position.** The Grantee may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program or project.
  - ii. **Prohibition on selecting employee for participation.** The Grantee may not select a participant who is or was recently employed by the Grantee.

iii. **Prohibition on promotional infringement.** The Grantee may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

iv. **Prohibition on displacing employee services, duties, or activities.** A participant in a program or project may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

v. **Prohibition on supplanting hiring or infringing on recall rights.** A participant in a program or project may not perform any services or duties, or engage in activities, that:

(a) Will supplant the hiring of employed workers; or

(b) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

vi. **Other prohibitions.** A participant in a program or project may not perform services or duties that have been performed by or were assigned to any:

(a) Presently employed worker;

(b) Employee who recently resigned or was discharged;

(c) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;

(d) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or

(e) Employee who is on strike or is being locked out.

## 27. GRIEVANCE PROCEDURE .

a. **Setting up a grievance procedure.** In accordance with 42 U.S.C. §12636 and implementing regulations at 45 C.F.R. §2540.230, the Grantee must establish and implement a process for filing and adjudicating grievances from participants, labor organizations, and other interested parties concerning program or project operations. A grievance process may include dispute resolution programs such as mediation, facilitation, assisted negotiation and neutral evaluation. If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of the Corporation.

b. **Alternative dispute resolution.**

i. **Informal resolution.** The aggrieved party may seek resolution of a grievance through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within 45 calendar days of the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of the right to file a grievance

and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

ii. **Neutral facilitation.** If a mediation, facilitation, or other dispute resolution process is instituted, the process must be aided by a neutral party who, with respect to an issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed-upon dispute resolution agreement, the proceeding must be confidential. Any decision by the neutral party is advisory and is not binding unless both parties agree. If the grievance is not resolved within 30 calendar days of initiation, the neutral party must again inform the aggrieved party of his or her right to file a formal grievance.

c. **Formal grievance proceeding.**

i. **Time limits.** Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such filed grievance must be made no later than 60 days after filing.

ii. **Effect of informal process.** In the event an aggrieved party files a grievance after participating in an informal dispute resolution process, the neutral party may not participate in the formal grievance proceeding. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at a grievance or arbitration proceeding.

d. **Arbitration.**

i. **Selection of arbitrator.** If there is an adverse decision against the party who filed the grievance, or no decision has been reached after 60 calendar days after the filing of a grievance, the aggrieved party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the parties, the Corporation will appoint an arbitrator from a list of qualified arbitrators.

ii. **Time limits.** An arbitration proceeding must be held no later than 45 days after the request for arbitration, or if the arbitrator is appointed by the Corporation, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

iii. **Cost.** In accordance with 42 U.S.C. §12636(f)(4)(D), the cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the Grantee must pay the total cost of the proceeding and the attorney's fees of the prevailing party.

iv. **Effect of noncompliance with arbitration.** Pursuant to 42 U.S.C. §12636(f)(7), a suit to enforce an arbitration award may be brought in any Federal district court

having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.

**e. Suspension of placement.** If a grievance is filed regarding a proposed placement of a participant in a program or project, such placement must not be made unless the placement is consistent with the resolution of the grievance.

**f. Remedies.** Remedies for a grievance filed under a procedure established by the Grantee may include:

i. Prohibition of a placement of a participant; and

ii. In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the Grantee:

(a) Reinstatement of the employee to the position he or she held prior to the displacement;

(b) Payment of lost wages and benefits;

(c) Re-establishment of other relevant terms, conditions and privileges of employment; and

(d) Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

## 28. OWNERSHIP AND SHARING OF GRANT PRODUCTS.

**a. Ownership.** *Unless otherwise specified,* the Grantee or Subgrantees own and may copyright any work that is subject to copyright, including software designs, training manuals, curricula, videotapes, and other products produced under the grant. However, the Grantee or Subgrantees may not sell any work which includes an AmeriCorps logo without prior Corporation approval.

**b. Corporation use.** The Corporation retain royalty-free, non-exclusive, and irrevocable licenses to obtain, use, reproduce, publish, or disseminate products, including data, produced under the grant and to authorize others to do so. The Corporation may distribute such products through a designated clearinghouse.

**c. Sharing grant products.** To the extent practical, the Grantee agrees to make products produced under the subgrant available at the cost of reproduction to others in the field. The Grantee may charge a nominal fee to cover the cost of reproduction and dissemination.

## 29. PUBLICATIONS.

**a. Acknowledgment of support.** The Grantee is responsible for assuring that the following acknowledgment of federal support will appear in any report or publication of any material based upon work supported by this grant.

"This material is based upon work supported by the Corporation for National and Community Service under AmeriCorps Grant No. \_\_\_\_"

b. **Disclaimer.** Publications created by participants may include an AmeriCorps logo if they are consistent with the purposes of the grant, but must include the following disclaimer:

Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of the Corporation for National Service or the AmeriCorps program.

c. **Materials provided to Corporation.** The Grantee is responsible for assuring that 2 copies of any such material are sent promptly to the Corporation.

### 30. EVALUATION.

a. **Internal evaluations.** The Grantee must track progress toward achievement of their program objectives. The Grantee must also monitor the quality of service activities, the satisfaction of both service recipients and participants, and management effectiveness. Internal evaluation and monitoring should be a continuous process, allowing for frequent feedback and quick correction of weaknesses.

b. **Independent evaluations.** The Grantee may obtain an independent evaluation if provided for in the approved budget.

c. **Department evaluations.** The Grantee must cooperate with the Corporation and their evaluators in all monitoring and evaluation efforts. As part of this effort, the Grantee must collect and submit certain participant data, including the total number of participants in the program, and the number of participants by race, ethnicity, sex, age, economic background, education level, disability classification, and geographic region. The Corporation will provide forms for collecting participant data.

### 31. RENEWAL OF GRANT.

Unless otherwise specified, the grant award is made for the performance period specified in the grant. Renewed funding is contingent upon further review of performance, plans for continuation, and availability of funds, and is subject to the imposition of additional conditions by the Corporation. The Corporation will provide guidance on the renewal process in the coming fiscal year.

### 32. SUSPENSION OR TERMINATION OF GRANT.

a. **Suspension of the grant.** In emergency situations, the Corporation may suspend a grant for not more than 30 calendar days. Examples of such situations may include, but are not limited to:

i. Serious risk to persons or property;

ii. Violations of Federal, State or local criminal statutes; and

iii. Material violation(s) of the grant or contract that are sufficiently serious that they outweigh the general policy in favor of advance notice and opportunity to show cause.

b. **Termination of the grant.** Pursuant to 45 C.F.R. §2540.400, the Corporation may terminate, revoke, or recover grant funds for failure to comply with applicable terms and

conditions of this grant .However, the Corporation will provide the Grantee reasonable notice and opportunity for a full and fair hearing, subject to the following conditions:

i. **Notice.** The Corporation will notify the Grantee by letter or telegram that it intends to terminate, revoke, or recover grant funds, either in whole or in part, unless the Grantee shows good cause why such assistance should not be terminated, revoked, or recovered. In this notice, the grounds and the effective date for the proposed termination or revocation will be described. The Grantee will be given at least 7 calendar days to submit written material in opposition to the proposed action.

ii. **Right to a hearing.** The Grantee may request a hearing on a proposed termination, revocation, or recovery. Upon 5 days notice to the Grantee, the Corporation may authorize the conduct of a hearing or other meetings at a location convenient to the Grantee to consider the proposed action. A transcript or recording must be made of a hearing.

### **33. RESOLUTION OF CONFLICTING PROVISIONS.**

Should there be any inconsistency among the Interagency Cooperative Agreement (including the Interagency Cooperative Agreement Terms), AmeriCorps \* USA Program Provisions, General Provisions, and Grant Application, the order of precedence that will prevail is the Interagency Cooperative Agreement (including the Interagency Cooperative Agreement Terms), AmeriCorps \* USA Program Provisions, General Provisions, and Grant Application.

## Sample Forest Service Financial Assistance Announcement

### General Guidance

The following are recommendations for the attached draft "financial assistance announcement" for 3rd party AmeriCorps programs.

1. All Forest Service units that intend to have a 3rd party administer and manage their approved AmeriCorps programs must do so competitively and use a financial assistance announcement. This is not a procurement, nor is it a participating or challenge cost-share agreement process.

2. The attached draft is a "canned" announcement to assist the field in getting the document out to prospective bidders. It should be modified to meet individual units unique situations and circumstances. We highly recommend that it be sent out before January 1, 1995.

3. The following are some recommendations by section of the document (some are in bold and/or all CAPS):

a. Description of the program -- Leave as is except: paragraph 2, insert overall name of your unit project and indicate either residential or non-residential. Last sentence, include a list of some of the specific types of projects.

b. Eligible Applicants -- Leave as is except: indicate residential or non-residential paragraph 1. Paragraph 2 you can change the 25% (we recommend higher), but the 15% of the living allowance requirement is a MUST if the 3rd party is going to administer and manage the entire program.

c. Specific Americorps Projects -- Indicate name of unit, resident or non-resident, location of site, and number of full and part-time Members you anticipate. Then insert your revised and quantified objectives from your concept papers.

d. Program Requirements -- Modify as you think appropriate. We highly recommend you include item 7, 15, 17, and 18. Number 11 is optional dependent on how you want to run your program. If they process living allowance, they need 15% in-cash contribution plus item 7.

e. The Forest Service Shall Provide -- Modify as you think appropriate. You may want to move item 7 to what the program requirements for the applicant to provide dependent on your program.

f. Evaluation Criteria -- Indicate resident or non-resident program. Add additional ones if needed.

g. Submission of Applications -- We recommend you leave as is. Jan McCluskey provided you hard copies of the forms in Atlanta. Your Grants and Agreements personnel should also have copies.

We hope this helps you with this process. Please rely on your Forest and Regional Fiscal and Grants and Agreements personnel as a first step.

USDA FOREST SERVICE  
FINANCIAL ASSISTANCE ANNOUNCEMENT  
FOR THE  
AMERICORPS PROGRAM

DESCRIPTION OF THE PROGRAM

The National and Community Service Act of 1993, Public law 103-82, was signed into law by President Clinton on September 12, 1993 and provided legislative authority for the establishment of the Corporation for National and Community Service and a variety of National Service Programs, one of which is titled AmeriCorps. AmeriCorps is a national service program that directly and demonstrably addresses the nation's education, human, public safety, and environmental needs at the community level. It offers opportunities for Americans age 17 and older to work in partnerships with communities to provide real and measurable service to meet these needs while earning education benefits and building an ethic of service, responsibility, and citizenship. Up to 20,000 Americans of all backgrounds served full-time or part-time in the program the first year, beginning in the fall of 1994.

The (insert overall title for Forest project) project, is a residential or non-residential, co-educational, national service program for Americans age 17 and older. The objective of this program is to provide training, education, and service opportunities for Americans from urban as well as small rural communities. The program will allow them to experience working with natural resources on a National Forest and other Federal lands, to provide service to local communities and counties, to develop a strong work ethic, learn to work with others, and learn about the environment around them. The projects will include a variety of forestry related resource work, such as (insert as specifically as possible the project anticipated).

You are invited to submit a financial assistance application for participation in the Forest Service AmeriCorps program. The Forest Service will recruit a socio-economically diverse group of AmeriCorps Members, with a goal for enrollment that includes an equal number of females and males of all races, classes, and physical abilities. Members will work at least a 40 hour work week and will be expected to take part in the entire program, both work and non-work related aspects. Participants will furnish their own work clothing, including long sleeved shirts, pants, and boots that lace above the ankle, and sleeping bags or other bedding as well as personal items.

ELIGIBLE APPLICANTS

Eligible applicants are State or local governments, governing bodies of any Indian Tribes, or nonprofit organizations that are capable of coordinating and managing a residential or non-residential national service program in a natural or cultural resource setting for individuals ages 17 and older. Applicants must be able to provide a mix of: work experience, basic social and life skills, qualified supervision, education, and training.

A matching contribution of at least 25 percent or more for the proposed project is desirable. Matching contributions may include cash, in-kind

services, volunteer services, and in-cash contributions such as services, facilities, materials, or equipment. At least 15% of each Member's \$7,660 living allowance must be paid to the Forest Service in cash by applicant if they are fully administering and managing the program.

#### SPECIFIC AMERICORPS PROJECTS

The USDA Forest Service, \_\_\_\_\_ National Forest residential or non-residential camp will be located \_\_\_\_\_. A total of \_\_\_\_\_ full-time and \_\_\_\_\_ part-time will be hired, dependent on available funding and partnerships, to accomplish the objectives listed below.

JUST INSERT YOUR REVISED QUANTIFIABLE OBJECTIVES FROM CONCEPT PAPERS

#### PROGRAM REQUIREMENTS

FOR ALL PROJECTS, THE APPLICANT PROVIDES, AT A MINIMUM:

1. A qualified and diverse staff to provide all residential supervision for AmeriCorps Members on a 24 hour per day schedule for the full-time projects. All staff must have a current Standard Red Cross card, or equivalent.
2. Qualified drivers and vehicles capable of safely transporting Members, tools, and equipment on a variety of road standards in support of all project activities. Crews will be transported in accordance with State laws. Separation must be maintained between tools and passengers.
3. A variety of planned and organized evening activities for Members. Activities can include such things as sports, games, crafts, reading groups, and presentations by outside guests and speakers. Weekend recreational activities need to be offered for seven day camps.
4. An on-the-ground representative who shall be available at all times and have authority to represent the applicant.
5. The completion of all assigned work projects to the specifications and standards of the Forest Service within an 1,812 hour service year (9-12 months and 1700 actual working hours) for full-time Members and 900 actual working hours over 9-12 months for part-time Members.
6. Written reports of the project operations on a quarterly basis. The reports shall include an evaluation of staff, members, health and safety matters, food service, physical facilities, education, work projects (including a summary of Member time spent on each project), the evening programs, vehicles, expenditures, and other items requested by the Forest Service.
7. Workers Compensation, liability and medical insurance coverage for all AmeriCorps Members as well as applicant employees.
8. Develop and publish rules and procedures that AmeriCorps Members must adhere to. As a minimum these rules and procedures shall prohibit the following:

Alcoholic beverages

Drugs or narcotics, except as authorized by a licensed physician

Firearms

Private vehicles, except as authorized by the project director.

Discipline must be consistent and in keeping with the overall AmeriCorps Program. The Forest Service must be notified prior to Members being discharged from the program for disciplinary, medical, or administrative reasons.

9. A safety and emergency plan to cover all activities, including work projects and off-work hours.

10. Program identity materials such as patches, decals, and tee-shirts with Forest Service provided insignia.

11. Processing of a living allowance for Members.

12. Pre-project orientation for Members.

13. A means of measuring the impact the program has on Members, relating to such things as knowledge gained and changes in behavior.

14. Members must be hired and orientation started by:  
\_\_\_\_\_.

15. Day care services for Members with dependents under 13 years of age.

16. A structured and high quality training and education program including a GED program for Members without high school diplomas, that does not exceed 20% of the Members' time.

17. Qualified crew supervisors with at least two years experience serving on or supervising crews on a wide variety of natural resource and community construction, maintenance, and improvement projects.

18. Successful applicants will be provided with and be expected to follow the general guidelines for the AmeriCorps program as outlined in the Corporation for National and Community Service "Program Director's Handbook, Questions and Answers About Your AmeriCorps medusa Grant", and the "USDA Americorps Operations Manual."

## THE FOREST SERVICE SHALL PROVIDE

1. Those project materials, tools, supplies, and special equipment needs not proposed by the applicant.
2. Suitable work projects.
3. An on-the-ground representative who shall be available to represent the Forest Service.
4. A job hazard analysis for the general type of work projects to be done by Members.
5. Hard hats, gloves, water bottles, and other safety equipment for Members as identified in the job hazard analysis.
6. Forest Service radios and training in radio procedures.
7. A barracks that will accommodate sleeping, showers, recreation room, cooking and eating area, rest rooms, etc., and storage facilities for tools and equipment.

You may want to include this in the list that the 3rd party provides depending on your circumstances - just move to that section.

## EVALUATION CRITERIA

1. Demonstrated experience and performance in managing resident or non-resident national service programs.
2. Staffing.
3. Matching contributions from Federal and non-Federal sources such as cash, non-cash contributions such as services, facilities, materials, or equipment, in-kind services, and volunteer services.
4. Overall cost effectiveness of application.
5. Quality of training and education programs.
6. Ability to provide liability and health insurance, workers compensation, child care, and the 15% in-cash matching funds for Member living allowances.

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915 Second Ave., #3190  
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(206) 553-1558  
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Mr. Kent Griffiths  
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Ms. Robin Sutherland  
State Program Director  
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Mr. John Miller  
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(206) 553-4975  
Fax: (206) 553-4415

Sample press release should be sent out by all pilot locations by Friday, July 15.

## SAMPLE RECRUITMENT PRESS RELEASE

*(UNDERLINED SECTIONS SHOULD BE INDIVIDUALIZED AND PLACED ON USDA STATIONARY -- YOU SHOULD APPROVE YOUR VERSION WITH THE NATIONAL OFFICE BEFORE DISTRIBUTION)*

Contact:

Joel Berg, (202) 720-6350

USDA Director of National Service

Jane Doesmith, (313) 555-1212

Illinois Public Affairs Officer

### EAST ST. LOUIS AMERICORPS NATIONAL SERVICE PROGRAM BEGINS RECRUITMENT

EAST ST. LOUIS, ILLINOIS -- The United States Department of Agriculture (USDA) announced today that it has begun recruitment for the AmeriCorps national service project that the Department will run in East St. Louis starting this September.

AmeriCorps is President Clinton's national service initiative that allows diverse groups of young people to earn college or vocational school scholarships while performing critical service to meet human, environmental, public safety, and educational needs. Participants in the program will work for a year earning a stipend of at least \$7,500, and then receive an educational award worth \$4,725.

The 20 participants in the East St. Louis program will restore neglected and abandoned lots in residential neighborhoods, clean up and beautify State Community College, renovate the greenhouse at East St. Louis Service High School, and renovate local parks.

Any citizens age 17 or older from the St. Louis Metropolitan Area are eligible to apply for the program. There is no maximum or minimum family income required to apply. Applications will be accepted until August 5th.

To apply for the program or obtain more information, call Jon Jones at (333) 777-2222, or the toll-free national USDA AmeriCorps hot line at 1-800-880-4183.

Secretary of Agriculture Mike Espy urged all interested Americans to apply. Said Espy, "AmeriCorps is grounded in the mainstream values of community, responsibility, and opportunity. It is good for the participants, who benefit from their increased ability to attend college or vocational school --- good for communities, which benefit from their service --- and good for the country, which benefits from a renewed civic spirit."

###

## **SAMPLE LOCAL RECRUITMENT PLAN OUTLINE**

*Tuesday, July 5: Send press release to all area media outlets, including minority newspapers and radio stations; follow-up with phone calls to each outlet (see attached sample) -- Releases must be approved by USDA national office*

*By Friday, July 8: Have met with all financial aids counselors, community service coordinators, student deans, job placement coordinators, student activities coordinators at all universities, colleges, and vocational schools in the area -- including historically African-American, Hispanic, and American Indian institutions*

*By Friday, July 15: Have met with all Principals, Vice-Principals, guidance counselors, coaches, and student activities coordinators from all local public and private high schools*

*By Wednesday, July 13: Receive package of 500 recruitment brochures and 15 recruitment posters from national office; immediately place labels listing local contact number on all brochures and posters*

*Tuesday, July 19: Hold meeting with key community leaders, FFA coordinators, clergymen, business leaders, and 4-H coordinators*

*By Wednesday, July 20: Have hand-delivered or mail brochures to all recruitment contacts previously located*

*Thursday, July 21: Speak at Chamber of Commerce lunch*

*By Friday, July 22: Have personally placed all fifteen posters at key sites in the area where young people congregate; hold brochure distributing blitz to distribute brochures at local swimming, pools, parks, Summer feeding sites, public assistance offices, college campuses, and recreation centers*

*Monday, July 25: Speak at monthly meeting of local urban league chapter*

*Tuesday, July 26: Meet with local leaders from organization representing the disabled*

*Wednesday, July 27: Spanish-speaking member of staff appears on call-in show on local Hispanic radio station*

*Thursday, July 28: Make presentation at local FFA chapter meeting*

*Friday, July 29: Speak at local rotary club*

*By Monday August 1: Obtain lists of local residents interested in program who have called into the USDA and the Corporation for National and Community Service 800 lines*

*Friday, August 5th: Last day to receive applications; select finalists for interviews; will interview twice as many applicants as there are slots in the program*

*Monday, August 8: Bring xerox copies of all finalists' applications to USDA AmeriCorps staff training in Washington, D.C.*

*By Friday, August 12: Obtain approval of finalist list from national office*

*Monday, August 15: Begin interviewing finalists*

*By Thursday, August 18: Send list of final selections to national office for approval*

*Monday, August 22: Selections are finalized; local office calls all of those selected and as many of those not selected as possible; national office sends letters from Secretary Espy to all those who were and were not selected*



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**USDA-AMERICORPS CHECKLIST FOR  
PROJECT DIRECTORS AND MANAGERS**

Upon notification of grant approval, the following items should be accomplished:

**RECRUITMENT PHASE**

- Develop a recruitment plan and submit a copy to agency National level.
- Press releases developed and disseminated to local media.
- Brochures and posters disseminated.
- Send out applications to local sources.
- Get list of potential applicants from 800 numbers.
- Consult with State Commission.

**SELECTION PHASE**

- Review applications.
- Adhere to qualification criteria.
- Interview all finalists.
- Discuss Benefits.
- Determine educational background.
- Check at least one reference.
- Make Selection.
- Send letters of acceptance or rejection to all applicants.
- Site assignments (if needed).

#### **ENROLLMENT PHASE**

- Corporation Enrollment Form
- National Service Trust Enrollment Form
- Member Agreement
- Form I-9, Employment Eligibility
- Health Benefit Enrollment Form
- State & Federal tax forms.
- Direct Deposit Forms
- AD-349 - Employee Address
- SF 52, Request for Personnel Action
- Supplemental SF 52
- SF 1152, Designation of Benefit for Unpaid Compensation
- Safety Release Form (provided in Chapter on Safety in Manual)
- AD 332, Position Description Cover Sheet
- Child Care Packet (if needed and eligibility determined)
- ID Card

#### **ORIENTATION PHASE**

- Welcome - AmeriCorps - National Service Overview
- Work Schedules
- Duties/Responsibilities
- Swearing in Ceremony
- Clothing issue

- Provide Members with Orientation Handbook
- Training
  - Conflict Resolution
  - Communications
  - CPR, 1st Aid
  - Accident/safety/health
  - Ethics
  - Other training as needed or desired

#### **EVALUATION/OPERATIONS PHASE**

- Complete Operating Site Forms
- Discuss and review objective
- Finalize Cooperative Agreements with Partners
- Development Project Work Plans
- Develop Training Plan
- Tools and equipment
- Transportation
- Support Logistics (Lunch, Beverage, First Aid)
- Recording work accomplishments and Member data
- Quarterly reports
- Tailgate safety sessions
- Plan for improvement
- Cooperate with the National Evaluation

#### **CLOSE-OUT PHASE**

- Member Exit Form
- National Service Trust End of Term of Service Form



TM

***AmeriCorps/USDA  
Application***

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*A Program of the AmeriCorps® National Service Network*

OMB # 0506-0004 EXP. 4-30-98

FORM AD 1099 (USDA) (4/95)

*APPENDIX H*



## II. Personal Statement

Please answer the following questions on an attached sheet.

1. Why do you want to join AmeriCorps?
2. What are your most important skills or experiences that will help you contribute to AmeriCorps?

## III. Community Activities

List and describe your organizational memberships and community-based service experience. Include social, school, professional, and neighborhood projects and programs. Attach additional sheets if necessary.

DATES OF PARTICIPATION	NAME OF GROUP	DESCRIPTION OF ACTIVITIES/POSITION

## IV. Skills

Indicate those areas in which you have had significant training or experience, including volunteer or community service experience.

- . Leadership
- . Business/Managing/Accounting
- . Child Care/Development
- . Communication/Journalism
- . Community Outreach

## IV. Skills (Continued)

- . Construction
- . Nutrition
- . Survey/Questionnaire Interviewing
- . Nutrition Education (for all ages)
- . Recreation/Tourism Planning and Design
- . Meeting Facilitation
- . Supervisor
- . General Forestry
- . Solid Waste Specialist
- . Marketing Specialist
- . Public Speaking
- . Research
- . Writing
- . Natural Resource
- . Sociology
- . Economics
- . International Business
- . Volunteer Organizing
- . Law
- . Geography
- . Wood Utilization Specialist
- . Social Services
- . Teaching/Tutoring
- . Victim Assistance
- . Youth Work/Coaching
- . Foreign Language (Specify): -----
- . Other Skills not listed above (describe):

# V. Educational Background

Check only highest level

- 1.  Graduate/Professional degree
- 4.  Some college
- 7.  High school graduate
- Graduate/Professional study
- 5.  Technical school/Apprenticeship
- 8.  GED
- 3.  College graduate
- 6.  Associate degree
- 9.  Less than high school completed
- Other (specify) \_\_\_\_\_

Beginning with the most recent, list all schools attended, including high school, any trade or technical schools, Job Corps, etc. Attach additional sheets if necessary.

Name of School	Location of School (City/State)	Dates Attended		Area of Study Major/Minor	Type of Degree/ Certificate and Date Received (expected)
		From Mo./Yr.	To Mo./Yr.		

# VI. References

Please list two individuals whom we may contact as references. We encourage you to list people who know you well such as teachers, employers, guidance counselors, or community members.

<div style="border: 1px solid black; padding: 5px;"> <p><b>1. Name:</b></p> <p>Address: _____ Apt. #: _____</p> <p>City: _____ State: _____</p> <p>Code: _____</p> <p>Telephone Number: _____</p> <p>Relation to you: _____</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p><b>2. Name:</b></p> <p>Address: _____ Apt. #: _____</p> <p>City: _____ State: _____</p> <p>Zip Code: _____</p> <p>Telephone Number: _____</p> <p>Relation to you: _____</p> </div>
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## VII. Employment Record

Please include any self-employment, home management, military service - active duty/ Reserve / National Guard, salaried employment. Start with your current or most recent experience. Photocopy this page if additional sheets are necessary.

A. Employer:  
Your Title:  
Name of Supervisor:  
City/State:

Your Duties & responsibilities:

From: (mo/yr)  
To: (mo/yr)  
Hours per week:  
Phone Number:  
Reason for Leaving:

C. Employer:  
Your Title:  
Name of Supervisor:  
City/State:

Your Duties & responsibilities:

From: (mo/yr)  
To: (mo/yr)  
Hours per week:  
Phone Number:  
Reason for Leaving:

B. Employer:  
Your Title:  
Name of Supervisor:  
City/State:

Your Duties & responsibilities:

From: (mo/yr)  
To: (mo/yr)  
Hours per week:  
Phone Number:  
Reason for Leaving:

D. Employer:  
Your Title:  
Name of Supervisor:  
City/State:

Your Duties & responsibilities:

From: (mo/yr)  
To: (mo/yr)  
Hours per week:  
Phone Number:  
Reason for Leaving:

## VIII. Preferences

### A. Geographic

- only in or around my hometown
- in my home state or region of the country
- anywhere in the country (\* No reimbursement for relocation expenses)

### B. Program Areas

- Anti-Hunger, Nutrition, and Empowerment
- Public Lands & Environment
- Rural Development

## IX. Additional Information

Please attach additional information that you think will help us evaluate your application, including a description of any particular hardship or special circumstances you have faced.

## X. Certification

All applications must be signed by the applicant. By signing this application, you are stating that all of the information provided is true to the best of your knowledge.

Signature

Date

NOTE: The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1994. Information will be used to determine qualifications for selection of persons to the AmeriCorps program. The information will not be disclosed outside the government without written permission.

The information in the section below is optional, will in no way affect your selection into the program, and will be processed separately. You have three options:

- (1) You may return the Optional Information with the application;
- (2) You may detach the Optional Information form and return it separately and anonymously; or
- (3) You may choose not to return the Optional Information form.

.....

## Optional Information

I. Describe your ethnic background:

\_\_\_\_\_ Black (African American)      \_\_\_\_\_ Hispanic (Latino)      \_\_\_\_\_ American Indian/Alaskan Native  
\_\_\_\_\_ White/non-Hispanic      \_\_\_\_\_ Asian or Pacific Islander      \_\_\_\_\_ Other \_\_\_\_\_

II. Do you have any special needs that require accommodation?     Yes     No  
(specify) \_\_\_\_\_

III. Does your family receive public assistance (e.g., AFDC, Food Stamps):     Yes     No

If yes, please specify \_\_\_\_\_

Total annual household income from all sources \$ \_\_\_\_\_

How many people (parents\siblings, children) live with you? \_\_\_\_\_

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LIVING ALLOWANCE WAIVER FORM

I understand that, under the National and Community Service Act, as amended (42 U.S.C. § 12501, et seq.), I am entitled to a living allowance of \$\_\_\_\_\_ during the period that I am serving as an AmeriCorps Member. I understand that this living allowance may be taken into account in determining eligibility for Social Security Act programs, including AFDC and Medicaid. I also understand that I may waive my right to receive a living allowance and that I may revoke this waiver at any time during the course of the AmeriCorps Program.

I hereby waive my right to receive a living allowance.

\_\_\_\_\_  
(Name of AmeriCorps Member-please print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# AmeriCorps<sup>®</sup>Care

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## How Participants Access Child Care Benefits

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Once grantees determine that a full-time AmeriCorps participant is eligible for child care benefits and give participants their child care packet, participants simply contact AmeriCorps<sup>®</sup>Care at (202) 393-1135 from 8:30 am to 5:00 pm ET, Monday through Friday. AmeriCorps<sup>®</sup>Care staff will walk the participant through the contents of the packet, the search process, and the payment process. Those participants who have already identified a child care option will have the payment process explained.

Participants who require assistance in searching for child care will then receive local information regarding child care options. Included will be a select list of three to five child care providers developed to respond to the participant's unique needs. The child care providers will have confirmed vacancies so that participants simply visit and interview the caregivers in order to make a final selection.

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## Materials for Grantees

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AmeriCorps<sup>®</sup>Care has developed and will supply each grantee with the following materials.

**Eligibility Determination Manual** containing detailed instructions on determining eligibility, documentation on state median income, review of the referral and payment benefits administered by AmeriCorps<sup>®</sup>Care, and information on how participants access services at each step of the process.

### **Child Care Benefits Eligibility & Redetermination Application**

**Child Care Packet** for each participant containing information on child care needs assessment form, how to choose child care, how to assess quality in child care, parent/provider relationships, setting up backup child care, three-party child care agreements, child care coupons, parent handbook on payment process, and provider handbook on payment process.

Grantees may also directly access AmeriCorps<sup>®</sup>Care staff throughout the project year to receive supportive assistance as participants complete their year of service. AmeriCorps<sup>®</sup>Care staff will assist grantees with questions regarding eligibility determination, child care benefits, unique participant needs, and other issues relating to AmeriCorps child care benefits.

Because grantees must keep AmeriCorps<sup>®</sup>Care informed of the ongoing child care needs and changes during the course of the project year, an 800 telephone number is available to grantees for this type of follow-up assistance. AmeriCorps<sup>®</sup>Care staff are available from 9:30 am to 5:30 pm ET Monday through Friday at (800) 570-4543.

# AmeriCorps<sup>®</sup>Care

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## Overview of Child Care Benefits for AmeriCorps Participants

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AmeriCorps child care benefits include assistance in: 1) identifying child care and 2) payment of child care costs based on a regional allowance. Benefits are designed to support both the participant and the child(ren) so that the participant can successfully complete her/his term of service and the child(ren) receive developmentally appropriate care.

Grantees are responsible for determining a participant's eligibility for child care benefits. AmeriCorps<sup>®</sup>Care will administer payments and provide assistance in searching for child care to those participants who require such support. The process consists of the following steps which are essential to the successful placement of the child in a quality child care program

<b>Orientation</b> <i>(grantee)</i>	to provide the participant with the information needed to successfully choose a child care provider
	to gather essential information to determine the participant's eligibility for child care benefits
<b>Verification/Certification</b> <i>(grantee)</i>	to review all eligibility information for completeness and accuracy
	to review documentation and certify participant's eligibility based on current CCDBG requirements
<b>Obligation/Authorization</b> <i>(grantee)</i>	to provide each eligible participant with an AmeriCorps <sup>®</sup> Care parent packet and authorize payment to selected, qualified child care providers
<b>Compensation</b> <i>(AmeriCorps<sup>®</sup>Care)</i>	AmeriCorps <sup>®</sup> Care will administer a payment system, forwarding child care payments directly to child care providers on a monthly basis.

AmeriCorps<sup>®</sup>Care will provide grantees with an operations manual which details the steps involved in each of these five procedures, and an 800 technical assistance telephone number (1-800-570-4543 9:00 am to 5:30pm, EST, Monday through Friday ) to answer any questions or to provide instructional guidance regarding the AmeriCorps<sup>®</sup>Care program.

\*AmeriCorps<sup>®</sup>Care will make available all such materials to grantees.

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**Health Insurance Plan  
for  
AmeriCorps Participants  
PLAN BENEFITS**

**ELIGIBILITY...** All AmeriCorps participants are eligible *unless* they already have health care coverage through an alternate source.

**COVERAGE BEGINS...** Immediately, provided that the participant is active in the AmeriCorps program.

**POLICY YEAR...** Each agency has a 12 month Policy Year that begins on that agency's date of implementation of the plan.

**DEDUCTIBLE...** The plan has a deductible of \$100 per Policy Year.

**BENEFITS...**

Level I

Each Policy Year, the plan pays **80%** until the participant has paid \$1,000 in out-of-pocket expenses (including the deductible).

Level II

After \$1,000 in out-of-pocket expenses has been paid, the plan pays **100%** for the rest of the Policy Year up to a lifetime maximum of \$50,000 for each cause.

**PRE-EXISTING CONDITIONS...**

Benefits are limited for eligible expenses incurred during the first 12 months of coverage if they are due to pre-existing conditions; the plan will pay only up to \$5,000.

Full coverage is provided once the participant has been covered for 12 consecutive months.

**OTHER LIMITATIONS...**

In addition to excluded expenses, there are several categories of expenses for which benefits are limited. A few examples follow:

<u>Expense</u>	<u>Benefit Limitation</u>
Hospital Room & Board	\$600 per day
Intensive Care	\$1,200 per day
Motor Vehicle Accident Injuries	\$10,000 per cause
Sports-Related Injuries	\$5,000 per cause

**CONTINUATION AFTER PARTICIPATION...**

When participation in the AmeriCorps program ends, a participant may elect to continue coverage. The premium rate for continuation is higher than the agency-paid rate per participant.

**Health Insurance Plan  
for  
AmeriCorps Participants**

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***IMPORTANT FACTS...***

- Immediate Coverage for Participants (September 1 first possible effective date)
  - Monthly Premium is \$101.00 per Participant
  - Administrative Kits will be Mailed in approximately Two Weeks
  - Administrative Kit Contains:
    - Participant Brochures
    - Plan Information Summary
    - Administrative Manual
    - Form Types
  - Spanish Materials Available
  - Customer Service Staff 8 am to 8 pm Eastern Time (M-F) 1-800-788-6557
- 

Plan Underwritten by Allianz Life Insurance Company of North America  
Administered by Strategic Resource Company (SRC)

**If you have questions on the administration of the program,  
please call Allianz Life at  
1-800-788-6557.**

July 21, 1994

Dear Lender,

This is to inform you that individuals serving in an approved position in AmeriCorps, the national service program, are entitled to forbearance on qualified student loans during their terms of service. This benefit is intended to enable individuals with outstanding debt to participate in AmeriCorps, the national service program established by the National and Community Service Trust Act of 1993 (P.L. 103-82).

This law amended the Higher Education Act to provide that:

"upon written request, a lender shall grant a borrower forbearance on such terms as are otherwise consistent with the regulations of the Secretary [of Education], during periods in which the borrower is serving in a national service position, for which the borrower receives a national service educational award under the national and Community Service Trust Act of 1993."

The Department of Education has further incorporated this statutory mandate into its implementing regulations. The final regulation governing the Federal Family Education Loan Program (34 CFR Part 682) provides for mandatory forbearance for such a borrower "in yearly increments (or a lesser period equal to the actual period during which the borrower is eligible)." In the future, the Department will incorporate further regulatory references to this mandatory forbearance requirement for Perkins' loans.

The Department of Health and Human Services is developing policy guidance to notify schools, lenders, and holders that loans made pursuant to Title VII and VIII of the Public Health Service Act are similarly eligible for forbearance during any periods of service with the national service program.

The Corporation for National Service shall pay the interest that has accrued on the qualified student loans of any person in an approved national service position during their term of service, pursuant to Section 148(e) of the National and Community Service Trust Act. Interest will be paid to the lender at the end of the term upon the successful completion of service by the borrower in a national service program. Participants who fail to complete the full term will generally be liable for the accrued interest. In some instances, individuals may leave service early for compelling personal circumstances and the Corporation will also pay accrued interest during the term of service. Otherwise, individuals who leave the program early are responsible for paying the accrued interest.

Qualified student loans for which the Corporation will pay accrued interest costs are:

"any loan made, insured, or guaranteed pursuant to title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.), other than a loan to a parent of a student pursuant to section 428B of such Act (20 U.S.C. 1078-2);" and

"any loan made pursuant to title VII or VIII of the Public Health Service Act (42 U.S.C. 292a et seq.)."

In general, the Department of Education loans that are covered include: (a) Federal Family Education Loan Program, including: Federal Consolidation Loans, Federal PLUS Loans (excluding those made to parents), Federal Stafford Loans, Federally Insured Student Loans (1984 and prior), Guaranteed Student Loans (former name for Stafford Loans), and Supplemental Loans for Students; (b) Federal Direct Student Loan Program (FDSLPL); and (c) Federal Perkins Loans, including: National Defense Student Loan Program (NDSL); National Direct Student Loan Program (NDSL); and Income Contingent Loan Program.

For purposes of the Public Health Service Act, this includes Health Education Assistance Loans (HEAL), Health Professions Student Loans (HPSL), Loans for Disadvantaged Students (LDS), Primary Care Loans (PCL), and Nursing Student Loans.

When participants in national service wish to defer repayment of their loans, they should follow the procedures you have established for forbearance. We will work with the participant to provide any required certification either to you or to the participant, in accordance with your procedures. We will also work with lending institutions to determine the most effective procedures for payment of these accrued interest costs at the end of a participant's term of service.

If you have any further questions, you may call us at (202) 606-5000x347, or write to:

National Service Trust  
Corporation for National Service  
1201 New York Ave, NW  
Washington, D.C. 20525

Thank you for assistance in the implementation of this requirement.

Sincerely,

\s\

Gary Kowalczyk  
Acting Chief Financial Officer

## IMPORTANT CORPORATION FORMS

The USDA Director of National Service will assign specific Program/Project I.D. to your project once it is approved. It is essential that you use this number in all correspondence referring to your project and in completing the required Corporation for National and Community Service Forms. We must all remember that an AmeriCorps Member's ability to use their post service education award is directly related to the accuracy of the information we place on the forms submitted to the Corporation. To ensure the accuracy of this information we must follow the following rules when completing forms for the Corporation:

1. Always use the USDA Program/Project I.D. number assigned to you;
2. For every form completed send the original to your agency national headquarters in Washington, D.C.
3. Retain a copy for your records.
4. For any form that the member is required to sign, make a copy for the member to retain for his/her records.

The consistent use of the USDA Program I.D. number is critical when you realize that at least seven different forms from the CNCS require a program I.D. number but the same number is called different things on different forms. For example, the participant Enrollment Form (PEF) asks for the "Sub-grantee I.D. Number". The National Service Trust Form asks for the "Program I.D. Number". Both forms are asking for the same number even though different names are used for the number on each form. The reason for this is probably that in the rush to get the Corporation up and running, different people developed different forms and that caused different names to be used. Rather than change all the forms, it is easier if we just recognize where the appropriate Program I.D. Number should go on each form regardless of what it is called. The table below contains a list of forms and the place where you put the USDA/AmeriCorps Program I.D. Number.

**IMPORTANT NOTE:** It is NOT acceptable to submit xerox copies of Corporation forms to the Corporation. Only original forms should be completed and forwarded. Contact your agency program manager if you need more forms.

LOCATIONS ON CNCS FORMS WHERE  
THE USDA/AMERICORPS PROGRAM  
I.D. NUMBER IS PLACED

USDA National Service Form Filing Number	Official CNCS Form Name	Name of Element on the form that should be completed by filling in the 14 digit USDA/AmeriCorps Program I.D. Number
2	Transmittal Sheet	Program I.D. Number
5	Training and Technical Assistance Form	Operating Site I.D. Number
6	SF 269a Financial Status Report	Recipient Account Number or identifying number (block #5)
8	AmeriCorps*USA Operating Site Quarterly Report	Operating Site I.D. #
11	Participant Enrollment Form (PEF)	Sub-grantee I.D. Number
12	National Service Trust Enrollment Form (NSTEF)	Program I.D. Number
13	National Service Trust End of Term of Service Form	Program/Project I.D. Number
	Corporation for National Service AmeriCorps*USA - Operating Site Information Form	Operating Site I.D.



# To be filled out by Approving Official

**USE NO. 2 PENCIL ONLY!** Erase cleanly any changes or stray marks. Make black marks that fill the circle

Sections 8-13 must be completed by one of the following:

- (a) the State Director of the Corporation for National Service if participant is a VISTA participant.
- (b) the Camp Commander or his/her designee if participant is a National Civilian Community Corps participant.
- (c) the Program Director if participant is an AmeriCorps USA program participant.

- 8. Indicate whether the participant is enrolled in a full-time or part-time program. If a VISTA or a National Civilian Community Corps participant, mark "Full-time" program unless enrolled in the summer program. If an AmeriCorps USA participant, indicate whether the individual is a full-time participant (minimum of 1700 hours) or a part-time participant (900 hours). If reduced part-time, indicate the number of hours.
- 9. Indicate whether the participant receives an education award or Stafford Loan Forgiveness. (Unless informed otherwise, mark "Education Award".)
- 10. Indicate the type of program in which participant is enrolled. If "Other", be specific.
- 11. Provide the date of the participant's enrollment in the program (in six digits).
- 12. Provide the date of the participant's expected completion of the program (in six digits).
- 13. The Approving Official must provide the name of the program, program director, phone number (including area code), program address, and sign the form. The program I.D. number should reflect either the assigned grant number or other approved identification number.

**8. Type of Participant Enrollment:**

(Mark only one.)

- Full-time
- Part-time
- Reduced part-time (How many hours \_\_\_\_\_)
- Summer
- Other (Specify: \_\_\_\_\_)

**9. Participant receives:**

(Mark only one.)

- Education Award
- Stafford Loan Forgiveness

**10. Type of program:**

(Mark only one.)

- AmeriCorps USA
- National Civilian Community Corps
- VISTA
- Other(Specify: \_\_\_\_\_)

**11. Date of Enrollment**

DATE					
MO.	DAY	YR.	MO.	DAY	YR.
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**12. Expected Date of Completion**

DATE					
MO.	DAY	YR.	MO.	DAY	YR.
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**13. Program Information:**

Name of Program: \_\_\_\_\_

Program Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Area Code

Address of Program: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Program I.D. Number: \_\_\_\_\_

Signature of Approving Official: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY ACT NOTICE**

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used to enroll persons in the National Service Trust. The information will not be disclosed outside the government without written permission.



# PARTICIPANT ENROLLMENT FORM

CORPORATION  
FOR NATIONAL  
SERVICE

**USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.**

## For Local Program Staff Use

Grantee: \_\_\_\_\_

Subgrantee/Program: \_\_\_\_\_

Subgrantee ID Number: \_\_\_\_\_

The participant was recruited:  Nationally (referred to you from the national referral database)  
 Locally (recruited through your own local efforts. No involvement with the national referral system.)

Date of Participant's Enrollment

DATE		
MO.	DAY	YR.
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**Participant: Please sign and complete the remainder of items on this form.**

Participant's Name: \_\_\_\_\_ (Print clearly.)  
First Middle Initial Last

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If required)

**Current Address (Print clearly.)**  
 (All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business or School Phone \_\_\_\_\_

**Permanent Address (Print clearly.)**  
 (Name and address of a person through whom you can always be reached.)

Name \_\_\_\_\_

Number and Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business or School Phone \_\_\_\_\_

**1. What is your SSN?**

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

**2. What is your birthdate?**

DATE		
MO.	DAY	YR.
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**3. Are you?**

- Female
- Male

**4. Are you a(n)...**

- U.S. Citizen
- Permanent Resident (not a U.S. Citizen)
- Alien with a work permit/authorization to work

**5. Are you registered to vote? (optional)**

- Yes
- No
- Not sure

6. Which one of the following categories best describes your racial or ethnic origin?
- White (non-Hispanic)
  - African American (non-Hispanic)
  - Hispanic/Latino
  - Asian/Pacific Islander
  - American Indian/Alaskan Native
  - Other (Specify: \_\_\_\_\_)
  - Prefer not to respond

7. Which of the following best describes your current marital status? (Mark only one.)
- Single, never married
  - Married, living with husband/wife
  - Married, not living with spouse/legally separated
  - Widowed
  - Divorced

8. What is the highest level of education you have completed?
- Graduate degree
  - Graduate study
  - College graduate
  - Associate degree
  - Some college
  - Technical school/Apprenticeship
  - GED
  - High school graduate
  - Less than high school completed

9. Do you have a disability?
- Yes (Specify: \_\_\_\_\_)
  - No

10. Were you previously enrolled in any other service program sponsored by the Corporation for National Service (or by any one of its predecessors, ACTION or the Commission for National and Community Service)?
- Yes  
If yes, when? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year
  - No

11. What will your participation in the program be?
- Full-time
  - Part-time

12. What are the two major reasons you decided to join this program?
- To get an education scholarship
  - To be a part of the national movement
  - To get a job/earn money
  - Friends have joined
  - To make friends
  - To learn about or work with different ethnic/cultural groups
  - Parents/teachers wanted me to join
  - To explore future job/education interests
  - Interested in health issues
  - Interested in education issues
  - Interested in environment issues
  - Interested in public safety issues
  - To help other people/perform a community service
  - Other (Specify: \_\_\_\_\_)

13. How did you hear about this program? (Mark all that apply.)
- Read about it in a newspaper/magazine
  - Saw a public service announcement
  - Heard one of the President's speeches on a Call to Service
  - Recruited by an organization/school
  - Guidance Counselor/Teacher/Parent/Relative
  - Friend told me/Friend applied
  - Heard about it on the TV/radio
  - Other (Specify: \_\_\_\_\_)

14. When you joined the program, who among the following were part of your household? (Mark all that apply.)
- Mother
  - Father
  - Foster parent(s)
  - Spouse
  - Boyfriend/girlfriend
  - Sisters or brothers (How many? \_\_\_\_\_)
  - Your own children (How many? \_\_\_\_\_)
  - Other adults (Not including roommates) (How many? \_\_\_\_\_)
  - Other children (How many? \_\_\_\_\_)
  - No one, live alone

15. Last year, about how much money did you earn? (If possible, base your answer on the "adjusted gross income" figure from last year's federal income tax return.)
- \$0 - \$1,000
  - 1,001 - 5,000
  - 5,001 - 10,000
  - 10,001 - 20,000
  - 20,001 - 30,000
  - 30,001 - 40,000
  - Over 40,000

16. Last year, what was the TOTAL income of all other members of your household? (If possible, base your answer on the "adjusted gross income" figure from last year's federal income tax return.)
- \$0 - \$1,000
  - 1,001 - 5,000
  - 5,001 - 10,000
  - 10,001 - 20,000
  - 20,001 - 30,000
  - 30,001 - 40,000
  - 40,001 - 50,000
  - 50,001 - 60,000
  - 60,001 - 70,000
  - 70,001 - 80,000
  - 80,001 - 90,000
  - 90,001 - 100,000
  - Over 100,000
  - Have no idea

17. Which of the following do you or your parents/guardians receive? (Mark all that apply.)
- Aid to Families with Dependent Children (AFDC)
  - General Assistance/General Relief
  - Foodstamps
  - WIC
  - Worker's Compensation
  - Social Security Benefits
  - Other welfare or public assistance
  - None

#### PRIVACY ACT NOTICE

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used to enroll persons in the AmeriCorps program. The information will not be disclosed outside the government without written permission.



No: \_\_\_\_\_

**Position Description  
AmeriCorps USDA**

**Complete Name:** \_\_\_\_\_  
**Title:** USDA AmeriCorps Member  
**Location:** \_\_\_\_\_

1. As a Member of the USDA AmeriCorps the incumbent must have the following abilities:

- Ability to work as a team member.
- Ability to follow instructions.
- Ability to communicate.
- Ability to work outdoors.
- Ability to work with citizens of the community.
- Ability to perform a wide range of functions.

2. Major Duties: (To be completed by Supervisor)

3. Member must support and participate in Equal Opportunity and Civil Rights Program activities.

4. Member must practice appropriate safety procedures in all tasks.

5. Member must keep the workplace free of drugs and alcohol.

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PUBLIC LANDS AND  
ENVIRONMENT CORPS  
AGREEMENT OF PARTICIPATION  
IN THE  
USDA AMERICORPS PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community services among the citizens of the United States to help meet human, educational, environmental and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the usda will operate it's AmeriCorps Program to further objectives of mutual civic obligation.

**AUTHORITY:** This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

**I. Purpose**

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation in the USDA AmeriCorps Program. This agreement is hereby entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 1994, between the United States Department of Agriculture (hereinafter referred to as the "Program").and

---

(hereinafter referred to as the "Member.")

**II. Minimum Qualification**

The Member certifies that he/she is a United States citizen, a national or a legal permanent resident and at least 17 years of age (or 16 in the case of a Youth Corps members).

**III. Terms of Service**

(a) The Member's term of service begins on \_\_\_\_\_ and ends on \_\_\_\_\_. This term of service may be extended by the Member with the approval of the Program Director, in writing for the following reason:

the Member's service has been suspended due to compelling personal circumstances.

(b) The Member will complete a minimum of 1812 hours of service during this period. Of these 1812 hours, 40 hours will be excused absence, 72 hours will be for holidays, and 20% of these hours may be training, education, or other similar approved activities.

(c) The Member understands that in order to be eligible for serving a second term of service, the Member must receive satisfactory performance reviews for any previous term of service. The Member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of the Member's performance focusing on factors such as: whether the Member has--

- (1) completed the required number of hours;
- (2) satisfactorily completed assignments, tasks, or projects; and
- (3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) The Member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.

#### **IV. Benefits**

(a) The Member will receive from the Program the following benefits--

- (1) a living allowance of \$7,660, if the Member is a full-time participant. (The allowance will be distributed evenly over the term of service on a biweekly basis (less tax withholdings.)
- (2) health care insurance, if the Member is qualified for coverage. (The health insurance policy is hereto attached.)
- (3) a child care allowance to be provided directly to the provider, if the Member qualifies for the allowance.

(b) Upon successful completion of the Member's term of

service, the Member will receive an education award of a value of \$4,725 (This amount is for a full-time Member.)

(1) Prior to using the education award, the Member agrees (in the event the Member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the Member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the Member's education assessment).

(2) The Member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps program will render the member ineligible to receive the education award.

(c) If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

## **V. Rules of Conduct**

The Member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Program Member further agrees to act in conformance with and abide by, the provisions of 7CFR Part 735, as amended (attached). Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps Member,

(1) demonstrate mutual respect toward others;

(2) follow directions;

(3) direct concerns, problems, and suggestions to the appropriate Program official; and-

(4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

(b) At no time may the Member

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbituates, cocaine, marijuana, etc.;
- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles.
- (4) Use abusive, vulgar, and discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;
- (9) engage in activities that pose a significant safety risk to others;

(c) The Member understands that the following acts will also constitute a violation of the Program's rule of conduct

- (1) unauthorized tardiness;
- (2) unauthorized absences;
- (3) repeated use of inappropriate language (i.e. profanity) at job site;
- (4) failure to wear appropriate clothing to service assignments;
- (5) stealing or lying;
- (6) engaging in activity that may physically or emotionally damage other Members of the program or members of the community; or
- (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

- (1) for the Member's first offense, an appropriate Program official will issue a verbal warning to the Member;
- (2) for the Member's second offense, an appropriate Program official will issue a written warning and reprimand to the Member;
- (3) for the Member's third offense, the member may be suspended for one day or more without compensation.
- (4) for the fourth offense, the Program may release the Member for cause.

(e) The Member understands that he/she will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale or distribution of a controlled substance.

#### **VI. Release from Term of Service**

(a) The Member understands that he/she may be released for the following two reasons:

- (1) for cause, as explained in paragraph (b) of this section; or
- (2) compelling personal circumstances as defined in paragraph (c) of this section.

(b) The Program will release the member for cause for the following reasons:

- (1) the Member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program official;
- (2) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance;
- (3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or
- (4) any other serious breach that in the judgment of the

Director of the Program would undermine the effectiveness of the program.

(c) The Program may release the Member from the term of service, due to compelling personal circumstances if--

- (1) the Member has a serious injury or illness that makes completing the term impossible;
- (2) there is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
- (3) the Member is drafted by the Armed Services of the United States; or
- (4) some other circumstance occurs that makes it impossible or very difficult for the Member to complete the term of service and the Program deems that circumstance to be compelling.

(d) The Program will suspend the Member's term of service for the following reasons:

- (1) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the Member is found not guilty or the charge is dismissed, the Member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
- (2) during the term of service the Member has been convicted of a first offense of possession of a controlled substance. (If the Member, however, demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive back living allowances or credit for any service hours missed.)

(e) The Program may suspend the Member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph (c) in section V of this agreement.

(f) If the Member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the Member discontinues his/her term of service due to

compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the Member has completed at least 15% of the required service hours (250 service hours) the Member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and (c) of section IV.

## **VII. Grievance Procedures**

(a) The Member understands that the Program has a grievance procedure (outlined in the Member Orientation Handbook) to resolve disputes concerning the Member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The Member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure which is set forth in a separate document and hereto attached.

## **VIII. USDA Responsibilities to Members:**

(1) have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;

(2) provide AmeriCorps Members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;

(3) provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;

(4) provide all AmeriCorps Members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;

(5) design and coordinate service projects for AmeriCorps Members so that the members will continuously have productive and useful service projects in environmental or human needs;

(6) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 1,700 hours of service within a year;

(7) treat all AmeriCorps Members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;

(8) work with AmeriCorps Members to develop mechanisms

through which the AmeriCorps Members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps; and

(9) provide other additional support and services to ensure the success of all programs.

**IX. Amendments to This Agreement**

This agreement may be changed or revised by written consent by both parties.

**X. Authorization**

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

\_\_\_\_\_  
AmeriCorps Member

\_\_\_\_\_  
USDA  
Program Director

**RURAL AND PROFESSIONAL  
DEVELOPMENT CORPS  
AGREEMENT OF PARTICIPATION  
IN THE  
USDA AMERICORPS PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community services among the citizens of the United States to help meet human, educational, environmental and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the usda will operate it's AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

**I. Purpose**

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation in the USDA AmeriCorps Program. This agreement is hereby entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 1994, between the United States Department of Agriculture (hereinafter referred to as the "Program").and

---

(hereinafter referred to as the "Member.")

**II. Minimum Qualification**

The Member certifies that he/she is a United States citizen, a national or a legal permanent resident and at least 17 years of age (or 16 in the case of a Youth Corps members).

**III. Terms of Service**

(a) The Member's term of service begins on \_\_\_\_\_ and ends on \_\_\_\_\_. This term of service may be extended by the Member with the approval of the Program Director, in writing for the following reason:

the Member's service has been suspended due to compelling personal circumstances.

(b) The Member will complete a minimum of 1812 hours of service during this period. Of these 1812 hours, 40 hours will be excused absence, 72 hours will be for holidays, and 20% of these hours may be training, education, or other similar approved activities.

(c) The Member understands that in order to be eligible for serving a second term of service, the Member must receive satisfactory performance reviews for any previous term of service. The Member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of the Member's performance focusing on factors such as: whether the Member has--

- (1) completed the required number of hours;
- (2) satisfactorily completed assignments, tasks, or projects; and
- (3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) The Member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.

#### **IV. Benefits**

(a) The Member will receive from the Program the following benefits--

- (1) a living allowance of \$12,000, if the Member is a full-time participant. (The allowance will be distributed evenly over the term of service on a biweekly basis (less tax withholdings.)
- (2) health care insurance, if the Member is qualified for coverage. (The health insurance policy is hereto attached.)
- (3) a child care allowance to be provided directly to the provider, if the Member qualifies for the allowance.

(b) Upon successful completion of the Member's term of

service, the Member will receive an education award of a value of \$4,725 (This amount is for a full-time Member.)

- only for program*
- (1) Prior to using the education award, the Member agrees (in the event the Member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the Member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the Member's education assessment).
  - (2) The Member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps program will render the member ineligible to receive the education award.

(c) If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

## V. Rules of Conduct

The Member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Program Member further agrees to act in conformance with and abide by, the provisions of 7CFR Part 735, as amended (attached). Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) The Member is expected to, at all times while acting in an official capacity as an AmeriCorps Member,

- (1) demonstrate mutual respect toward others;
- (2) follow directions;
- (3) direct concerns, problems, and suggestions to the appropriate Program official; and
- (4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

(b) At no time may the Member

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbituates, cocaine, marijuana, etc.;
- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles.
- (4) Use abusive, vulgar, and discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;
- (9) engage in activities that pose a significant safety risk to others;

(c) The Member understands that the following acts will also constitute a violation of the Program's rule of conduct

- (1) unauthorized tardiness;
- (2) unauthorized absences;
- (3) repeated use of inappropriate language (i.e. profanity) at job site;
- (4) failure to wear appropriate clothing to service assignments;
- (5) stealing or lying;
- (6) engaging in activity that may physically or emotionally damage other Members of the program or members of the community; or
- (7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

- (1) for the Member's first offense, an appropriate Program official will issue a verbal warning to the Member;
- (2) for the Member's second offense, an appropriate Program official will issue a written warning and reprimand to the Member;
- (3) for the Member's third offense, the member may be suspended for one day or more without compensation.
- (4) for the fourth offense, the Program may release the Member for cause.

(e) The Member understands that he/she will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale or distribution of a controlled substance.

#### **VI. Release from Term of Service**

(a) The Member understands that he/she may be released for the following two reasons:

- (1) for cause, as explained in paragraph (b) of this section; or
- (2) compelling personal circumstances as defined in paragraph (c) of this section.

(b) The Program will release the member for cause for the following reasons:

- (1) the Member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program official;
- (2) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance;
- (3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or
- (4) any other serious breach that in the judgment of the

Director of the Program would undermine the effectiveness of the program.

(c) The Program may release the Member from the term of service, due to compelling personal circumstances if--

- (1) the Member has a serious injury or illness that makes completing the term impossible;
- (2) there is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;
- (3) the Member is drafted by the Armed Services of the United States; or
- (4) some other circumstance occurs that makes it impossible or very difficult for the Member to complete the term of service and the Program deems that circumstance to be compelling.

(d) The Program will suspend the Member's term of service for the following reasons:

- (1) during the term of service the Member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the Member is found not guilty or the charge is dismissed, the Member may resume his/her term of service. The Member, however, will not receive back living allowances or credit for any service hours missed.)
- (2) during the term of service the Member has been convicted of a first offense of possession of a controlled substance. (If the Member, however, demonstrates that he/she has enrolled in an approved drug rehabilitation program, the Member may resume his/her term of service. The Member will not receive back living allowances or credit for any service hours missed.)

(e) The Program may suspend the Member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph (c) in section V of this agreement.

(f) If the Member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the Member discontinues his/her term of service due to

compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the Member has completed at least 15% of the required service hours (250 service hours) the Member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and (c) of section IV.

## **VII. Grievance Procedures**

(a) The Member understands that the Program has a grievance procedure (outlined in the Member Orientation Handbook) to resolve disputes concerning the Member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The Member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure which is set forth in a separate document and hereto attached.

## **VIII. USDA Responsibilities to Members:**

(1) have selected all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;

(2) provide AmeriCorps Members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;

(3) provide AmeriCorps Members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;

(4) provide all AmeriCorps Members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;

(5) design and coordinate service projects for AmeriCorps Members so that the members will continuously have productive and useful service projects in environmental or human needs;

(6) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 1,700 hours of service within a year;

(7) treat all AmeriCorps Members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;

(8) work with AmeriCorps Members to develop mechanisms

through which the AmeriCorps Members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps; and

(9) provide other additional support and services to ensure the success of all programs.

**IX. Amendments to This Agreement**

This agreement may be changed or revised by written consent by both parties.

**X. Authorization**

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

\_\_\_\_\_  
AmeriCorps Member

\_\_\_\_\_  
USDA  
Program Director



USDA AMERICORPS  
MEMBER SEMI-ANNUAL PERFORMANCE APPRAISAL

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ SITE #: \_\_\_\_\_

	Yes	No
1. Is Member's work neat, accurate, & complete?		
2. Is Member prompt in completing job tasks?		
3. Does Member take initiative?		
4. Does Member readily accept responsibility?		
5. Does Member follow instructions accurately?		
6. Is Member punctual?		
7. Is Member absent from place of work for unauthorized intervals?		
8. Does Member follow appropriate safety procedures?		
9. Does Member wear appropriate clothing for tasks?		
10. Does Member participate in training sessions?		
11. Does Member accept constructive criticism and take steps for improvement?		
12. Is Member cooperative?		
13. Does Member appear to have a good attitude?		
14. Does Member work well with others?		
15. Does Member show respect for others?		
16. Do you feel that the Member is well placed?		
17. Does the Member display a desire to participate in National Service?		
18. Would you recommend this person for a second term?		
19. Did Member contribute to meeting objectives?		
20. Other?		

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Date)

(Place any comments on back of form.)



# NATIONAL SERVICE TRUST END OF TERM OF SERVICE FORM

CORPORATION  
FOR NATIONAL  
SERVICE

**Please DAREFULLY read instructions BEFORE filling out BOTH sides of this form.**

**USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.**

1. Print clearly your full name, including middle initial.
2. Provide your Social Security number.
3. Print clearly your current address and phone numbers.
4. Print clearly your permanent address and phone numbers. (If the same as your current address, write "SAME".)
5. Sign your name and enter today's date.

1. Participant's name?: \_\_\_\_\_  
Last
Middle Initial
First

2. What is your SSN?

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

**3. Current Address**

(All information will be sent to you at this address until you notify the Corporation of a change of address.)

Number and Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business or School Phone \_\_\_\_\_

**4. Permanent Address**

(Name and address of a person through whom you can always be reached.)

Name \_\_\_\_\_

Number and Street \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business or School Phone \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY ACT NOTICE**

The collection of this information is authorized by the provisions of the National and Community Service Trust Act of 1993. Information will be used to verify completion of service under the National Service Trust. The information will not be disclosed outside the government without written permission.

Appendix S

## Questions 6 - 12 to be filled out by Approving Official

**USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circle**

Sections 6-12 must be completed by one of the following:

- (a) the State Director of the Corporation for National Service if participant is a VISTA participant.
  - (b) the Camp Commander or his/her designee if participant is a National Civilian Community Corps participant.
  - (c) the Program Director if participant is an AmeriCorps USA program participant.
6. Enter the hours of service completed under the National Service Program. VISTA and National Civilian Community Corps programs should not complete this item.
  7. Show the ending date of the term of service.
  8. Indicate whether the participant was enrolled in a full-time or part-time program. If a VISTA or a National Civilian Community Corps participant, mark "Full-time" program unless enrolled in the summer program. If an AmeriCorps USA participant, indicate whether the individual was a full-time participant (minimum of 1700 hours), a part-time participant (900 hours), a reduced part-time participant (less than 900 hours), or a summer participant.
  9. Give the name of the program or project.
  10. Show the Program or Project ID that has been assigned to this program by the Corporation.
  11. Indicate the type of termination of the end of service. Please be sure to follow the Corporation's regulations in making this selection. If participant is continuing service for another term under the National Service Trust on this or another project, another Trust Enrollment form must be completed.
  12. Print your name, then sign and date the Certification of Service.

**6. Hours of service completed**

**7. Date of Completion**

**8. Type of Participant Enrollment: (Mark only one.)**

HOURS			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

DATE		
MO.	DAY	YR.
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

- Full-time
- Part-time
- Reduced part-time
- Summer
- Other (Specify: \_\_\_\_\_)

9. Name of Program/Project: \_\_\_\_\_

10. Program/Project ID Number: \_\_\_\_\_

11. Type of termination:

- Completion of service as scheduled and eligible for an education award.
- Early termination for Cause and not eligible for an education award.
- Early termination for Compelling Personal Circumstance and eligible for a partial education award.

12. Certification of Service:

I certify that this individual performed the service indicated above.

\_\_\_\_\_  
Name of Authorized Certifying Official

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Date



# AMERICORPS MEMBER EXIT FORM

CORPORATION  
FOR NATIONAL  
SERVICE

**USE NO. 2 PENCIL ONLY! Erase cleanly any changes or stray marks. Make black marks that fill the circles.**

### Program Identification:

In what AmeriCorps program did you participate?

- AmeriCorps \* VISTA                       AmeriCorps \* NCCC  
 AmeriCorps \* USA                               Other

### Participant Identification:

Participant's Name: \_\_\_\_\_  
 (Print clearly.)                      First                      Middle Initial                      Last

Participant's SSN:

SOCIAL SECURITY NUMBER								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

**The Corporation for National Service is very interested in your experiences in the AmeriCorps program. We will use your comments from this form to help us improve future programs. Your answers on this form will be kept completely private. No one from your program will know how you answer.**

**Please answer the questions honestly, then fold and seal the form. Thank you!**

1. Did you complete your AmeriCorps term of service?
- Yes (skip to question 2)  
 No (continue below)
- Please indicate below the main reason why you left your program:
- Got a job/expanded working hours  
 Enrolled in a job training program  
 Enrolled in another service program  
 Dissatisfied with assigned tasks  
 Enlisted in the military  
 Enrolled in school  
 Dissatisfied with program staff/supervisor  
 Moved away  
 Health reasons  
 Left at parent's request  
 Asked to leave the program by project manager  
 Left program for other personal reasons (please specify \_\_\_\_\_)

2. If a friend was thinking about joining your AmeriCorps program, how strongly would you encourage your friend to join?
- Strongly encourage joining  
 Encourage joining  
 Discourage joining  
 Strongly discourage joining
3. How likely are you to volunteer to serve your community in the future?
- Very likely  
 Likely  
 Not likely  
 Not at all
4. Thinking about your answer to question 3, how much did your AmeriCorps experience affect your feelings about serving your community?
- Very much  
 Somewhat  
 Not much  
 Not at all

Appendix T

**PRIVACY ACT NOTICE**

The collection of this information is authorized by the provisions of the National and Community Service Act, as amended by the National and Community Service Trust Act of 1993. Information will be used for reporting purposes only. The information will not be disclosed on an individual basis outside the government without written permission.

5. How likely are you to continue your education?

- Very likely
- Likely
- Not likely
- Not at all

6. Thinking about your answer to question 5, how much did your AmeriCorps experience affect your feelings about continuing your education?

- Very much
- Somewhat
- Not much
- Not at all

7. If you plan to continue your education, at what level will you continue in school?

- High School
- Tech/trade school
- Junior College
- College/University
- Other (specify \_\_\_\_\_)

8. Did you receive academic credit or a General Equivalency Diploma (GED) as a result of your participation in the program?

- No (skip to question 9)
- Yes (continue below)

Please indicate below what type of academic credit:

- GED
- College Credit Hours
- Workstudy Credits
- CEUs (Continuing Education Units)
- Other (specify \_\_\_\_\_)

9. Did you benefit from participating in AmeriCorps?

- No (skip to question 10)
- Yes

Please indicate below the primary benefits you received: (mark all that apply)

- Learned about or worked with different ethnic/cultural groups
- Explored future job/educational interests
- Learned about public safety issues
- Learned about environmental issues
- Made new friends
- Served my community
- Developed leadership skills
- Obtained an educational scholarship
- Helped others
- Gained communication skills
- Learned job skills
- Accomplished a specific task
- Made money
- Was part of a national movement

10. How satisfied were you with:

- a. Your overall AmeriCorps experience
- b. The service activities you performed this year
- c. The training you received
- d. The progress you made toward completing your assignments
- e. The support (transportation, tools, materials) you received to do your assignments
- f. The local program staff when you had questions or needed help
- g. The effect your work had on the community

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. What do you feel were the two most important skills you learned through AmeriCorps?

1. \_\_\_\_\_
2. \_\_\_\_\_

12. What did you like most about your AmeriCorps program?

\_\_\_\_\_

\_\_\_\_\_

13. What did you like least about your AmeriCorps program?

\_\_\_\_\_

\_\_\_\_\_

14. What recommendations do you have for improving the program next year?

\_\_\_\_\_

\_\_\_\_\_



CORPORATION  
FOR NATIONAL  
SERVICE

# Corporation for National Service AmeriCorps\*USA

## **OPERATING SITE INFORMATION FORM**

### Instructions

This form should be completed by every AmeriCorps operating site at the beginning of the grant period. Before completing this form, please review the definitions and examples below. If after reading the definitions and examples, you are still uncertain about who completes this form, please contact the Office of Evaluation at the Corporation for National Service, 202-606-5000 (x488).

### SECTION I – Operating Site Identification

**Corporation Grantee:** The organization that receives money directly from the Corporation. Generally, the grantee is also the legal applicant. State Commissions, national non-profits, tribal governments, and federal agencies are usually the Corporation grantees.

**Operating Site:** The final unit that performs direct service and administers AmeriCorps grant money. An operating site has an AmeriCorps budget and a staff. It is responsible for Member supervision, record keeping, program administration, etc.

**Operating Site ID:** A Corporation-issued identification number based on Corporation grantee ID numbers. The attached reference guide lists all operating site IDs by State. If you have any questions, please call your Corporation Grantee or the Office of Evaluation.

**Operating Site Congressional Districts:** The congressional districts in which the operating site provides services.

#### **National Non-Profit/Federal Agency Examples**

##### Example 1:

A national non-profit organization, Helping America!, receives a grant from the Corporation. Helping America! awards some of its grant money to a Helping America! program called Volunteers in Action. Volunteers in Action places individual AmeriCorps Members in community-based organizations.

The *Corporation grantee* is Helping America!.

The *operating site* is Volunteers in Action.

The *host organizations* are the community-based organizations.

**Who completes this form?: VOLUNTEERS IN ACTION**

##### Example 2:

A national non-profit organization (or federal agency) receives a grant from the Corporation. The national non-profit organization provides money to five regional offices. From those offices, teams of AmeriCorps Members work on environmental projects in concert with environmental non-profits in each region.

The *Corporation grantee* is the national non-profit.

The *operating sites* are the regional offices.

The *host organizations* are the environmental non-profits.

**Who completes this form?: EACH REGIONAL OFFICE**

*Continued on next*

**Appendix U**

## State Commission Examples

### Example 1:

A State Commission receives a grant from the Corporation. It awards a subgrant to a non-profit organization. The non-profit organization places AmeriCorps Members in community organizations throughout the state, and there are no administrative "offices" between the non-profit and the Members.

The *Corporation grantee* is the State Commission.

The *operating site* is the non-profit organization.

The *host organizations* are the community organizations throughout the state where the AmeriCorps Members serve.

**Who completes this form?:** THE NON-PROFIT ORGANIZATION THAT RECEIVED THE STATE COMMISSION GRANT

### Example 2:

A State Commission receives a grant from the Corporation to operate a state conservation corps. The corps has a city office and a rural office. Each office manages several teams. The city teams renovate parks and green space with the city Recreation Department; the rural teams do stream rehabilitation with the state Environmental Agency.

The *Corporation grantee* is the State Commission.

The *operating sites* are the city and rural offices.

The *host organizations* are the Recreation Department and the Environmental Agency.

**Who completes this form?:** THE CITY AND RURAL OFFICES

## SECTION II – Operating Site Profile

**Urban/suburban/rural:** The program setting or settings in which most of your Members work.

**Residential/non-residential:** If your Members live in AmeriCorps-provided dormitories or housing, your operating site is residential; if they do not, it is non-residential.

**Individual-based:** Operating sites using an individual placement model in which Members are assigned to project sites in small numbers (one or two per site) and generally work under the supervision of host organization personnel.

**Crew-based or Team-based:** Operating sites using a corps model in which Members work in larger groups and are generally supervised by AmeriCorps personnel.

**Direct Service:** Service provided by Members that directly benefits service recipients.

**Coordinating Volunteers:** Service provided by Members that consists primarily of recruiting, coordinating, and supervising non-paid community volunteers, who, in turn, provide service.

## SECTION III – Primary Partners

**Host Organizations:** Those organizations through which your Members provide services. Please be as specific as possible, identifying the unit within your host organization that directly coordinates your service. For example, an operating site providing services in a national park should identify the park administrative unit with whom they work, not the Department of the Interior.

**Funders:** Those organizations or individuals who provide funds for the AmeriCorps operating site. Please include cash amounts as well as the estimated value of in-kind contributions. On the first line, indicate the amount your operating site receives from the Corporation grant (either directly or through a subgrant). If you receive funds from your Corporation grantee beyond those that originally came from the Corporation, and you know the ultimate source of those funds (i.e., the contributors to your Corporation grantee), please provide the names of those contributors. Otherwise, include your Corporation grantee as a source of funding. If you anticipate receiving funding from an organization but the funds have not yet been committed, please list that organization in the "Anticipated Funders" column. When categorizing your contributors, report private individuals as "other."

## SECTION IV – Direct Services

For each priority area that is a primary focus of your service, mark all the services you provide. Then complete part b by estimating the proportion of your total service time that is devoted to that priority. Your responses to the five part b questions (education, human needs, public safety, environment, other) should sum to 100 percent of your direct service time.

## SECTIONS V, VI – Other Service Information

Please mark the appropriate ovals as indicated.

## SECTION VII – Operating Site Description

Please provide a description of your operating site and the services your AmeriCorps Members provide.

**SECTION I Operating Site Identification**

Corporation Grantee: \_\_\_\_\_

Operating Site Name: \_\_\_\_\_

Operating Site ID:

93	A	D	C	A	N	A	N	0	0	0	0	0	0	0	0
94	L	H	F	B	O	B	O	1	1	1	1	1	1	1	1
95	N	M	S	C	P	C	P	2	2	2	2	2	2	2	2
				D	Q	D	Q	3	3	3	3	3	3	3	3
				E	R	E	R	4	4	4	4	4	4	4	4
				F	S	F	S	5	5	5	5	5	5	5	5
				G	T	G	T	6	6	6	6	6	6	6	6
				H	U	H	U	7	7	7	7	7	7	7	7
				I	V	I	V	8	8	8	8	8	8	8	8
				J	W	J	W	9	9	9	9	9	9	9	9
				K	X	K	X								
				L	Y	L	Y								
				M	Z	M	Z								

Telephone: 1. ( ) \_\_\_\_\_

2. ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

First Date of Member Training or Service: \_\_\_\_\_  
(use earlier date)

Note: Insert only one letter in each of these blocks.

Operating Site Address: \_\_\_\_\_

Number and Street

City and State

ZIP Code

Operating Site Congressional Districts (please use the district numbers): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Who completed this form (please print): \_\_\_\_\_

Date form was completed: \_\_\_\_\_  
Month Day Year

**SECTION II Operating Site Profile**

- Is your program:
  - (mark one) ▶ a. Primary Urban    Primary Rural    Primary Suburban    Mixed \_\_\_\_\_ Describe Briefly
  - (mark one) ▶ b. Residential    Non-Residential
  - (mark one) ▶ c. Individual-based, providing direct service    Individual-based, "coordinating" volunteers
  - Crew-based/Team-based, providing direct service    Crew-based/Team-based, "coordinating" volunteers

2. Number of paid staff involved with AmeriCorps when fully operational  
(do not include AmeriCorps Members): \_\_\_\_\_ (full-time) \_\_\_\_\_ (part-time)

3. Number of AmeriCorps Members who will be enrolled at your operating site when you are fully operational: \_\_\_\_\_

4. Did your Corporation grantee operate a service program prior to this program year?  Yes  No  
If "Yes," was it an AmeriCorps-type program?  Yes  No

5. Did your operating site operate a service program prior to this program year?  Yes  No  
If "Yes," was it an AmeriCorps-type program?  Yes  No

**SECTION III Primary Partners**

**Current and Anticipated Host Organizations:**

If your Members provide service through other organizations, please list those organizations below. Be as specific as possible; e.g., if Members serve in schools, list the schools by name rather than the district.

**Organization Codes**

- 1 = For-profit organization
- 2 = Community-based organization, Non-profit
- 3 = Federal Government
- 4 = State Government
- 5 = Local Government
- 6 = Educational institution/organization
- 7 = Foundation
- 8 = Religious organization
- 9 = Other

Name	ZIP Code	Type of Organization (mark one)
ex: Anytown Junior High School	22222	1 2 3 4 5 6 7 8 9
1.		1 2 3 4 5 6 7 8 9
2.		1 2 3 4 5 6 7 8 9
3.		1 2 3 4 5 6 7 8 9
4.		1 2 3 4 5 6 7 8 9
5.		1 2 3 4 5 6 7 8 9
6.		1 2 3 4 5 6 7 8 9
7.		1 2 3 4 5 6 7 8 9
8.		1 2 3 4 5 6 7 8 9
9.		1 2 3 4 5 6 7 8 9
10.		1 2 3 4 5 6 7 8 9
11.		1 2 3 4 5 6 7 8 9
12.		1 2 3 4 5 6 7 8 9
13.		1 2 3 4 5 6 7 8 9
14.		1 2 3 4 5 6 7 8 9
15.		1 2 3 4 5 6 7 8 9
16.		1 2 3 4 5 6 7 8 9
17.		1 2 3 4 5 6 7 8 9
18.		1 2 3 4 5 6 7 8 9
19.		1 2 3 4 5 6 7 8 9
20.		1 2 3 4 5 6 7 8 9
21.		1 2 3 4 5 6 7 8 9
22.		1 2 3 4 5 6 7 8 9
23.		1 2 3 4 5 6 7 8 9
24.		1 2 3 4 5 6 7 8 9
25.		1 2 3 4 5 6 7 8 9
26.		1 2 3 4 5 6 7 8 9
27.		1 2 3 4 5 6 7 8 9
28.		1 2 3 4 5 6 7 8 9
29.		1 2 3 4 5 6 7 8 9
30.		1 2 3 4 5 6 7 8 9

**Current and Anticipated Funders:**

Print or type the full name and ZIP code of your primary funders:

**Organization Codes**

- 1 = For-profit organization
- 2 = Community-based organization, Non-profit
- 3 = Federal Government
- 4 = State Government
- 5 = Local Government
- 6 = Educational institution/organization
- 7 = Foundation
- 8 = Religious organization
- 9 = Other

**FUNDING AMOUNTS**

Current Funders	ZIP Code	Cash	In-kind	Total	Type of Organization (mark one)
1. Corporation for National Service	20525				1 2 3 4 5 6 7 8 9
2.					1 2 3 4 5 6 7 8 9
3.					1 2 3 4 5 6 7 8 9
4.					1 2 3 4 5 6 7 8 9
5.					1 2 3 4 5 6 7 8 9
6.					1 2 3 4 5 6 7 8 9
7.					1 2 3 4 5 6 7 8 9
8.					1 2 3 4 5 6 7 8 9
9.					1 2 3 4 5 6 7 8 9
10.					1 2 3 4 5 6 7 8 9
11.					1 2 3 4 5 6 7 8 9
12.					1 2 3 4 5 6 7 8 9
13.					1 2 3 4 5 6 7 8 9
14.					1 2 3 4 5 6 7 8 9
15.					1 2 3 4 5 6 7 8 9
<b>Anticipated Funders</b>					
1.					1 2 3 4 5 6 7 8 9
2.					1 2 3 4 5 6 7 8 9
3.					1 2 3 4 5 6 7 8 9
4.					1 2 3 4 5 6 7 8 9
5.					1 2 3 4 5 6 7 8 9
6.					1 2 3 4 5 6 7 8 9
7.					1 2 3 4 5 6 7 8 9
8.					1 2 3 4 5 6 7 8 9
9.					1 2 3 4 5 6 7 8 9
10.					1 2 3 4 5 6 7 8 9
11.					1 2 3 4 5 6 7 8 9
12.					1 2 3 4 5 6 7 8 9
13.					1 2 3 4 5 6 7 8 9
14.					1 2 3 4 5 6 7 8 9

**SECTION IV** What are the primary direct services that you provide?

Note: Your responses to 1b, 2b, 3b, 4b, and 5b should sum to 100 percent.

**1a. Education**  
(Include primary services only; mark all that apply.)

**School Readiness**

- Child care
- Head start/preschool
- Parent literacy
- Other (Specify: \_\_\_\_\_)

**School Success**

- In-class support
- After school tutoring
- After school mentoring
- Service-learning coordinator
- Other (Specify: \_\_\_\_\_)

**b. About what percent of direct service time is devoted to Education:**

%			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

**3a. Public Safety**  
(Include primary services only; mark all that apply.)

**Crime Prevention**

- Violence prevention patrols
- Conflict resolution
- Reduction of substance abuse
- After school activities
- Other (Specify: \_\_\_\_\_)

**Crime Control**

- Community policing
- Victim assistance
- Anti-victimization programs
- Juvenile justice programs
- Other (Specify: \_\_\_\_\_)

**b. About what percent of direct service time is devoted to Public Safety:**

%			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

**2a. Human Needs**  
(Include primary services only; mark all that apply.)

**Health**

- Independent living assistance
- Supporting community health clinics
- Prenatal care
- Health care to families of young children
- Other (Specify: \_\_\_\_\_)

**Home**

- Shelter support for the homeless
- Rehabilitating low income-housing
- Public assistance transaction support
- Other (Specify: \_\_\_\_\_)

**b. About what percent of direct service time is devoted to Human Needs:**

%			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

**4a. Environment**  
(Include primary services only; mark all that apply.)

**Neighborhood Environment**

- Revitalizing neighborhoods
- Eliminating environmental risks
- Energy efficiency efforts, recycling
- Other (Specify: \_\_\_\_\_)

**Natural Environment**

- Conserving and restoring public lands
- Trail maintenance
- Natural resource sampling, mapping, and monitoring
- Other (Specify: \_\_\_\_\_)

**b. About what percent of direct service time is devoted to Environment:**

%			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

**5a. Other**  
(Specify: \_\_\_\_\_)

**b. About what percent of direct service is devoted to service work in other areas:**

%			
	0	0	0
	1	1	1
	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

**SECTION V**

**Who are the primary beneficiaries of the services your Members provide?**  
*(Include primary beneficiaries only; mark all that apply.)*

**Primary Beneficiaries**

- Pre-School children
- K-12 students
- College students
- Young adults (ages 17-24)
- Senior citizens
- General public
- Educationally disadvantaged
- Economically disadvantaged
- Mentally disabled persons
- Physically challenged persons
- Homeless
- Low-income housing residents
- Unemployed
- "At-Risk" youth
- Immigrants, refugees
- Migrant workers
- Patients/Residents in hospitals, nursing homes, hospices, other long-term care facilities
- Substance-dependent individuals
- Outdoor recreationalists
- Environmentalists/conservationists
- Families/Parents
- Business Community
- Veterans
- Other (Specify: \_\_\_\_\_)

**SECTION VI**

**What are the major services you provide for Members?**  
*(Mark all that apply.)*

**a. Basic Education**

- Basic/remedial education
- English as a second language
- General education development (GED) preparation
- Tutoring, other preparatory assistance
- Other (Specify: \_\_\_\_\_)

**b. Occupational Education**

- Communication skills
- Working in teams
- General employment skills
- Specific occupational skills
- Work experience, job shadowing, etc.
- Career awareness, job search skills
- Other (Specify: \_\_\_\_\_)

**c. Participant Development**

- Leadership training
- Self-esteem enhancement
- Reflection/community awareness
- Citizenship education
- Mediation training
- Other (Specify: \_\_\_\_\_)

**d. Life Skills**

- Parenting and family management
- Nutrition
- Personal health care
- Personal finances
- Individual or group counseling
- Interpersonal skills
- Substance abuse prevention program
- Substance abuse treatment program
- CPR training
- Other (Specify: \_\_\_\_\_)







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USDA/AmeriCorps Program

Member Acknowledgment Safety  
Form

I, \_\_\_\_\_, as a Member of the  
USDA AmeriCorps Program, make my personal commitment to help  
strengthen the ability of communities to respond to problems of  
hunger, rural development and the environment.

I understand my assignments may include, among other things,  
(*Programs to fill in. Examples: planting trees, cleaning  
streambeds, performing water quality assessments, providing food  
assistance to the needy, and providing assistance to Native  
Americans.*) It is further understood and acknowledged that  
although training and reasonable precautions will be taken to  
protect my safety, my assignments may involve some risk.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

If you have not reached your eighteenth birthday by the date of  
the signing of this acknowledgment, a parent or legal guardian  
must also sign below.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

## LEVELS OF SUPERVISION/COORDINATION

The level of supervision is often dependent on the management structure of the organization sponsoring the project. NRCS (formerly SCS) for example is structured along state lines. There is a manager in each state. The Forest Service is structured along regional lines where regions encompass several states. The following levels of supervision were defined so that the level of supervision provided by a state level contact for NRCS could be related to the appropriate level of supervision provided by other agencies such as the Forest Service.

These definitions are important in tracking who is responsible for members, who should receive various training and information, and who is responsible for objectives and progress reports. For the USDA/AmeriCorps Program/Project I.D. Number the lowest level of supervision that we want to track is defined as either the SITE SUPERVISOR or the FOREST SERVICE CAMP DIR.

a. SITE SUPERVISOR - The person who is the closest level or unit of management to the AmeriCorps member who is NOT a team leader. In instances where the group of members is so large that there are team leaders, the site supervisor would be the supervisor of the team leaders. In anti-hunger groups this is Elizabeth Riley or Tony Perez. In Public Lands groups this is the supervisor of a group of members. In NRCS groups this is the long term supervisor of a group of members, not the person who oversees the work of a team for a few weeks. In rural development groups this is the person who is directly supervising the member(s).

b. FOREST SERVICE CAMP DIR - PUB LND - This level distinguishes between a public land site supervisor overseeing a crew of ten members and the supervisor responsible for a camp with many more members. Randy Scurry is an example of this type of manager.

The table below shows the levels of supervision as they relate to different agencies for the FY 94 AmeriCorps projects.

Level of Super/coord	Forest Service	NRCS	RECD
I. Site Supervisor	Camp Director RDT Supervisor	Site Supervisor	Site Supervisor
II. Agency Coordinator	RDT Field Coordinator	State Contact	State Contact
III. Agency Regional Coordinator	Regional Coordinator	Regional Coordinator	
IV. USDA Regional Facilitator			

SAMPLE PERSONNEL LETTERS TO AMERICORPS MEMBERS

Dear \_\_\_\_\_

We have received your resignation from your AmeriCorps position with the \_\_\_\_\_ (organization name)\_\_\_\_\_. We regret that you are not able to finish the term of service that you have originally envisioned.

You should be aware that as you leave the AmeriCorps Program, all rights and benefits from that program will cease, and you will not be entitled to receive any portion of the education award or interest payments. Because you were not classified as a Federal employee, you are not eligible for unemployment benefits. If you have any questions regarding your AmeriCorps benefits, you may contact the Corporation for National and Community Service at (202) 606-5000.

We would like to thank you at this time for your contribution to the (organization name) and for the AmeriCorps spirit that you brought to the AmeriCorps project. Without caring individuals like you, this program could never succeed.

We would like to ask you to complete the enclosed Member Exit Form, and return it to the (organization name) office, (address). This form will help us better evaluate and improve the AmeriCorps Program.

We are glad that you were a part of the (organization name) AmeriCorps Team, (member name), and we wish you the best of luck in all of your future endeavors. If you have any questions, or if we can be of assistance in any way, feel free to call at (phone number).

Human Resources Officer

Dear \_\_\_\_\_

(Supervisor's name) on (date) reports that you have not shown up for work, nor have you called to explain your absences, since December 12, 1994. He reports that he met with you on January 10, 1995 and told you to report to work on January 23, 1995 or at least inform him that you no longer wished to participate in the Program. You did not report to work nor did you call.

On January 26, 1995 Mr. (supervisor) sent you a letter instructing you to report to work on January 30, 1995. This letter was sent certified, return receipt and was signed for on January 28. You did not report to work as instructed.

On February 13, 1995, Mr. (supervisor) sent you a certified, return receipt, letter proposing to remove you from the AmeriCorps Program effective March 1, 1995. This letter was sent certified to the above address was returned unclaimed after three notices from the United States Post Office. Since you have not reported to work as instructed on January 20 and again the January 26 letter, I have decided to terminate you from the AmeriCorps Program effective April 15, 1995.

Since you are being terminated before the completion of your agreed tour of duty, all rights and benefits from the program will cease and you will not be entitled to receive any portion of the educational award or interest payments. Because you were not a Federal employee, you are not eligible for unemployment benefits.

You are entitled to use both the informal and formal grievance procedures available to AmeriCorps Members as outlined in the attached. A grievance must be made within one year of the receipt of this letter. If you have questions on the grievance process you can contact our Human Resources staff at (phone #).

We are sorry that we have had to remove you. Please accept our thanks for your contributions to the (organization) Service and for the spirit that you brought to the AmeriCorps project.

Sincerely,

Dear \_\_\_\_\_

I have been told that on March 2, 1995 you contacted Mr. (supervisor's name) and informed him that you were going to be working at another job in Seattle, Oregon. You told him that you would be sending in a letter of resignation from the AmeriCorps Program. As of today you have not submitted a letter of resignation; therefore, we will be accepting the March 2 telephone conversation as a verbal resignation.

Our Human Resources staff will be processing your resignation effective March 3, 1995 and will provide you with additional pertinent information.

If it is not your intent to resign from the AmeriCorps Program, please report back to work at our (work location) office no later than Monday, April 15, 1995.

I hope that you had an enjoyable experience with AmeriCorps and that you will continue to work toward the preservation and the wise use of all of our natural resources.

Sincerely,

# HISTORY OF NATIONAL SERVICE

In times of great need, Americans have always answered the call of service. Our nation was founded by citizens who risked everything to build a foundation for freedom. In the years since, Americans have struggled through service to offer freedom to more Americans, and to eliminate discrimination and other great injustices. From the American Revolution to the Civil Rights Movement and from the smallest farms to the biggest cities, Americans have worked together to improve their communities and their lives.

America's tradition of service has always had strong roots in its communities. The country's vast network of civic and religious organizations, schools, and businesses has been especially important in bringing people together in order to meet common goals. Since the 19th century, foreign observers have noticed how through these groups, Americans have shown an unusual commitment of service—whether building new homes, protecting public spaces, or helping those in need.

1933:

Franklin D. Roosevelt creates the Civilian Conservation Corps.

Throughout this century, each new generation of Americans has risen to the challenge of national service. During the Great Depression of the 1930s, President Franklin D. Roosevelt created the Civilian Conservation Corps (CCC). Four million young people joined in response—restoring the nation's parks, revitalizing its economy, and supporting their families and themselves. Through eleven years of Depression, the CCC provided billions of dollars in services and enabled millions of families to live in dignity.

With World War II, the GI Bill linked service to education, offering war veterans the opportunity to pay for school in return for service to their country. Because of the GI Bill, veterans improved their own lives by attending college. They also contributed mightily to America's future: with the education they received, those citizens helped spark the economic boom that gave America the world's leading economy. The principles of the CCC and the GI Bill—encouraging Americans to serve and rewarding those who do—inspire AmeriCorps today.


For the next generation, the call to service came from President John F. Kennedy, who developed programs such as the Peace Corps that continue to flourish today. "Ask not what your country can do for you," Kennedy said, "ask what you can do for your country." Responding to that call in the years since, thousands of Peace Corps volunteers have left the comforts of home and traveled to the poorest corners of the globe, building schools where none existed, helping farmers feed the hungry, and creating hospitals to care for the sick. After meeting vital needs overseas, returned Peace Corps Volunteers have put to work at home their new knowledge of others and spirit of citizenship, changing America for the better.

1961:

The Peace Corps is established.

The 1960s also saw the birth of Volunteers in Service to America, or VISTA, which is now part of AmeriCorps and engages adults in helping low-income communities help themselves. Initiatives such as the Retired Senior Volunteer Corps, the Foster Grandparents Program, and the Senior Companion Program also developed in order to engage older Americans in the work of improving the nation.

In the 1970s and 1980s, a variety of programs at the local, state, and national levels expanded to offer young people opportunities to serve. Youth corps and school and college-based programs mobilized communities—the people at the grassroots—to find and solve their own problems. In a time of scarce resources, these initiatives continued to involve citizens in meeting national needs.



1994:  
AmeriCorps is  
launched.

Today, another President has called Americans to service. In his Inaugural Address, President Bill Clinton challenged Americans to “seasons of service” around the country. In May, 1993, President Clinton introduced historic legislation to expand opportunities for young Americans to serve our country, build up their communities, and earn awards for their own education in return. Months later, Democrats and Republicans in Congress joined together to pass the bill creating AmeriCorps and the agency that administers it, the Corporation for National Service. President Clinton signed the legislation, the National and Community Service Trust Act, on September 21, 1993. You are a central part of AmeriCorps—and of a vital American tradition.

#### Some Discussion Questions

—What are the common features of national service programs?

What are key differences?

*(You might talk to alumni of initiatives such as the Civilian Conservation Corps, the Peace Corps, and VISTA to learn more about these programs and compare your experiences.)*

—Why have service programs taken different forms during different periods in our history?

—What are the best arguments for national service? What are the strongest objections to the idea?

# THE CORPORATION FOR NATIONAL SERVICE

The Corporation for National Service administers AmeriCorps and pays many of the expenses for your program, including your education award and, in general, most of your stipend. Like other government agencies such as the Department of Education and the Department of Defense, the Corporation is supported by the American people with the money they pay in taxes. The Corporation is directly accountable to Congress, which decides each year how much taxpayer money to give the Corporation. National service is an investment by Americans in America's future.

In his Inaugural Address, President Clinton said, "I challenge a new generation of young Americans to a season of service... There is so much to be done—enough, indeed, for millions of others who are still young in spirit to give of themselves in service, too." The Corporation was created by President Clinton's national service legislation in order to meet his inaugural challenge. The mission of the Corporation is to encourage service of every sort around the country. The Corporation supports a range of national and community service programs, providing opportunities for Americans to serve full-time and part-time, as volunteers or as stipended participants, and as individuals or in teams. The Corporation aims to enable Americans to

engage in "seasons of service" throughout the seasons of life.

There are three basic sets of Corporation initiatives:

## **LEARN AND SERVE AMERICA**

integrates service into education programs through a method called "service learning," which enables young people to learn and develop through active participation in service.



—Through the K-12 program, over 275,000 school-age youth in all fifty states participate in service activities which are integrated into their school curriculum or community-based learning program, providing structured time for service and time for students to think, talk, or write about their service experiences.

—The Higher Education Innovation Programs engage college students in meeting community needs. Some of these programs are student-run; others are faculty-led; many are integrated with academic study; and all help young people contribute to their community as they learn in college.

**AMERICORPS** will include more than 20,000 Americans ages 16 and older. The program's goals are getting things done, strengthening community, encouraging responsibility, and offering education awards in return for service. The AmeriCorps National Service Network consists of more than 300 diverse programs in every state in the nation. The Network also includes two special initiatives of the Corporation:



—**AmeriCorps★VISTA** is the thirty year-old program for men and women ages 18 and older who commit themselves to helping low-income people to improve their own lives. AmeriCorps★VISTAs serve in rural or urban areas or on Indian reservations, sharing their skills and experience in fields such as employment training, literacy, shelter for the homeless, and neighborhood revitalization. Approximately 3,500 AmeriCorps★VISTAs are currently serving, joining more than 100,000 alumni.

—**AmeriCorps★NCCC**, the National Civilian Community Corps, will involve 1,000 young people ages

18-24 in programs focused on environmental needs. AmeriCorps★NCCC is a residential service program in which corpsmembers are housed and trained together on military bases and deployed as teams to community service sites. AmeriCorps★NCCC combines the best of our military tradition with the best practices of local service corps.



#### **NATIONAL SENIOR SERVICE CORPS**

engages older Americans—with their great skills, talents, and experience—in addressing urgent issues facing the nation. Together, these programs involve over 470,000 volunteers in more than 1,200 projects and provide more than 110 million hours of service to their communities each year. The NSSC consists of three programs:

—**The Foster Grandparent Program** offers low-income older Americans the opportunity to serve one-on-one with children and young people who have special needs, including teen parents and those who are abused and neglected. Foster Grandparents serve 20 hours each week in hospitals, public schools, day care centers, and correctional institutions.

—**Senior Companion Program** engages low-income seniors in providing individualized support and assistance to other adults, primarily the homebound elderly. Their services help the homebound achieve their highest level of independent living, providing disability assistance, home management assistance, and social and recreational companionship to about 32,000 individuals each year.

—**The Retired and Senior Volunteer Program (RSVP)** is a network of 430,000 Americans ages 55 or older who perform a wide range of volunteer services that meet community needs. RSVP provides communities with volunteers diverse in experience, interest, income and education, and ready to take on challenges of education, health care, and community revitalization.

#### **HOW THE CORPORATION WORKS**

While the Corporation headquarters are in Washington, the Corporation maintains program offices in nearly every state. In addition, State Commissions on National and Community Service or similar entities appointed by the Governor of each State have significant responsibilities for the Corporation's programs.

The Corporation helps programs to operate in two basic ways. A few Corporation initiatives, such as AmeriCorps★NCCC and AmeriCorps★VISTA, are operated directly by the Corporation. Most

Corporation programs, however, are run by other federal, state, and local public and private non-profit organizations selected through a competition run by the Corporation. This year, more than 1200 organizations applied to operate AmeriCorps programs, but only about 400 were selected. These programs are now working as partners with the Corporation to make sure to "get things done," build community, and meet the Corporation's other goals.

The Corporation operates in accordance with the principles of "reinventing government"—ideas developed in recent years, and championed by Vice President Al Gore, to make government work better and cost less. This means that while the Corporation makes sure that all programs achieve certain goals, it provides programs with a lot of flexibility to meet those goals. Reinventing government also means treating communities and Members of AmeriCorps like customers of a business. Finally, reinventing government means measuring results and keeping costs down to ensure the highest possible return on the taxpayer dollar.

The Corporation and its programs operate in accordance with the principle of equal opportunity and do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or political affiliation.

# NATIONAL SERVICE AND NATIONAL NEEDS

The first goal of AmeriCorps is "getting things done," or meeting the nation's unmet education, public safety, human, and environmental needs.

The specific work will vary tremendously. Some Members will help toddlers prepare for school; others will help older Americans live independently. Some will work in urban areas, supporting community policing; others will work in the national parks, preserving the forests. All Members will make an important contribution to America's future.

The sections that follow give a brief overview of the needs that AmeriCorps seeks to meet and the ways it will meet them. You will learn more about the particular projects of your program from your team leaders and program directors. And you can always get more information from newspapers, books, and teachers.

## AMERICORPS AND EDUCATION

Education is the key to America's future. In today's international economy, where investment is mobile and technology increasingly complex, countries with the best educated citizens will attract the best jobs and achieve the highest incomes. Education is also vital to our democratic way of life: our society's freedom depends on our citizens' education, their ability to read newspapers, to consider the quality of candidates intelligently, and to participate in civic life effectively. And nothing is more central to individual success than good schooling—from readiness for the first day of school to excellence on the day before graduation. If every American is to have an equal opportunity to achieve his or her dream—and that's the American ideal—then every American must have access to a decent education.

Today, too many Americans don't learn what they need and deserve in order to succeed. Many of our children don't arrive at school ready to learn: one out of three six-year-olds today isn't prepared for formal education. And once they get to school, too many kids don't get needed skills, or even remain in school. While America's public schools were once the best in the world, today the average skills and scores of our young people are lower than in other industrialized nations like Germany and Japan. A third of teens today don't finish high

### EDUCATIONAL NEEDS

- A third of all six-year-olds are not prepared for formal education.
- A third of all teenagers drop out of high school.

school—more than half in many areas. The situation is particularly shocking in our poorest communities: according to one study, the reading proficiency of the average 17-year-old in poor urban areas matched that of a typical 13-year-old in affluent urban areas. Functional illiteracy remains the reality for millions of Americans of all ages.

AmeriCorps is poised to help tens of thousands of Americans get the education they need to find better jobs, become more active citizens, and lead better lives. AmeriCorps Members will teach Americans of all different ages. In pre-school centers, they'll enable more of our youngest Americans to get ready for school. In after-school centers, AmeriCorps Members will provide extra individual attention and support to help young people boost their reading and math skills—and stay in school. And in literacy centers, AmeriCorps Members will throw open the doors to a whole new world by enabling adult Americans to read.

Different AmeriCorps education programs will work differently. Some will place Members as teachers in front of the classroom. Others will focus on providing individual tutoring and mentoring. And some will engage in outreach activities, to enable more Americans to make use of educational facilities already available to them. Whatever the strategy, all AmeriCorps education programs will enable Americans to learn the things they need in order to lead better lives.

#### **AMERICORPS AND PUBLIC SAFETY**

Recent polls show that Americans consider crime to be more important than any other issue facing the nation today. And with good reason: the rise in crime rates represents a deep crisis. The United States has the highest rates of murder, rape and violent crime in the industrialized world. Every three hours, a child is murdered, and three million crimes are committed each year in and around schools alone. Whatever their race or income, law-abiding Americans are afraid, and nearly half of our citizens fear walking around their own neighborhoods at night.

While putting more police officers on the streets and keeping more offenders behind bars are important parts of the fight against crime, they will never win the war alone. In the long run, vibrant neighborhoods are communities'

#### **PUBLIC SAFETY NEEDS**

- Every three hours, a child is murdered.
- America has the highest crime rate in the industrialized world.

best defense. Citizens need to work with each other and with police officers in order to prevent crimes before they happen. That's why AmeriCorps is so important.

AmeriCorps will help restore the bonds of community that are essential to safe neighborhoods. In areas where isolation and mistrust are widespread, AmeriCorps Members will reconnect citizens in their efforts to reduce violence. Whether it's organizing crime watches, establishing safe havens, providing victim assistance, offering drug abuse prevention, or engaging in conflict resolution, AmeriCorps members will help Americans to help themselves—building a sense of security and safety in place of violence and fear.

In what is called the "community policing movement," police departments today are changing the way they do their work—returning to an older model of policing, where officers spend long periods of time in specific neighborhoods, getting to know residents, and working with them to recognize and solve their particular problems. AmeriCorps is

contributing to the community policing movement. By solving problems before they become crises, and by building the bonds among citizens and with police officers, AmeriCorps has become an important part of the fight against crime in which every element of the community must do its part.

#### **HUMAN NEEDS**

- More than 600,000 Americans are homeless on a given night—100,000 of them children.
- Only one-half of inner city preschool children were immunized in 1990.

#### **AMERICORPS AND HUMAN NEEDS**

"Human needs" encompass some of the most diverse and most important areas that AmeriCorps will address. The three biggest fields are housing/homelessness, health, and independent living.

The crisis of homelessness is both a tragedy for those who suffer it and a blight on the nation's collective consciousness. On an average night in America, at least 600,000 people are homeless—100,000 of them children. There are many reasons for the rise in homelessness: a three-quarters cut in federal housing assistance during the 1980s; the deinstitutionalization of the mentally ill in the 1970s; and

within depressed areas, the flight of jobs and rise in substance abuse. AmeriCorps provides comprehensive assistance to homeless individuals, helping address the many different causes of the crisis. Some AmeriCorps programs will build or renovate low-income housing. Others will help provide or locate needed, comprehensive services: housing search, job search, health care, drug and alcohol abuse treatment, and the like.

In the area of health care, AmeriCorps will especially focus on expanding care to underserved areas, those parts of America where quality care is hardest to find. In 1991, the federal government estimated that more than 2,000 geographical areas in America had too few health care providers, and that year nearly 20 percent of American children had no contact with a physician. By increasing outreach, staffing home visits, and developing comprehensive community-based health care services, AmeriCorps will help ensure that more Americans get the care they need.

A particular focus within health care will be ensuring that America's youngest citizens, its infants, begin life with a healthy start. The stunning fact remains that the infant mortality rate in America is higher than in 18 other industrialized nations, and a child born in Bulgaria has a better chance of reaching her first birthday than an African-

American child born in America. AmeriCorps Members will help ensure that pregnant mothers get the prenatal care they need. Members will also ensure that infants get their immunizations, preventing the diseases that end too many lives too early.

The third focus area for AmeriCorps within human needs will be independent living. It is a quintessentially American idea that citizens ought to be able to live at home and take care of themselves for as long as possible. Independent living saves the government money by reducing support costs; more important, it secures the dignity of individuals by allowing them to lead their lives as they wish. In some cases, AmeriCorps Members will help recipients of public assistance to obtain the job training and child care they need to become self-sufficient. In other cases, AmeriCorps Members will help care for individuals with AIDS, enabling them to remain at home for as long as possible. And in still other cases, AmeriCorps Members will help older Americans living at home with routine tasks such as buying groceries, doing chores, and administering medications. These efforts keep individuals out of costly nursing care, and enable them to remain with friends and family for as long as possible.

#### **ENVIRONMENTAL NEEDS**

- Americans fill 63,000 garbage trucks everyday. Lined up, they would stretch from San Francisco to Los Angeles.
- Three million children have toxic levels of lead in their blood.

#### **AMERICORPS AND THE ENVIRONMENT**

Whatever else Americans want, we need a safe, healthy environment in order to achieve it. The neighborhoods in which citizens live and raise their children ought to be free from dangerous toxins. The parks in which our children play ought to be clean and safe. And away from our homes, America's splendid parks, forests, and wildlife need to thrive. As resources, these are important for our economy, and as refuges from the hustle of daily life, they are essential for our collective well-being.

Unfortunately, neither our neighborhood environment nor our natural environment has flourished in recent years. In our cities, toxins like lead, nitrites, and pesticides threaten the health of many families, and millions of children have toxic levels of lead in their blood—impairing mental development, causing behavioral disorders, and stunting growth.

In 1991 alone, more than 2.2 billion pounds of toxic waste were released into the atmosphere by U.S. industries. America continues to generate vast amounts of garbage—250 million tons a year. And America's unique wilderness areas are slowly disappearing: today one-third of our rivers, one-half of our estuaries, and more than half of all lakes are unsafe for fishing or swimming.

AmeriCorps can clean up our urban neighborhoods and restore our natural habitat. In our neighborhoods, AmeriCorps Members will use advanced technology to identify and remove toxins like lead and radon. Elsewhere AmeriCorps will rely on environmental improvement methods that are more traditional but just as important: turning abandoned lots into community gardens, for example, and organizing communities to recycle waste. In our natural habitats, AmeriCorps Members will follow in the footsteps of the Civilian Conservation Corps, which planted millions of trees and saved billions of dollars for America sixty years ago. But AmeriCorps Members will do more than plant trees; they will restore whole ecosystems, irrigate land, and identify endangered species so they can be preserved.

The first step toward a healthier environment is a citizenry that understands the problem—and the solutions. And so in addition to restoring and protecting our environment, many AmeriCorps Members will engage in environmental education, teaching a new generation of Americans how to care for their surroundings. All in all, AmeriCorps Members can make a contribution to America's environment that saves the nation money and improves our citizen's lives..

#### **Some Discussion Questions**

—What are the greatest areas of need in your community? Consider how different community members would answer this question.

—Which of the priority needs does your program address, and how does it address them?

—If you had to name the most important achievements of your AmeriCorps program, what would they be?

—Can you think of good ways to measure your program's achievements?

—What have you, as an individual, accomplished to meet needs in different priority areas?

—What are the long-term causes of the problems your community faces? Can you think of long-term solutions?

# STAYING INVOLVED

While your AmeriCorps service may end after a year or two, your service to your community can continue for decades. As you keep contributing, your year in AmeriCorps can be only one moment in a lifetime of service.

One part of the AmeriCorps ethic that you can enact throughout your life is taking responsibility. You can take responsibility by doing your part for your family and friends, by making the most of yourself, and by remaining engaged in your community. And of course, there are many ways you can take responsibility that no handbook can ever describe—that only you can know, through the unique experiences of your own life.

One way to take responsibility is to continue your service in the future. You may want to spend another term as an AmeriCorps Member; you can earn up to two awards. If you want, you may be able to reapply to AmeriCorps through your current program, or you can contact the Corporation for National Service at (800) 94-ACORPS, (1-800-942-2677 or TDD 1-800-833-3722) to get information about another program in which you might serve.

If you feel prepared to take on a leadership position, you may want to apply to the AmeriCorps Leaders Program. AmeriCorps Leaders are exceptional individuals who have completed a year of service and

wish to develop their leadership skills, increase program effectiveness in addressing community needs, and build connections among AmeriCorps programs. Leaders will receive intensive training and then act as “front-line” Member supervisors and team leaders. They will receive a living allowance of \$14,880, health care benefits, and an education award of \$4,725. If you wish to apply to become an AmeriCorps Leader, please call, (202) 606-5000, ext. 192.

Even if you don't join AmeriCorps next year, you can continue contributing to your community in many other ways. You may want to contact your school, a nearby Voluntary Action Center (toll free at 1-800-879-5400), or other local organizations to find out how to stay involved. Or you can pursue your own dream for transforming your community and your country. America's future is in your hands.

# THE AMERICORPS NATIONAL SERVICE NETWORK

## **AMERICORPS★VISTA**

AmeriCorps ★VISTAs serve in every state in the nation.

## **NATIONAL CIVILIAN COMMUNITY CORPS**

Aberdeen, Maryland  
Charleston, South Carolina  
Denver, Colorado  
San Diego, California

## **NATIONAL PROGRAMS**

These programs operate in more than one state.

### **ACORN Housing Corporation**

A Home for All

### **Arizona-Mexico Commission**

Border Volunteer Corps

### **Arkansas Department of Human Services/Division of Volunteerism**

Delta Service Corps

### **Association of Farmworker**

#### **Opportunity Programs**

National Farmworker Training  
and Service Program

### **Boston University**

#### **School of Public Health**

Health and Housing Fellows

### **Children's Health Fund**

AmeriCorps Community  
Outreach Program

### **City Year, Inc.**

City Year AmeriCorps

### **Environmental Careers**

#### **Organization, Inc.**

Technical Advisor Program for  
Toxics Use Reduction  
(TAPTUR)

### **Environmental Protection Agency**

Improving Disadvantaged  
Neighborhoods

### **Green Corps**

Neighborhood Green Corps

### **Habitat for Humanity International, Inc.**

Habitat★AmeriCorps

### **I Have a Dream Foundation**

IHAD AmeriCorps

### **Kansas City Consensus**

Bridges Across The Heartland

### **Legal Services Corporation**

National Service Legal Corps

### **Local Initiatives Support Corporation**

LISC AmeriCorps

### **Magic Me, Inc.**

Magic Me America

### **Mid-Atlantic Network**

#### **of Youth & Family Services**

MANY-Corps

### **National Association of Child Care Resource & Referral Agencies**

Action for Children Today

### **National Center for Family Literacy**

The Family Literacy Corps

### **National Community AIDS Partnership**

Youth & HIV/AIDS Services  
Partnership

### **National Council of the Churches of Christ in the U.S.A.**

Ecumenical Program For Urban  
Service (EPRUS)

### **National Endowment for the Arts**

The Writers Corps

### **National Institute for Literacy**

Literacy AmeriCorps

### **National Multiple Sclerosis Society**

Bridge to Independence

### **Navajo Nation**

Navajo Nation Youth  
Conservation Corps

### **Neighborhood Reinvestment**

#### **Corporation**

NeighborWorks Community  
Corps

### **New York University**

Project Safety Net

### **Philadelphia Bar Foundation**

The Philadelphia Fellowship

### **Public Allies**

Next Generation of Public  
Leaders

**Public Education Fund Network**

Project FIRST

**Summerbridge National**

Summerbridge AmeriCorps

**Teach for America**

The Next Stage

**The ASPIRA Association, Inc.**

ASPIRA AmeriCorps

**U.S. Department of Agriculture**

AmeriCorps/USDA–Public

Lands & Environmental Team

AmeriCorps/USDA–Anti-Hunger

Team

AmeriCorps/USDA Rural

Development Team

**U.S. Department of Energy**

Salmon Corps

**U.S. Department of HHS–Health**

**Resources and Services Administration**

HRSA Model Health Service

Corps

**U.S. Department of HHS–Administration**

**on Children, Youth, and Families**

FamilyServe

**U.S. Department of HHS–Administration**

**on Developmental Disabilities**

ADD CORPS

**U.S. Department of Housing**

**and Urban Development**

Hope VI AmeriCorps

**U.S. Department of Justice–**

**Weed and Seed**

Just Serve

**U.S. Department of Labor**

AmeriCorps Youth Fair

Chance Project

**U.S. Department of the Interior**

Interior AmeriCorps

**U.S. Department of the Navy**

Seaborne Conservation Corps

**U.S. Department of Transportation**

Transportation AmeriCorps

**U.S. Department of Veterans Affairs**

Collaboration to Help Homeless

Veterans

**University of Texas at Austin**

AmeriCorps for Math and

Literacy

**Western Rural Development Center**

Northwest Service Academy

**Woodrow Wilson National**

**Fellowship Foundation**

National School & Community

Corps

**YMCA of the USA**

YMCA Earth Service Corps

**Youth Volunteer Corps of America**

YVCA Leadership Corps

**YouthBuild USA, Inc.**

YouthBuild AmeriCorps

## STATE PROGRAMS

### ALASKA

#### *Anchorage*

**Nine Star Enterprises, Inc.**  
AmAk Literacy Project

#### **RurAL CAP**

RurAL CAP AmeriCorps  
Program

#### *Juneau*

**Southeast Alaska Guidance  
Association (SAGA)**  
Serve Alaska Youth Corps

### ALABAMA

#### *Auburn*

**Alabama Council  
on Human Relations, Inc.**  
Communities in Action

#### *Birmingham*

**Birmingham AIDS Outreach (BAO)**  
(BAO)/AmeriCorps

#### *Dothan*

**Troy State University at Dothan**  
One Problem at a Time

#### *Montgomery*

**Montgomery YMCA**  
Changing Lives  
AMERICORPS

#### *Tuscaloosa*

**The University of Alabama**  
Students of Alabama for  
independent Living

### AMERICAN SAMOA

#### *Pago Pago*

**American Samoa Government**  
American Samoa  
Conservation Corps

### ARKANSAS

#### *Little Rock*

**University of Arkansas for  
Medical Sciences**  
Learn and Serve:  
Healthy Arkansas

#### *Morrilton*

**Community Service, Inc. (CSI)**  
**Arkansas**

Community Alliance for a  
Safer Tomorrow (CAST)

#### *Texarkana*

**Arkansas Family Network**  
School-Based Truancy  
Prevention Project

### ARIZONA

#### *Flagstaff*

**AZ Board of Regents for and on  
Behalf of NAU-ACVTE**  
Youth In Action-Learn and  
Serve

#### *Mesa*

**City of Mesa, Arizona**  
Mesa AmeriCorps Community  
Service Partnership

#### *Phoenix*

**Arizona Conservation Corps**  
Arizona Conservation Corps  
Leadership Corps Proposal

**Arizona Council of Centers for  
Children and Adolescents**  
ACCCA/AmeriCorps  
Coalition for Children's  
Services

#### *Tucson*

**Rural Health Office,  
University of Arizona**  
Arizona AHEC Rural  
AmeriCorps Project

### CALIFORNIA

#### *Berkeley*

**Regents of the University of  
California at Berkeley**  
Berkeley AmeriCorps

#### *Escondido*

**EYE Counseling and Crisis Services**  
Escondido Empowerment  
Corps

#### *Fortuna*

**California Conservation Corps**  
The Watershed Stewards  
Project

#### *Los Angeles*

**Los Angeles Unified School District**  
LAUSD AmeriCorps Campus  
Safety Aides Initiative

#### **Occidental College**

Building up Los Angeles/  
Aggregate Proposal

#### *Oakland*

**East Bay Conservation Corps**  
East Bay Conservation Corps  
AmeriCorps Collaborative  
**Spanish Speaking Unity Council**  
FCC/AmeriCorps

#### *Pomona*

**Cal Poly Pomona Foundation, Inc**  
PolyCorps-An AmeriCorps  
Project

#### *Richmond*

**Bay Area Community Resources**  
Bay Area Youth Agency  
Consortium AmeriCorps  
Project

*Sacramento*

**California Conservation Corps**  
A Cadre of Corps  
"Community Service Leaders"  
**California Conservation Corps**  
CCC-AmeriCorps  
**California Conservation Corps**  
W.A.T.E.R Shed Project

*San Diego*

**San Diego Consortium & Private Industry Council**  
Safe Zones for Learning-  
AmeriCorps Program  
**San Diego State University Foundation**  
California YMCA PRYDE  
AmeriCorps  
**The Urban Corps of San Diego**  
A San Diego Safety  
Partnership: The Balboa Park  
Ranger Corps

*San Francisco*

**California Court Appointed Special Advocate Assoc.**  
California CASA Programs  
**The Tides Foundation**  
Partners In School Innovation  
**Volunteer Center of San Francisco**  
Linking San Francisco  
**Real Alternatives Program**  
San Francisco Culture of  
Peace Project

*Santa Ana*

**Civic Center Barrio Housing Corporation**  
Building Community

*Santa Rosa*

**Sonoma County People for Economic Opportunity**  
Sonoma County People for  
Economic Opportunity

**COLORADO**

*Denver*

**Cole Coalition, Inc.**  
Cole: Building Community  
**Community College of Denver**  
Colorado Corps  
**Office of Rural Job Training**  
Colorado HIPPY AmeriCorps  
**Sheridan School District #26**  
Sheridan Family Resource  
Center Project  
**Volunteers of America Colorado Branch, Inc.**  
Metro Denver Gang  
Prevention Program  
**Colorado Mountain College**  
Community Collaboration  
Team

**CONNECTICUT**

*Bridgeport*

**Department of Police-  
City of Bridgeport**  
Youth In Service Ambassadors  
**Volunteer Center of Greater Bridgeport**  
Bridgeport Inter Regional  
AmeriCorps Program

*New Haven*

**Leadership, Education and Athletics in Partnership**  
Leadership, Education and  
Athletics in Partnership  
AmeriCorps Pinellas County

*Stuart*

**United Way of Martin County**  
AmeriCorps Martin County

*Tavarers*

**Lake County Board of County Commissioners**  
UNITY-AmeriCorps Lake  
County

**GEORGIA**

*Albany*

**City Of Albany, GA**  
City of Albany's AmeriCorps  
Program

*Atlanta*

**Georgia Department of Community Affairs**  
Georgia Peach Corps  
**Hands On Atlanta, Inc.**  
Hands On Atlanta Youth  
Corps  
**Metro Atlanta Task Force for the Homeless**  
Task Force Service Corps

*Decatur*

**Georgia School-Age Care Association, Inc.**  
The 3:00 Project

*Douglas*

**City of Douglas**  
Douglas/Coffee County  
Service Corps

*Macon*

**Mid State Children's Challenge Projects Inc.**  
Georgia Challenge Corps

**GUAM**

*Agana*

**The Honorable Joseph F. Ada,  
Governor of Guam**  
Guam Community Service  
Program

**HAWAII**

*Honolulu*

**Hawaii Lawyers Care**  
Student Advocacy for Victims  
of Domestic Violence

**DISTRICT OF COLUMBIA**

**DC Service Corps**

Youth in Service, Shaping the Future!

**George Washington University**

AmeriCorps Program

**Mennonite Board of Mission DC**

**Service Unit**

AmeriCorps Project

**DELAWARE**

*Dover*

**Dover Housing Authority**

Dover Community Service Challenge

**FLORIDA**

*Brooksville*

**City of Brooksville**

AmeriCorps Hernando

*Fort Lauderdale*

**Broward County Sheriff's Office**

AmeriCorps Broward-Coalition for Community Empowerment

*Fort Myers*

**The Coalition for a Drug Free Lee County**

Fort Myers/Lee County AmeriCorps Program

*Frostproof*

**Frostproof Care Center, Inc.**

AmeriCorps Frostproof

*Jacksonville*

**Neighborhood Economic**

**Development Initiative**

AmeriCorps Jacksonville Coalition Grant Proposal

*Miami*

**United Way of Dade County**

Dade County AmeriCorps Initiative

*Pensacola*

**Escambia-Pensacola Human**

**Relations Commission**

AmeriCorps Escambia County-The Engelwood Initiative

*St. Petersburg*

**St. Petersburg Junior College-**

**Criminal Justice Institute**

*Pahala*

**Institute for a Sustainable**

**Future, Inc.**

Big Island AmeriCorps: Community Based Environmental Recovery

**IOWA**

*Ames*

**Iowa State University Extension**

Iowa College & Community Action Network (ICAN)

*Des Moines*

**Iowa Coalition Against Domestic**

**Violence**

Domestic Violence Project

*Marshalltown*

**Mid-Iowa Community Action**

**Incorporated**

Marshalltown AmeriCorps: Linking Home, School and Community

**IDAHO**

*Boise*

**Idaho Department of Parks and Recreation**

Idaho AmeriCorps

*Lewiston*

**Lewis-Clark State College**

Idaho TRIO AmeriCorp Project

**ILLINOIS**

*Belleville*

**Belleville Area College**

Activities in Community Teaching and Service (ACTS)

*Chicago*

**Chicago Commons Association**

Chicago Commons AmeriCorps Program

**Chicago Youth Centers**

Chicago: Side By Side

**Latino Youth, Inc.**

Youth for Unity

**Mid-America Chapter,**

**American Red Cross**

AmeriCorps Health and Safety Services Program

**Public Allies**

Public Allies Chicago

**Uptown Habitat for Humanity**

Nobel Project National Service Program

*Decatur*

**City of Decatur, Illinois**

Decatur AmeriCorps Program

*Ina*

**Rend Lake College**

ChildCorps

*Springfield*

**Illinois Department of Energy and  
Natural Resources**

RiverWatch

**Illinois Department of Public Aid**

Young Parent Services-  
AmeriCorps

**INDIANA**

*Elkhart*

**City of Elkhart**

Elkhart EnviroCorps

*Indianapolis*

**Marion County Family Advocacy  
Center, Inc.**

Indy Corps

**Martin University**

Corps of Scholars

**State Student Assistance**

**Commission of Indiana (SSACI)**

21st Century Scholars  
AmeriCorps Program

*Notre Dame*

**University of Notre Dame**

AmeriCorps Program

**KANSAS**

*Horton*

**Kickapoo Nation**

Kickapoo Youth Conservation  
Corps

*Kansas City*

**United Way of Wyandotte County**

United Way Neighborhood  
Corps of Kansas City, Kansas

*Manhattan*

**Kansas State University**

Kansas Health and Safety  
Extension Corps

*Topeka*

**Topeka Youth Project**

Topeka Youth Corps

*Wichita*

**Wichita State University**

Neighborhood Freedom  
Corps

**KENTUCKY**

*Frankfort*

**Homeless and Housing Coalition of  
Kentucky, Inc.**

Getting Things Done for  
Kentucky's Homeless

*Franklin*

**Simpson County Board of  
Education Service Learning  
Impacting**

Children's Education (SLICE)

*Louisville*

**The Neighborhood Place  
Agencies/Communities Merging  
Effectively (ACME)**

*Morehead*

**Morehead State University  
MSUCorps**

*Richmond*

**Eastern Kentucky University  
Student Service Consortium**

**LOUISIANA**

*Baton Rouge*

**Mid City Redevelopment Alliance  
SERVE! MID CITY**

*New Orleans*

**New Orleans Youth Action Corps  
New Orleans Youth Action  
Corps**

*Shreveport*

**Shreveport Green  
ShrevCORPS**

**MASSACHUSETTS**

*Boston*

**City Year Boston**

City Year: A Beacon for the Nation

*Brockton*

**Old Colony Y Services Corps**

CITY PRIDE, Brockton's  
Urban Youth Service Corps

*Cambridge*

**Cambridge Community Services**

Academic for Changing Times (A.C.T.)

*Chelsea*

**ROCA Inc. of North Suffolk Mental  
Health Association**

Youth STAR (Service Taking  
Action in Revere)

*Lawrence*

**Lawrence Youth Commission**

Lawrence Youth commission  
City CORE

*Lowell*

**Lowell YWCA**

Neighborhood Service Corp

*Lynn*

**North Shore Employment Training**

Lynn Youth Conservation  
Service Corp

*Pittsfield*

**Berkshire Training and Employment  
Program**

Berkshire Conservation Team

*Roxbury*

**YouthBuild Boston, Inc.**

YouthBuild Boston

*Springfield*

**Corporation for Public Management**

Linking Lifetime AmeriCorps

*Worcester*

**Worcester Community Action**

**Council**

CITYWORKS

**MAINE***Portland*

**Portland West Neighborhood  
Planning Council**

Portland Youth For Public Safety

*Augusta*

**Job Training Administrative Office**

Maine College Conservation  
Corps

**MARYLAND***Annapolis*

**Maryland Conservation Corps  
(MD DNR—Public Lands & Forestry)**  
United Youth Corps of  
Maryland

*Baltimore*

**Action for the Homeless, Inc.  
HOME CORPS**

**Governor's Office on Volunteerism**  
Volunteer Maryland!

**University of Maryland at Baltimore**  
Enhancing Neighborhood  
Action By Local  
Empowerment (ENABLE)

*Bowie*

**Bowie State University**  
Maryland Students Taking  
Responsibility for Tomorrow—  
MSTART

*Frostburg*

**Frostburg State University**  
A STAR! IN WESTERN  
MARYLAND Appalachian  
Service through Action and  
Resources

*Rockville*

**Montgomery County Government,  
Department of Police**  
Americorps Maryland-  
Community Assisting Police

**MICHIGAN***Ann Arbor*

**The Regents of The University of  
Michigan**  
The Michigan AmeriCorps  
Community Service Plan

*East Lansing*

**Michigan State University**  
Environmental Problem  
Solving in Lansing, Michigan

*Flint*

**United Way of Genesee and Lapeer  
Counties**  
Genesee County AmeriCorps  
Program (GCAP)

*Grand Rapids*

**Grand Rapids Service Corps**  
Grand Rapids Service Corps

*Rochester*

**Oakland University**  
AmeriCorps Oakland

*Saginaw*

**United Way of Saginaw County**  
Saginaw AmeriCorps

*Southfield*

**Big Brothers Big Sisters of  
Metropolitan Detroit**  
CircleNet

*Ypsilanti*

**Eastern Michigan University**  
AmeriCorps: Teams for  
School Success

**MINNESOTA***Minneapolis*

**Pillsbury Neighborhood  
Services, Inc.**

Community Works

**Two or More, Inc.**

Twin Cities Youth and  
Housing Initiative

*Owatonna*

**Southeastern Minnesota Initiative  
Fund**

Southern Minnesota Youth  
Works Coalition

*St. Paul*

**City of Saint Paul**

Future Force-St. Paul  
**Neighborhood Housing Association**  
Multicultural Communities in  
Action

**MISSISSIPPI***Jackson*

**Operation Shoestring Inc.**  
Metro Jackson Service Corp.

*Oxford*

**North Mississippi Regional Center**  
Interactive Community  
Transitions (InterACT)

*Port Gibson*

**Mississippi Cultural Crossroads**  
Arts Partners

**MISSOURI***Cape Girardeau*

**Southeast Missouri State University**  
Southeast Missouri  
Partnership for Community  
Service

*Kansas City*

**YouthNet of Greater Kansas City**  
Blue Hills Together  
Kansas City Urban Youth  
Initiative

*St. Louis*

**American Youth Foundation**  
St. Louis Safety Service Corps  
Service

*St. Joseph*

**Inter/Serv**

Come As You Are Project

*St. Louis*

**American Youth Foundation**

AmeriCorps Program

**Grace Hill Neighborhood Services**

Grace Hill River Trail

**MONTANA**

*Bozeman*

**Montana Conservation Corps, Inc.**

AmeriCorps Application

*Browning*

**Blackfeet Nation**

Blackfeet Health and Safety

Corps

*Harlem*

**Fort Belknap Community Council**

Ft. Belknap AmeriCorps

Project

*Missoula*

**Missoula Aging Services**

Volunteer Montana!

**NORTH CAROLINA**

*Chapel Hill*

**Day Care Services Association**

T.E.A.C.H. Early Childhood

Corps Project

**The University of North Carolina at**

**Chapel Hill**

The SCALE Community

Literacy Initiative

*Charlotte*

**University of North Carolina at**

**Charlotte**

Tutorial Connection

*Durham*

**The Leadership Academy**

Warren Service Corps

*Greensboro*

**The University of North Carolina**

**at Greensboro**

North Carolina Child Care

Corps

*Jefferson*

**New River Area MH, DD & SA**

**Programs**

New River Senior Health

Corps

*Raleigh*

**NC Low Income Housing Coalition**

Service for Shelter

**North Carolina State University**

The North Carolina Support

Our Students AmeriCorps

Demonstration Project

**NEBRASKA**

*Lincoln*

**Community Action of**

**Nebraska, Inc.**

Statewide Youth Violence

Prevention

**NEW HAMPSHIRE**

*Bedford*

**New Hampshire College and**

**University Council**

The Public Service Compact

*Berlin*

**Tri-County Community Action**

**Program, Inc.**

North Country Community

Corps

*Charlestown*

**Student Conservation**

**Association, Inc.**

New Hampshire Conservation

AmeriCorps Program

*Concord*

**N.H. Department of Justice**

Domestic/Sexual Violence

Program

**NEW JERSEY**

*Newark*

**Community Agencies Corporation**

Newark/Essex AmeriCorps

Program

**NJ Chapter-National Committee for**

**Prevention of Child Abuse**

ParentCorps

*Paterson*

**New Jersey Community**

**Development Corporation**

The Community Leaders

Program

*Trenton*

**Big Brothers and Big Sisters of**

**Mercer & Ocean Counties**

AmeriCorps-National Service

**New Jersey Public Interest**

**Research Foundation**

NJ Community Water Watch

**New Jersey Youth Corps**

New Jersey AmeriCorps

**Urban Schools Service Corps**

New Jersey's Urban Schools

Service Corps

*Union City*

**Union City Day Care Program, Inc.**

Union City Day Care

AmeriCorps Program

**NEW MEXICO***Embudo*

**Siete del Norte Community  
Development Corporation**  
Resolana: Learning While  
Serving

*Santa Fe*

**Santa Fe Community College**  
AmeriCorps Program

**NEVADA***Fallon*

**St. Johns's Lutheran Church**  
TURNABOUT Americorps  
Project

*Reno*

**Community Chest**  
Pinon Service Project

**NEW YORK***Albany*

**New York State Council on Children  
and Families**  
AmeriCorps Family Literacy/  
Employment Readiness  
Project

*Bronx*

**Bronx Youth Conservation Corps  
(BYCC)**  
SAVE A GENERATION

*Brooklyn*

**Bedford Stuyvesant Community  
Conference Inc.**  
SANKOFA LINKS

*New York*

**Aspira of New York, Inc.**  
Project Safe and Sound  
**City Volunteer Corps Inc.**  
The City Volunteer Corps  
Community Leadership  
Program  
**New York State Urban Development  
Corporation**  
New York State Mentoring  
Program  
**NYPD National Service Police  
Cadet Corps**  
NYPD National Service Police  
Cadet Program  
**Phoenix House Foundation, Inc.**  
NYIPEA /AmeriCorps Project  
**Rheedlen Centers for Children  
and Families**  
Harlem Peacemakers

*Plattsburgh*

**Clinton County Youth Bureau**  
Clinton County AmeriCorps

*Rochester*

**Monroe Community College**  
Rochester AmeriCorps  
Program

*Syracuse*

**New York State Corps  
Collaboration c/o Year Round  
Syracuse**  
Meeting the Challenge  
**New York State Corps  
Collaboration c/o Year Round  
Syracuse**  
Nature and Neighborhoods:  
NY Corps Improving the  
Environment

*Vernon*

**Oneida Indian Nation of New York**  
AmeriCorps Youth Program

**OHIO***Athens*

**Ohio University**  
Appalachian Access

*Cleveland*

**Case Western Reserve University**  
AmeriCorps Program  
**Neighborhood Centers Association**  
Tutors and Mentors In-  
Schools

*Columbus*

**Greater Columbus Arts Council**  
Children of the Future  
**Ohio Coalition for the Homeless**  
AmeriCorps Houses for the  
Homeless  
**Ohio Department of Youth Services**  
Youth and Community in  
Partnership

*Dayton*

**University of Dayton**  
Serve With Energy and Talent

*Newark*

**Center for Alternative Resources**  
CommunityCorps

*Toledo*

**Toledo Area Private Industry  
Council**  
AmeriCorps Serving  
Northwest Ohio

**OKLAHOMA***Enid*

**Rural Health Projects, Inc.**  
Oklahoma PATCH

*Oklahoma City*

**LIFE, Inc. (Love for the  
Independent Frail Elderly)**  
AmeriCorps/AmeriCares

**OREGON***Bend*

**Central Oregon Community College  
Foundation**

AmeriCorps Service to  
Community Project

*Eugene*

**University of Oregon Office  
of Research10**

Resource Assistance for Rural  
Environments

*Salem*

**Oregon Housing and Community  
Services Department**

Oregon Energy Conservation  
Corps

**PENNSYLVANIA***Ebensburg*

**Appalachia Intermediate Unit 8-PA  
Mountain Service Corps**

Pennsylvania Mountain  
Service Corps

*Harrisburg*

**PA Association of Colleges  
and Universities**

Pennsylvania Service Corps

**Pennsylvania Campus  
Compact/PACU**

Pennsylvania Service-Scholars

**Pennsylvania Conservation Corps**  
AmeriCorps Project

*Knox*

**Keystone School District**

Keystone Caring for  
Generations with S.M.I.L.E.S.

*Newport*

**Visions International Inc.**

Inner-City Youth Works

*Philadelphia*

**Philadelphia Youth Service Corps**  
Safe Haven Learning Centers

*Pittsburg*

**YouthBuild Pittsburgh, Inc.**

Intergenerational  
Conservation Corps

*Selinsgrove*

**Union-Snyder Office of Human  
Resources**

Central Susquehanna  
AmeriCorps

**PUERTO RICO***Arecibo*

**Youth Service Center, Inc.**  
AmeriCorps Program

*Cupey*

**Luis Munoz Marin Foundation**

Un Pedacito de Tierra:  
A Horticulture Demonstration  
Program for Community  
Service and Neighborhood  
Revitalization

*Ponce*

**Centros Sor Isolina Ferré, Inc.**  
Museum and Communities  
Working Together

**RHODE ISLAND***Pawtucket*

**City of Pawtucket**

Leadership, Education and  
Service Enterprise (LEASE)

*Providence*

**City Year, Inc.**

Making a Difference in Rhode  
Island Communities

**The Rhode Island Children's**

**Crusade for Higher Education**

The Rhode Island Community  
Mentoring Coalition

**SOUTH CAROLINA***Columbia*

**Office of the Governor,  
Division on Aging**

AmeriCorps Project

**South Carolina Department  
of Mental Health**

South Carolina Department  
of Mental Health: AmeriCorps

**South Carolina Victim Assistance  
Network**

SCVAN-AmeriCorps

**University of South Carolina**

AmeriCorps Project

**SOUTH DAKOTA***Dupree*

**General Convention of**

**Sioux YMCAs**

Community Volunteer Corps

**TENNESSEE***Knoxville*

**Knoxville-Knox County Community  
Action Committee**

CAC/AmeriCorps Program

*Memphis*

**Exchange Club Center for the  
Prevention of Child Abuse of  
Greater Memphis**

Project TLC: To Love a Child

**Memphis City Schools**

AmeriKids Project

*Nashville*

**Nashville Healthcare**

**Partnership/Middle Tennessee**

Community Foundation

Nashville Health Corps

**Student Health Coalition of Center  
for Health Services**

Student-Health Coalition  
on Aging

**TEXAS***Alamo*

**Community Advocacy  
of South Texas, Inc.**

Youth Harvest Community  
Services Program

*Arlington*

**Community Services Development  
Center, School of Social Work,  
University of Texas at Arlington**

AmeriCorps–University of  
Texas at Arlington

*Austin*

**Austin Housing Authority**

Austin Housing Authority

**American Institute for Learning**

Casa Verde Builders Program

**Mental Health Association in Texas**

Parenting Education Project

**Middle Earth Youth Options**

Youth In Education for  
Service (YES)

**Texas Department of Mental Health  
and Mental Retardation**

Project Connect

**The University of Texas at Austin**

The University of Texas

AmeriCorps Project

*College Station*

**Texas Agricultural Extension Service**

South Texas AmeriCorps

Initiative

*Dallas*

**Dallas Youth Services Corps**

Dallas AmeriCorps

Partnership Project

**Greater Dallas Community  
of Churches**

Making Connections for  
Children and Youth

*El Paso*

**East Central El Paso Community  
Development**

Project VidaCom

**The University of Texas at El Paso**

Alliance for Community

Development

*Houston*

**SERVE HOUSTON**

SERVE HOUSTON YOUTH  
CORPS

*Killeen*

**Central Texas Armed Services**

**YMCA Killeen**

(KISS) Kids in School on

Saturday and Sunday

*San Antonio*

**Children's Association for**

**Maximum Potential (CAMP)**

CAMP AmeriCorps Respite  
Enablers (C.A.R.E.)

**VIRGIN ISLANDS***Christiansted, St. Croix*

**St. Croix Foundation for Community  
Development, Inc.**

Coalition of Virgin Islands

Non Profit Organizations

*Frederiksted, St. Croix*

**Lutheran Social Services of  
the Virgin Islands**

Project Reach

**UTAH***Moab*

**Grand County Council**

AmeriCorps Collaborative

Land Management

*Salt Lake City*

**Mathematics, Engineering, Science  
Achievement (MESA) Program**

Mathematics, Engineering,

Science Achievement

(MESA)+ Program

**YOUTH FORCE: The Salt Lake  
County Service & Conservation**

**Corps**

Parkview–Edison–

AmeriCorps Team (PEAT)

*St. George*

**Dixie College of Adult Education**

Southern Utah AmeriCorps

Education Program

*Spokane*

**Educational Service District 101**

Spokane Service Team

**WISCONSIN***Glenwood City***WestCAP Volunteer Program**

WestCAP Volunteer Program

*Kenosha***Kenosha Voluntary Action Center**

Students and Neighborhoods

Coming Together (SANCT)

*Madison***Operation Fresh Start, Inc.**

Operation Fresh Start

AmeriCorps

*Milwaukee***Milwaukee Community****Service Corps**

Citizenship Through Service:

Milwaukee Community

Service Corps

**Open Door Community Center, Inc.**

Open Door AmeriCorp Project

*Wausau***North Central Technical College**

AmeriCorps Team-Marathon

County

**WEST VIRGINIA***Charleston***Regional Family Resource Network**

West Virginia Collaborative

for AmeriCorps

*Sutton***West Virginia Coalition****Against Domestic Violence**

West Virginia Coalition

Against Domestic Violence

**WYOMING***Casper***Wyoming Congress of Parents and****Teachers (dba Wyoming PTA)**

Volunteer Coordinating,

Organizing, Recruiting for

Education (V-CORE)

*Cheyenne***Laramie County Community College**

Project Uplift: A Model for

Community Service

**VIRGINIA***Alexandria***Northern Virginia Urban****League, Inc.**

Service to Alexandria

*Fairfax***George Mason University**

Leadership for Empowerment

and Development: Project

LeaD

*Richlands***Southwest Virginia Community College**

SVCC AmeriCorps Tutoring

Program

*Richmond***Virginia Campus Outreach****Opportunity League**

AmeriCorps Program

**Virginia Commonwealth University**

VCU AmeriCorps

**VERMONT***Burlington***VT Association for the Blind****and Visually Impaired**

Independent Living Project

*Lyndonville***Lyndon State College**

Northeast Kingdom Initiative

**WASHINGTON***Mountlake Terrace***Neutral Zone**

Neutral Zone YouthCorp Peer

Development and Education

Program

*Olympia***Community Youth Services**

AmeriCorps Youth in Service

**Department of Ecology/Washington****Conservation Corps**

Educational Conservation

Corps

**Washington State Employment****Security Department**

Washington AmeriCorps

*Pasco***Pasco School District #1**

Regional Youth Service Corps

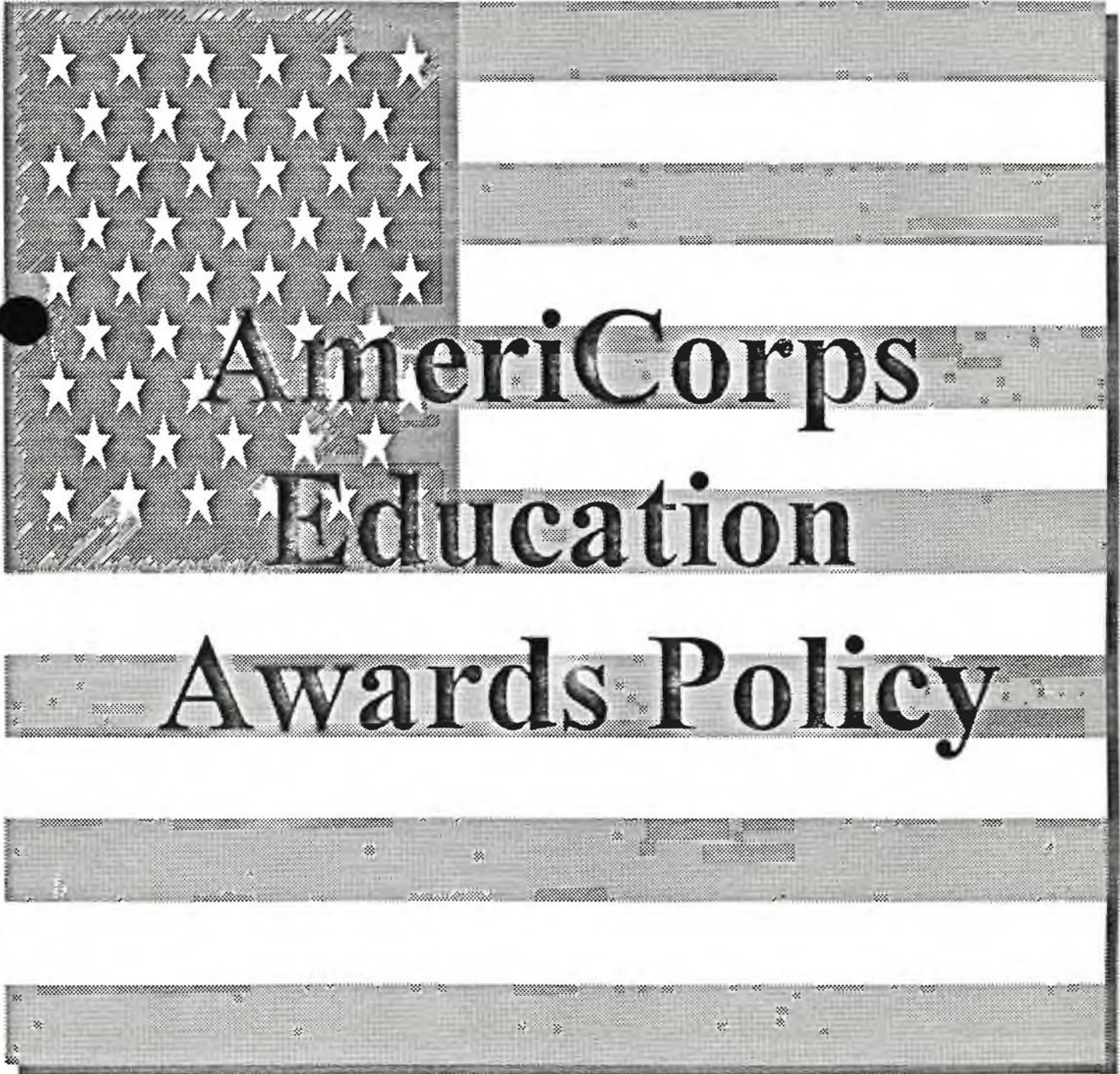
# MAP OF THE NATIONAL SERVICE NETWORK



● AmeriCorps Programs  
(partial listing)



UNITED  
STATES  
DEPARTMENT  
OF AGRICULTURE

The background of the title area is a stylized American flag, rendered in a halftone or dot-matrix pattern. It features a field of stars on the left and horizontal stripes on the right.

# AmeriCorps Education Awards Policy

# USDA POLICY FOR AMERICORPS EDUCATION AWARDS

**Effective Date:** September 15, 1995. This policy supersedes all previously published policies and guidelines.

## POLICY

### I. Certification authority.

1. Project Directors and project managers have the authority to certify that:
  - a. An AmeriCorps Member (ACM) has completed the term of service as stated in the Member Agreement, or
  - b. An AmeriCorps Member has been released for cause and is not eligible for an education award.
2. A request for early release from the term of service from an AMC, either full or part-time, must be reviewed and approved by the USDA AmeriCorps Taskforce in Washington, D.C. Each request will be reviewed and decisions made on a case-by-case basis. This approach is an effort to ensure a fair and consistent policy which can be applied to all AMCs.

## II. Justification for granting a pro-rated award:

Pro-rated awards may be granted to an ACM who has completed at least 15 percent of their term of service (255 hours for full-time members and 135 hours for part-time members) and if they have a Compelling Personal Circumstance as defined below:

**Compelling Personal Circumstance.** In order to be considered "Compelling Personal Circumstances", the circumstances must meet the following two criteria:

- a. The circumstance is beyond the member's control, and
- b. A reasonable individual could not have foreseen the occurrence of the circumstance at the beginning of the term of service.

### Examples of Compelling Personal Circumstances:

- a. Illness of Member;
- b. Death or illness of a family member
- c. Termination of AmeriCorps project and member is unable to transfer to another project.

## III. Circumstances that are NOT compelling.

- Terminating for employment;
- Terminating to return to school;
- Terminating because the member does not enjoy the work;
- Terminating because of the size of the living allowance; or
- Terminating to move.

## V. Award Policy in Relation to Criminal Charges.

1. ACMS who are officially charged with a violent felony, or with sale or distribution of a controlled substance during a term of service, will have their service suspended without a living allowance and without receiving credit for hours missed. They may resume service if they are found not guilty or if the charge is dismissed. If ACMS who have been cleared of such charges are unable to complete their term of service within one year, they may receive a pro-rated education award as long as they have completed at least 15 percent of their service.

2. ACMS may elect to continue with their service beyond the first year assuming the program is renewed and the grantee has the necessary resources to absorb any additional costs. Once again, the term of service may be completed at another site, if both sites approve. ACMS who are convicted of a criminal charge as described above must be terminated for cause from the program and they are not eligible for any portion of an educational award.

#### IV. Release from Completing Hours at End of Term

##### 1. 5% Rule.

Pro-rated education awards may be granted to a full-time ACM who is within 5 percent or less (85 hours or less) completion of 1,700 hours but is unable to do so because of the one year limit and/or the reason for this small shortfall in their hours is determined to be compelling.

##### 2. Part-time Award to a Full-time ACM.

(1) Full-time ACMs may be granted a part-time educational award under the following circumstances:

- a. Member has served from the beginning date until the ending date as indicated in their Member Agreement;
- b. Has completed at least 900 hours of service;
- c. Is more than 5 percent short of 1,700 hours due to other than compelling personal circumstances but
- d. who otherwise successfully completed his/her term of service.

(2) The Review Board will evaluate each request for a part-time award and decisions will be given on a case-by-case basis. It may be determined that ACMs who do not complete 1,700 hours because of chronic truancy, tardiness, performance problems or other non-compelling circumstances are not eligible for any portion of an educational award.

(3) A part-time award is \$2,362.50.

## VI. Part-time ACMS

1. The statute allows part-time ACMS up to two years (or three years if they were enrolled in an institution of higher education during any part of their term of service) to complete their 900 hours of service. Accordingly, there is more flexibility in addressing the problem with part-time, one-year programs whose members are unable to perform 900 hours and successfully complete the program in the allotted period.

2. There are two options available to part-time ACMS in one-year programs who are short of the required 900 hours because of compelling personal circumstances. These options apply only to those ACMS who have completed at least 15 percent of their service.

a. Option 1: Receive a pro-rated award at end of year, provided that they completed at least 15% of their service, and that they have a compelling personal circumstance which prevented them from completing their service.

b. Option 2: They may continue to serve past the first year provided that the program will continue for a second year. If that particular does not continue for the second year, the individual may be able to locate another USDA program that would accept him/her.

3. States that desire to have part-time members in their program may be able to do so but must request approval from their agency, who will contact the Department to seek approval from CNCS. (Ref. USDA Operations Manual, dated June 1995, pg 100, Part-Time Members.)

## PROCEDURES

### I. How to request a pro-rated award.

1. Requests for pro-rated education awards must come from State Project Directors and be submitted to Agency National Headquarters in Washington, D.C.
2. The request for the pro-rated award must include the following documentation:

**National Service Trust End of Term of Service Form**  
All items on this form must be completed except number 12, Certification of Service.

**Letter of Recommendation** from the State Project Director stating the reasons for early termination and why the member should be granted a pro-rated award.

**Letter from Member** requesting early termination.

**Letter from Physician** if request is based on illness of either member or a member of immediate family.

### II. Response to request

1. The USDA AmeriCorps Taskforce will meet on a weekly basis and review all requests for pro-rated requests.
2. The Director of National Service mark the National Service Trust End of Term form to indicate either:
  - Early termination for Cause and not eligible for an education award or
  - Early termination for Compelling Personal Circumstance and eligible for a partial education award.
3. The Director of National Service will sign the form and forward to the Corporation for National and Community Service.

4. The Project Director will receive a letter informing him/her of the Board's decision. A copy of the End of Term Form will be included with the letter. The Project Director should then inform the member of the board's decision. and provide a copy of the End of Term form.



September 19, 1995

**MEMORANDUM FOR USDA AMERICORPS PROJECT MANAGERS/PROJECT SUPERVISORS**

**FROM: JOEL BERG  
DIRECTOR NATIONAL SERVICE**

**SUBJECT: Liability and Workers Compensation Coverage for USDA AmeriCorps Members**

As we begin our second year it is important to review the liability and workers compensation issues. There are only three "classes" of USDA AmeriCorps members:

1. Those who are in projects sponsored by a USDA agency and who are supervised directly by Federal employees. There is no intermediary such as a non-profit organization, state, county, or city organization involved with the day-to-day supervision of the member.
2. Those who are in projects sponsored by a USDA agency BUT the agency has sub-granted or sub-contracted with a non-Federal entity such as a city, county, state or non-profit organization to operate the project and supervise the members. USDA gives money to the partner and the partner payrolls the members and directs all expenditures.
3. Those who are in projects sponsored by a USDA agency but run jointly with a city, county, state, non-profit or other non-Federal entity. The members are payrolled by the USDA agency, selected by the USDA agency, dismissed by the USDA agency (if necessary) but the members are managed on a day-to-day (hour-to-hour) basis by an individual in the employ of the non-Federal entity. For example, an AmeriCorps member recruited, selected and sponsored by the USDA Rural Business and Cooperative Development Service but working in a non-Federal economic development council and supervised by a member of the non-Federal economic development council.

Enclosures (1), (2) and (3) make it very clear that class 1 members, those managed on a day-to-day basis by Federal employees are covered by the Federal Tort Claims Act (FTCA) and the Federal Employees Compensation Act (FECA). This means that those members have liability and workers compensation coverage similar to those of Federal employees and claims are processed the same way they would be for a Federal employee.

The enclosures also make it clear that class 2 members are NOT covered by the Federal Tort Claims Act or the Federal Employees Compensation Act and that liability and workers compensation coverage for the members MUST be provided by the non-Federal entity. Usually

this means the non-Federal entity obtains liability insurance coverage for the member and makes Workers Compensation payments for the member in the State in which the project located.

Class three employees seem to have characteristics associated with both class 1 and class 2 and this might cause some confusion in the minds of program managers or project supervisors as to how to ensure that the members have liability and workers compensation coverage. In general, Mr. Ken Cohen of the Department's Office of the General Counsel feels that class 3 members are NOT covered by the Federal Tort Claims Act or the Federal Employees Compensation Act. Page 2 of enclosure (1) lists the following factors that were used determine if USDA AmeriCorps members should be covered by FTCA and FECA:

1. USDA agencies conduct directly the recruitment and selection;
2. USDA agencies conduct the pay administration of the participants;
3. Participants enter into participant agreements directly with USDA;
4. USDA employees supervise directly the participant's daily activities;
5. USDA employees establish participants' schedules and tasks; and,
6. USDA employees monitor and evaluate the participants' work performance.

It should be emphasized that this list represents all the factors that must be present. It is not a sliding scale where meeting only 3 or 4 of the factors is sufficient to establish that the member is covered by FTCA and FECA. ALL the factors must be present in order for there to be a reasonable assumption that the member is covered by FTCA and FECA.

Examples Of class 1 members (covered by FTCA and FECA) are:

Members of a residential Forest Service Camp run directly by the Forest Service with Forest Service personnel supervising the members. Members in a Rural Housing and Community Development Service (RHCD) (ne FmHA) office supervised by RHCD employees.

Examples of class 2 members (not covered by FTCA and FECA) are:

Members of an anti-hunger team run by a non-profit organization under the supervision of a non-profit organization which has a sub-grant with USDA. Members of a crew in a Forest Service camp run by a non-profit organization under a contract with the Forest Service.

Examples of class 3 members (not covered by FTCA and FECA) are:

Members recruited by the Rural Business and Community Development Service (RBCD) recruited and selected by RBCD but working in a non-Federal economic development council and supervised by a member of the non-Federal economic development council. A member recruited, selected and sponsored by the Natural Resources Conservation Service (NRCS) and working in a RC&D council office where the person supervising the member on a day-to-day basis is not a Federal employee.

It is obvious from reading your applications that most projects involving joint efforts with non-Federal entities meet the first three criteria. However, most of the projects do not involve the member being supervised on a day-to-day basis by a USDA employee. In most instances an employee or officer of the non-Federal entity is responsible for the day-to-day supervision. In all such cases, the non-Federal entity **MUST** provide liability and workers compensation coverage for the member even though USDA is payrolling the member. The provision of liability and workers compensation coverage by the non-Federal entity must be made a provision of any agreement between the USDA agency and the non-profit entity.

If you have any doubt as to whether or not a member would be covered in a particular project please discuss the specifics with me. Our main goal is to ensure that the members are covered and not placed in jeopardy.




United States  
Department of  
Agriculture

Office of the  
General  
Counsel

Washington,  
D.C.  
20250-1400

MEMORANDUM FOR JOEL BERG  
DIRECTOR OF NATIONAL SERVICE  
OFFICE OF COMMUNICATIONS

FROM: Kenneth E. Cohen   
Assistant General Counsel  
Research and Operations Division

SUBJECT: Status of USDA Directly-Managed AmeriCorps  
Participants Under Federal Tort Claims Act  
and Federal Employees' Compensation Act

This responds to your request for an opinion concerning the relationship of the Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 1346(b), 2671, et seq., and the Federal Employees' Compensation Act (FECA), 5 U.S.C. §§ 8101, et seq., to United States Department of Agriculture (USDA) AmeriCorps participants whom USDA manages directly.

The National and Community Service Act of 1990, as amended by the National and Community Service Trust Act of 1993, Pub. L. No. 103-82 (the "Act"), 42 U.S.C. §§ 12501, et seq., authorizes the Corporation for National and Community Service (Corporation) to provide grants to private organizations, States, and Federal agencies to conduct AmeriCorps national service programs. The Act authorizes Federal departments and agencies to manage AmeriCorps programs individually or in partnership with others. 42 U.S.C. § 12571(b). Because USDA has been awarded a grant from the Corporation under the Act, USDA is authorized and required to pay the AmeriCorps participants whom USDA manages directly stipends, health care, and child care. 42 U.S.C. § 12594. Thus, receiving assistance under the Act confers considerable authority on USDA that we otherwise would not enjoy. In addition, receiving assistance from the Corporation and managing the programs directly creates a sui generis relationship between USDA and its AmeriCorps participants.

The Act also established a Civilian Community Corps Demonstration Project, the participants of which are housed in Federally-run camps. 42 U.S.C. §§ 12611-12626. Section 160 of the Act specifies that Civilian Community Corps members are not to be considered Federal employees, except for purposes of FTCA and FECA. 42 U.S.C. § 12620. The legislative history of the Act indicates that similar language relating to AmeriCorps

participants was eliminated from the bill that became the National and Community Service Trust Act of 1993.<sup>1</sup>

The legislative history of the Act could be read to indicate congressional intent to exclude all AmeriCorps members from FTCA and FECA coverage. However, the omission of this language must be put into the context of the Act, *i.e.*, the distinction between the AmeriCorps and the Civilian Community Corps. While most AmeriCorps participants will be serving in programs run by State and private organizations under grants from the Corporation, only a very small minority of AmeriCorps participants will be managed directly by the Federal Government. Thus, most AmeriCorps participants will not be managed directly by Federal employees. In contrast, all of the Civilian Community Corps members will be managed directly by the Government. Because AmeriCorps participants who are managed directly by Federal agencies are only a very small subset of the universe of AmeriCorps participants, the legislative history indicating congressional intent to exclude generally AmeriCorps participants from FTCA and FECA coverage should not be determinative. The legislative history is best understood as Congress assuring that participants who are not managed directly by the Federal Government are not covered by FTCA and FECA. Because Congress has not foreclosed coverage, the question remains whether USDA AmeriCorps participants whom USDA manages directly are covered by FTCA and FECA.

The USDA AmeriCorps projects, which began in September 1994, engage AmeriCorps participants in a variety of community service projects designed to address community needs relating to anti-hunger and nutrition, the environment, and rural development. Because each USDA agency carrying out AmeriCorps projects is using existing agency appropriations supplemented by assistance from the Corporation, the projects are consistent with the purposes of those appropriations and the respective authorizing legislation.

For the majority of the USDA AmeriCorps projects, USDA agencies manage the participants directly; no intermediaries are involved. With respect to these USDA AmeriCorps participants, USDA agencies conduct directly the recruitment, selection, and pay administration of the participants; the participants enter into participation agreements directly with USDA; USDA employees supervise directly the participants' daily activities; USDA

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<sup>1</sup> The Act does provide, however, that "[an AmeriCorps] participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. § 12511(17). Because this language is general in application, it does not preclude coverage of USDA AmeriCorps participants whom USDA manages directly under FTCA and FECA.

employees establish participants' schedules and tasks; and USDA employees monitor and evaluate the participants' work performance.

Under the factors described above, and absent any unanticipated lack of such control, it is my opinion that the AmeriCorps participants whom USDA manages directly may be considered "employee[s] of the government" under the FTCA,<sup>2</sup> where they are acting in the scope of their "employment" on behalf of USDA in an official capacity.

Under principles of *respondeat superior*, where USDA is supervising an AmeriCorps participant and the participant is acting within the scope of his duties as a USDA AmeriCorps participant, the United States may be liable for the negligent act or omission of the participant. See United States v. Orleans, 425 U.S. 807, 815 (1976) (standard under FTCA is whether agency exercised substantial operational, day-to-day control over actor). However, the determination of whether a participant meets the definition of "employee of the government" under the FTCA must be made on a case-by-case basis under the particular facts of each case.

Because the ultimate determination by the Government as to scope of employment under the FTCA is within the discretion of the United States Department of Justice (DOJ), I have consulted with Jeffrey Axelrad, Director, Torts Branch, DOJ. Mr. Axelrad agrees that, under factors similar to those described above, and absent any unanticipated lack of control, AmeriCorps participants whom USDA manages directly may be considered "employee[s] of the government" under 28 U.S.C. § 2671, where they are acting on behalf of USDA in an official capacity.

In the event of an accident involving the alleged negligent act or omission by a directly-managed USDA AmeriCorps participant, the incident should be handled under normal FTCA procedures, *i.e.*, the injured third party should be informed of his or her right to file a Standard Form 95, Claim for Damage, Injury, or Death, and the agency involved should investigate the incident and preserve all relevant documents and information pursuant to Departmental Regulation 2510-1.

It is also my opinion that the AmeriCorps participants whom USDA manages directly meet the definition of "employee" contained in FECA, where they are acting on behalf of USDA in an official

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<sup>2</sup> The FTCA defines "[e]mployee of the government" to include "persons acting on behalf of a federal agency in an official capacity, temporarily or permanently in the service of the United States, whether with or without compensation." 28 U.S.C. § 2671.

capacity. For purposes of FECA, section 8101(1)(B) defines an "employee" to include:

[A]n individual rendering personal service to the United States similar to the service of a civil officer or employee of the United States, without pay or for nominal pay, when a statute authorizes the acceptance or use of the service, or authorizes payment of travel or other expenses of the individual . . . .

5 U.S.C. § 8101(1)(B) (emphasis added).

The AmeriCorps participants whom USDA manages directly will be rendering personal service to USDA agencies in carrying out the agencies missions. The service performed by these AmeriCorps participants will be similar to the service of USDA employees.<sup>3</sup> The participants will receive nominal pay in the form of a stipend,<sup>4</sup> health care, and child care. Finally, the acceptance of the service by USDA is authorized by the Act. Thus, these participants, while in the performance of their duties, appear to meet the definition of "employee" for FECA purposes. This conclusion is consistent with previous United States Department of Labor (DOL) interpretations of FECA. See Matter of George Abraham, 36 E.C.A.B. 194 (1984) (finding volunteer assistant to Smithsonian Institution an "employee" within the meaning of 5 U.S.C. § 8101(1)(B)).

FECA provides the Secretary of Labor and his designees with the authority to make final and conclusive determinations with respect to FECA coverage. 5 U.S.C. § 8128(b)(1). Thus, I have requested the opinion of Thomas M. Markey, Director for Federal Employees Compensation, Office of Worker Compensation Programs (OWCP), DOL, concerning whether the AmeriCorps participants whom USDA manages directly fall within the definition of a "employee" contained in 5 U.S.C. § 8101(1)(B). Because the USDA AmeriCorps

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<sup>3</sup> Section 177(b)(3) of the Act prohibits specifically any participant in any program receiving assistance from the Corporation from displacing current employees or supplanting the hiring of employees. 42 U.S.C. § 12637(b)(3). At the same, Federal agencies must apply appropriated funds only to those purposes for which Congress has made the appropriation. 31 U.S.C. § 1301(a). Because Federal agency AmeriCorps participants must be engaged in projects for which the agency is authorized to conduct with its appropriations, USDA AmeriCorps participants will be engaged in services similar to those performed by USDA employees.

<sup>4</sup> The minimal living allowances to be provided to AmeriCorps participants is not determined upon the actual hours of service performed. 42 U.S.C. § 12594(a).

program has already begun and this issue has already presented itself,<sup>5</sup> I have asked that DOL expedite its determination of this issue. In the interim, in the event of any work-related injuries involving directly-managed USDA AmeriCorps participants, the managing agency should process the appropriate DOL forms as it would for any other USDA "employee." However, DOL has asked that USDA inform OWCP of any such claims so that DOL may coordinate its response to these claims. Thus, any such claims should be reported to the Director of National Service, USDA, so that USDA may inform OWCP of the pending claims.

If you have any questions or need any further information, please contact Thomas R. Fox of my office at (202) 720-2320.

cc: Jeffrey Axelrad, Director  
Torts Branch, Civil Division  
U.S. Department of Justice

Terry Russell  
General Counsel  
Corporation for National and Community Service

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<sup>5</sup> I have been informed that at least two USDA AmeriCorps participants whom USDA manages directly have suffered work-related injuries in the performance of their duties.




United States  
Department of  
Agriculture

Office of the  
General  
Counsel

Washington,  
D.C.  
20250-1400

MEMORANDUM FOR JOEL BERG  
DIRECTOR OF NATIONAL SERVICE  
OFFICE OF COMMUNICATIONS

NOV 3 1994

FROM: Kenneth E. Cohen   
Assistant General Counsel  
Research and Operations Division

SUBJECT: Coverage under Federal Employees' Compensation Act  
of AmeriCorps Participants who are Managed  
Directly by USDA

Attached is a copy of the October 28, 1994, opinion letter of Thomas M. Markey, Director for Federal Employees' Compensation, Office of Workers Compensation Programs, United States Department of Labor (DOL), concerning the coverage of United States Department of Agriculture (USDA) AmeriCorps participants under the Federal Employees' Compensation Act (FECA), 5 U.S.C. §§ 8101, et seq.

Mr. Markey agrees that AmeriCorps participants working under the direct supervision and control of USDA employees are covered under FECA for work-related injuries. In the event of any work-related injuries involving directly-managed USDA AmeriCorps participants, the managing agency should process the appropriate DOL forms as it would for any other USDA "employee."

However, participants working under the supervision of non-USDA employees, i.e., contractors, grantees, or cooperators, are not covered under FECA. Therefore, all agreements with such entities to carry out USDA AmeriCorps programs should require the contractor, grantee, or cooperator to provide workers' compensation insurance through the applicable state workers' compensation program.

Attachment

cc: Terry Russell  
General Counsel  
Corporation for National and Community Service

Jeffrey Axelrad  
Director, Torts Branch  
Civil Division  
United States Department of Justice

## U.S. Department of Labor

Employment Standards Administration  
Office of Workers Compensation Programs  
Division of Federal Employees Compensation  
Washington, D.C. 20210



File Number

OCT 28 1994

Mr. Kenneth E. Cohen  
Assistant General Counsel  
Research and Operations Division  
U.S. Department of Agriculture  
Washington, D.C. 20250-1400

Dear Mr. Cohen:

I am writing in reply to your October 3, 1994 letter concerning coverage of AmeriCorps participants under the Federal Employees' Compensation Act (FECA).

Based on the information contained in your letter and the facts represented to us, it appears that AmeriCorps participants working under the direct supervision and control of Department of Agriculture employees would be covered under the FECA. Participants working under the supervision of contractors would not, however, be covered under the FECA.

Although the 1990 and 1993 legislation under which the Department of Agriculture is directly conducting AmeriCorps projects does not specifically state whether participants in such projects are covered under the FECA, I agree with your contention that AmeriCorps participants who are managed directly by Federal agencies (such as Agriculture) should be covered under the FECA.

Sincerely,

*Thomas M. Markey*  
THOMAS M. MARKEY  
Director for  
Federal Employees' Compensation