

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: Americorps
Series/Staff Member: General Files
Subseries:

OA/ID Number: 24238
FolderID:

Folder Title:
[Americorps - Miscellaneous Tests, Forms, etc.] [1]

Stack:	Row:	Section:	Shelf:	Position:
S	66	1	1	1

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

Syllabus

Handwritten on Dividers:

Divider Title: Add to manual - statute reference about 6 month fed. employment

AmeriCorps
Administrative Workshop
July 17-21, 1995
Syllabus

- I. Welcome & Introduction
- II. Pre-test
- III. Class Set Up - AmeriCorps Language
- IV. Program Start-UP (Orientation Day)
 - *Benefits*
 - *Term of Service*

 - *Discussion of Benefits*

 - *Other Items during Orientation*

Break
- V. During the Year
 - *Transfers*
 - *Non-Completion of Service Hours*
 - *Member Release*
 - *Discipline Policy*
 - *Vacancies*
- VI. End of Program
- VII. Post Test

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

Instructors Guide

Divider Title: _____

AmeriCorps
Administrative Workshop
July 17-21, 1995

The objective of this workshop is to increase the knowledge and understanding of AmeriCorps Project Directors and Managers regarding administrative issues pertaining to Americorps Members.

I. Welcome & Introductions (5 minutes)

DEE Instructors: Ron DeMunbrum, USDA Office of National Service
Dee DiFiore, NRCS

We would like to welcome you to this Administrative Workshop. It is our goal that at the end of this session you will be fully prepared to handle all the administrative details required in the AmeriCorps Program.

II. Pre-test (15 minutes)

Goal: *To test knowledge of administrative requirements/ procedures*

RON A. Review answers on test.
B. Collect tests (keep for analysis)

III. Class Set Up - LANGUAGE (15 minutes)

Goal: To help AmeriCorps project directors and managers gain insight into the different perspectives of the two groups and language of AmeriCorps.

- DEE A. Divide class in half
- (1) one half will role play as participants in AmeriCorps
 - (2) One half will be Project Directors/Managers
- B. Language of AmeriCorps
- Every specialty has its own unique language and words. AmeriCorps is no exception. Certain words are taboo, certain words more appropriate. For instance:
- (1) What is the proper terminology for participants in National Service?
Pause for response.
- Use signs: **Politically incorrect:**
VOLUNTEER
EMPLOYEE
Politically correct:
MEMBER
- (2) Do we "hire" AmeriCorps Members?
- **Politically incorrect:**
HIRE
Politically correct:
SELECT
- (3) Do Members have a job?
- **Politically incorrect:**
JOB
Politically correct:
COMMUNITY SERVICE

IV. Program Start-Up (ORIENTATION DAY) (15 MINUTES)

Goal: *To cover all requirements of program start-up and ensure attendees are knowledgeable regarding Member benefits, forms to be completed, member agreements, and orientation sessions*

Ask both groups what would be on their mind on orientation day. (Hopefully, we will get two different perspectives on what is expected and it will lead into a discussion of benefits.)

RON A. Benefits (show slide)

Living Allowance

FT - Child Care allowance (if eligible)

FT - Basic Health Insurance (if eligible)

Educational Award

FT - 40 hrs personal leave & 72 hrs Federal holidays

PT - 20 hrs personal leave & 36 hrs Federal holidays

AmeriCorps Members do NOT receive these benefits:

Unemployment benefits

Access to Employee Assistance Program

Life insurance

Any type of status as a Federal employee

Tax exempt status

Overtime pay

Any credit toward retirement

DEE B. Explain "Term of Service" 10 MINUTES

Show slide on term of service

Full time - Part time

Discuss responsibility for tracking member hours

show slide for example of tracking chart

Game: Identify the ten movies

C. Discussion of Benefits 1 HOUR

RON (1) Living Allowance

Amount

PL&E: \$ 7,945

RDT: 12,000

Forms Required

Effect on other programs

1. taken into account under Social Security

Act

2. Not taken into account for other needs-based Federal programs.

DEE (2) Education Award

Amount

What it can be used for

Repay qualified existing or future student loans

pay all or part of the cost of attending an institution of higher education

to pay expenses incurred while participating in an approved school-to-work program.

Facts about award

Forms required

(3) Loan Forbearance

The act amended

Interest payment

Forms required

RON (4) Child Care allowance (if eligible)

Benefits of child care

Explain eligibility

Compensation

Supervisor/Manager Responsibility

Forms required

(5) Basic Health Insurance (if eligible)

Eligibility

Costs

Enrollment

Forms required

DEE (6) **Explain personal leave**

FT - 40 hrs personal leave & 72 hrs Federal holidays
rate of accrual

Full-time - 8 hrs per month for first five months

PT - 20 hrs personal leave & 32 hrs Federal holidays

Part-time - 4 hrs per month for first five months

Administrative leave

Mention the fact that if administrative leave is granted by the Department, i.e. Christmas eve, Members would have to use part of their 72 hours for holidays.

Remaining Hours

D. Other Items during Orientation

RON (1) **Member Agreements**

Member & supervisor should review the member agreement both must sign

show slide of items in agreement

(2) **Safety Release form**

All members must sign the Member Acknowledgment Safety Form (Appendix V in Operations Manual). In the case of a member that is less than 18 years old, a parent or guardian must sign.

show slide

DEE (3) **Review any performance standards & performance appraisals**
Performance appraisal - Appendix R

(4) **Present ID card**

(5) **Training**

During the first week, when orientation is conducted, is an excellent opportunity to present other training since your members will be together. CPR, conflict resolution,

RON (6) **Other items for discussion**

- Attire/uniforms
- drivers license
- travel expense
- garnishment of wages
- liability
- worker's comp

DEE E. Time & Attendance

(1) Following PC Tare entries will be required:

- initial entry (set up master record)
- special accounting codes (defined by each agency)
- time & attendance submission to NFC each pay period;
- termination entry

(2) The following T&A transactions are the only valid codes for AmeriCorps Members:

- 01 - hours worked (80 hours maximum per pay period).
- 21 - hours worked in excess of 40 hours in a week.
- 66 - Federal holidays and excused absence.
- 67 - hours of paid absence due to an injury suffered on the job.
- 71 - LWOP, use for any other non-pay status, i.e., military leave.
- 80 hours must always be accounted for on a T&A.

(3) Other issues associated with time and attendance

- Work Schedules
- Military Leave
- Jury Duty
- Personal Emergencies

BREAK (15 minutes)

V During the Year

RON A. Transfers 15 MINUTES

Definition: A transfer is an AmeriCorps member who retains the service hours s/he has earned and applies them toward the completion of her/his education award by either:

- (1) moving to a different geographic site within the same AmeriCorps Program
 - for compelling personal circumstances
 - meets program needs
 - funds may or may not be transferred
 - Agency national office must be consulted/notified
- (2) moving to a completely different AmeriCorps Program.
 - for compelling personal circumstances
 - must be a slot available at receiving site
 - no funds transferred
 - complete a change of status form

A transfer must be in the best interest of the program.
Member does not have a "right" to transfer
A member cannot be forced to transfer.

DEE B Non-completion of service hours 10 MINUTES

Two different non-completion situations:

- (1) Program non-completion
 - member fails to receive satisfactory performance appraisals
 - NOTE: It is important to do the semi-annual performance appraisals. (show slide)
 - Member is released for Cause
 - Member cannot get education award
- (2) Service hours non-completion
 - member fails to complete 1700 hours of community service.
 - Member may receive education award if failure to complete was beyond his/her control and released for compelling personal circumstances.
 - Member may not receive education award if failure to complete was due to too many unexcused absences - release for cause.

RON C. Member Release 15 MINUTES

Only two reasons for release:

(1) Release for Cause

- According to the conditions of the corporation & the member's contract.
- If convicted of a felony;
- If member drops out of program without compelling personal circumstances;

(2) Compelling Personal Circumstances

- Sickness or critical illness of the member;
- Death or critical illness of a member of the member's immediate family;
- termination of a project site if reassignment is not possible.

If the supervisor determines that there is justification for release for compelling personal reasons, Agency National Headquarters must be notified.

Agency National Headquarters, in consultation with the Department, has the authority for release.

The following are examples which would NOT justify the member receiving an award:

- Terminating to go back to school;
- Terminating to get a job;
- Terminating because the member does not enjoy the work;
- Terminating because of the size of the living allowance;
- Terminating to move.

FORMS REQUIRED

- NATIONAL SERVICE TRUST END OF TERM OF SERVICE FORM
- MEMBER EXIT FORM

DEE D Discipline Policy 20 minutes

Supervisors should make every effort to mentor and assist our members. In many cases, the members will be young people and this will be their first real experience with a structured working environment. Patience may be required. However, when a supervisor has tried to help a member and the member has not changed his/her behavior, we do have a discipline policy to follow.

(1) Steps to Follow

- Verbal Reprimand
- Written Reprimand
- Suspension
- Release

(2) Appeal procedure

- Within 15 days of receipt
- Appeal to appropriate level
 - Project Director/Line Officer
 - State or Regional line officer
 - Agency Head - Washington, D.C.

(3) Grievance procedure

- Deadline for filing is one year after date of alleged occurrence (except in fraud or criminal activity);
- Deadline for hearing & decision are:
 - Hearing: NLT 30 days after filing
 - Decision: NLT 60 days after filing

(4) Arbitration

Jointly selected arbitrator - in the event of a decision on a grievance that is adverse to the party who filed such grievance, or 60 days after the filing of such grievance if no decision has been reached, such party shall be permitted to submit such grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of interested parties.

Appointed arbitrator - if the parties cannot agree on an arbitrator, the Chief Executive Officer shall appoint an arbitrator from a list of qualified arbitrators within 15 days after receiving a request for such appointment from one of the parties to the grievance.

Deadline for proceeding - NLT 45 days after the request for arbitration.

Deadline for decision - NLT 30 days after start of arbitration proceedings.

Cost - in general shall be divided evenly, unless part of the decision places costs on one party.

REINSTATEMENT RIGHTS

AmeriCorps members who, through no fault of their own, lose substantial service time, with the approval of their supervisor, may be allowed to return to projects if they can reasonably and safely complete their term of service.

RESUMPTION OF SERVICE

Any member whose service was suspended because of being charged with a violent felony or sale or distribution of a controlled substance may resume service if he or she is found not guilty or is such a charge is dismissed.

Any member whose service was suspended because of being convicted of a first offense of possession of a controlled substance may resume service by demonstrating s/he has enrolled in an approved drug rehabilitation program. A member convicted of a second or third offense of possession of a controlled substance may resume service by demonstrating successful completion of a rehabilitation program.

Any individual released for cause who wishes to reapply to the program from which s/he was released or to any other AmeriCorps program is required to disclose the release to that program. Failure to disclose to an AmeriCorps program any history of having been released for cause from another AmeriCorps program will render an individual ineligible to receive the AmeriCorps educational award, whether or not that individual successfully completes the term of service.

RETURNING MEMBERS

A returning member is defined as a member who leaves a program for a compelling personal reason but intends on completing the term of service in the future with the same or a different AmeriCorps*USA Program.

Member must return within two years or s/he will automatically become eligible for a pro-rated education award.

RON E. Vacancies 10 minutes
Member resignation/termination
Replacing lost members
Time limits

VI End of Program 15 minutes
Graduation ceremonies
Continuation past 1812 hour term of service
Forms Required
Multiple Terms of Service

VII Post Test 10 minutes

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

Pre-test

Divider Title: _____



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T ☒ F ✓
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. X (T) (F)
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. X (T) (F)
3. If a member finds permanent employment, member may be released for compelling personal reasons. T (F)
4. Members are allowed to perform the same tasks as your agency performs. T (F)
5. In a team of 5 members, one member may serve as the administrative officer. T (F)
6. A member may transfer to another program provided the project manager agrees. (T) F
7. A member must serve a minimum of 9 months. (T) F
8. Members may receive overtime pay. T (F)
9. A member may divide his educational award between different institutions. (T) F
10. A member released for cause does not receive any portion of the educational award. (T) F
11. Members are entitled to forbearance on qualified student loans. (T) F
12. Members may receive their educational award in the form of a cash payment. T (F)
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. (T) F
14. A person must be at least 17 years of age to 18 serve in AmeriCorps. (T) (F)
15. Members are required to sign a Member Agreement (T) F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F ✓
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F ✓
3. If a member finds permanent employment, member may be released for compelling personal reasons. ☒ T F X
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F ✓
5. In a team of 5 members, one member may serve as the administrative officer. ☒ T F X
6. A member may transfer to another program provided the project manager agrees. T ☒ F X
7. A member must serve a minimum of 9 months. ☒ T F ✓
8. Members may receive overtime pay. ☒ T F X
9. A member may divide his educational award between different institutions. ☒ T F ✓
10. A member released for cause does not receive any portion of the educational award. T ☒ F X?
11. Members are entitled to forbearance on qualified student loans. ☒ T F ✓
12. Members may receive their educational award in the form of a cash payment. T ☒ F ✓
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. T ☒ F X
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F ✓
15. Members are required to sign a Member Agreement. ☒ T F ✓

9/15



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T ☒ F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. *Full-time* A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T ☒ F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F

7/20/95



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. *Includes 20% Trng.* ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. ☒ T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T ☒ F
8. Members may receive overtime pay. ☒ T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F



Administrative Workshop Pre-Test

True or false

1. AmeriCorps Members are Federal Employees. T ☒ F
2. Full-Time Members must serve a minimum of 1700 hours in direct community service. ☒ T F
3. If a member finds permanent employment, member may be released for compelling personal reasons. T ☒ F
4. Members are allowed to perform the same tasks as your agency performs. T ☒ F
5. In a team of 5 members, one member may serve as the administrative officer. T ☒ F
6. A member may transfer to another program provided the project manager agrees. ☒ T F
7. A member must serve a minimum of 9 months. ☒ T F
8. Members may receive overtime pay. T ☒ F
9. A member may divide his educational award between different institutions. ☒ T F
10. A member released for cause does not receive any portion of the educational award. ☒ T F
11. Members are entitled to forbearance on qualified student loans. ☒ T F
12. Members may receive their educational award in the form of a cash payment. T ☒ F
13. Rural Development Team Members are required to meet in cluster meetings at least once a month. ☒ T F
14. A person must be at least 17 years of age to serve in AmeriCorps. ☒ T F
15. Members are required to sign a Member Agreement. ☒ T F

Administrative Workshop Pre-Test

True or false

- | | | |
|--|---|---|
| 1. AmeriCorps Members are Federal Employees. | T | F |
| 2. Full-Time Members must serve a minimum of 1700 hours in direct community service. | T | F |
| 3. If a member finds permanent employment, member may be released for compelling personal reasons. | T | F |
| 4. Members are allowed to perform the same tasks as your agency performs. | T | F |
| 5. In a team of 5 members, one member may serve as the administrative officer. | T | F |
| 6. A member may transfer to another program provided the project manager agrees. | T | F |
| 7. A member must serve a minimum of 9 months. | T | F |
| 8. Members may receive overtime pay. | T | F |
| 9. A member may divide his educational award between different institutions. | T | F |
| 10. A member released for cause does not receive any portion of the educational award. | T | F |
| 11. Members are entitled to forbearance on qualified student loans. | T | F |
| 12. Members may receive their educational award in the form of a cash payment. | T | F |
| 13. Rural Development Team Members are required to meet in cluster meetings at least once a month. | T | F |
| 14. A person must be at least 17 years of age to serve in AmeriCorps. | T | F |
| 15. Members are required to sign a Member Agreement | T | F |

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

SLIDES

Divider Title: _____



AMERICORPS MEMBER BENEFITS

ALL MEMBERS RECEIVE:

LIVING ALLOWANCE

EDUCATION AWARD

FORBEARANCE ON QUALIFIED STUDENT LOANS

FULL TIME MEMBERS RECEIVE:

CHILD CARE ALLOWANCE (if eligible)

BASIC HEALTH INSURANCE (if eligible)

40 HRS PERSONAL LEAVE & 72 HRS FEDERAL HOLIDAYS

PART TIME MEMBERS RECEIVE

20 HRS PERSONAL LEAVE & 36 HRS FEDERAL HOLIDAYS

(Operations Manual - page 69)



DEPARTMENT
OF AGRICULTURE

AmeriCorps Members do NOT receive

UNEMPLOYMENT BENEFITS

ACCESS TO EMPLOYEE ASSISTANCE PROGRAMS

LIFE INSURANCE

STATUS AS A FEDERAL EMPLOYEE

TAX EXEMPT STATUS

OVERTIME PAY

CREDIT TOWARD FEDERAL RETIREMENT



OF AGRICULTURE

TERM OF SERVICE

FULL TIME

REQUIRED BY LAW - DIRECT COMMUNITY SERVICE	1,700 HOURS
COMPLETED IN NO LESS THAN 9 MONTHS & NO MORE THAN 12 MONTHS.	
PERSONAL LEAVE	40 HOURS
FEDERAL HOLIDAYS	<u>72 HOURS</u>
TOTAL HOURS = USDA TERM OF SERVICE:	1,812 HOURS

PART TIME

REQUIRED BY LAW - DIRECT COMMUNITY SERVICE	900 HOURS
COMPLETED IN NOT MORE THAN 2 YEARS OR NO MORE THAN 3 IF STUDENT.	
PERSONAL LEAVE	20 HOURS
FEDERAL HOLIDAYS	<u>32 HOURS</u>
TOTAL HOURS = USDA TERM OF SERVICE:	952 HOURS

(Operations Manual - page 99)



DEPARTMENT
OF AGRICULTURE

SAMPLE CHART FOR TRACKING MEMBER HOURS

MEMBER NAME	TOTAL HOURS WORKED	SERVICE HOURS UNUSED	TOTAL EXCUSED HOURS USED	EXCUSED HOURS UNUSED
NORMAN BATES	73	1627	0	40
SCARLETT O' HARA	1345	355	40	0
JOHN McClain	1373	327	35	5
MRS. ROBINSON	1362	338	40	0
JOAN WILDER	803	897	40	0
AXEL FOLEY	1150	550	24	16
DON CORELEON	1500	200	30	10
LUKE SKYWALKER	690	1010	29	11
MARTIN RIGGS	673	1027	25	15



DEPARTMENT
OF AGRICULTURE

FORMS REQUIRED

1. PARTICIPANT ENROLLMENT FORM (SEND TO NATIONAL HEADQUARTERS)
2. STATE & FEDERAL INCOME TAX FORMS
3. DIRECT DEPOSIT FORM
4. FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION
5. SF-1152, DESIGNATION OF BENEFIT FOR UNPAID COMPENSATION
6. SF-52, REQUEST FOR PERSONNEL ACTION (APPOINTMENT NTE)
NATURE OF ACTION CODE 115
7. POSITION DESCRIPTION
8. SUPPLEMENTAL 52
9. AD 332, POSITION DESCRIPTION COVER SHEET



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: USDA

Subgrantee/Program: _____

Subgrantee ID Number: 95ADFDC047 L33A

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.
1	1	1
1	2	1
1	3	1
1	4	1
1	5	1
1	6	1
1	7	1
1	8	1
1	9	1
2	1	1
2	2	1
2	3	1
2	4	1
2	5	1
2	6	1
2	7	1
2	8	1
2	9	1
3	1	1
3	2	1
3	3	1
3	4	1
3	5	1
3	6	1
3	7	1
3	8	1
3	9	1
4	1	1
4	2	1
4	3	1
4	4	1
4	5	1
4	6	1
4	7	1
4	8	1
4	9	1
5	1	1
5	2	1
5	3	1
5	4	1
5	5	1
5	6	1
5	7	1
5	8	1
5	9	1
6	1	1
6	2	1
6	3	1
6	4	1
6	5	1
6	6	1
6	7	1
6	8	1
6	9	1
7	1	1
7	2	1
7	3	1
7	4	1
7	5	1
7	6	1
7	7	1
7	8	1
7	9	1
8	1	1
8	2	1
8	3	1
8	4	1
8	5	1
8	6	1
8	7	1
8	8	1
8	9	1
9	1	1
9	2	1
9	3	1
9	4	1
9	5	1
9	6	1
9	7	1
9	8	1
9	9	1

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

Participant's Name: Candy L. Sweet (Print clearly.)
 First Middle Initial Last

Participant's Signature: Candy L. Sweet Date: 7/7/95

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.)

1143 Peppermint Lane
 Number and Street

Hershey, PA 23411
 City and State Zip Code

812-765-2466
 Home Phone

Business or School Phone

Permanent Address (Print clearly.)

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

Jelly B. Sweet
 Name

222 Taffy Dr.
 Number and Street

Hershey, PA 23410
 City and State Zip Code

812-766-3701
 Home Phone

Business or School Phone

1. What is your SSN?

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

2. What is your birthdate?

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

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: _____



AGENT
OF AGRICULTURE

LIVING ALLOWANCE

FULL TIME FY 96

PUBLIC LANDS & ENVIRONMENT:	\$ 7,945.00
ANTI-HUNGER:	7,945.00
RURAL DEVELOPMENT MEMBER:	12,000.00

PART TIME FY 96

PUBLIC LANDS & ENVIRONMENT:	\$ 4,206.00
ANTI-HUNGER:	4,206.00
RURAL DEVELOPMENT MEMBER:	6,352.00



EFFECT OF LIVING ALLOWANCE ON OTHER PROGRAMS

WILL BE COUNTED IN DETERMINING ELIGIBILITY FOR PROGRAMS
UNDER THE SOCIAL SECURITY ACT

SSI
MEDICAID
MEDICARE
AFDC

WILL NOT BE COUNTED IN DETERMINING ELIGIBILITY FOR OTHER
NEEDS-BASED FEDERAL PROGRAMS

FOOD STAMPS
PUBLIC HOUSING
FEDERAL STUDENT AID
OTHERS



LIVING ALLOWANCE WAIVER

- THE CORPORATION WILL WAIVE THE LIVING ALLOWANCE REQUIREMENT; HOWEVER,
- EACH STATE IS DIFFERENT AND MAY NOT ACCEPT THE WAIVER
- MEMBER MAY REVOKE THE WAIVER BUT CAN NOT GET BACK PAY
- APPENDIX I IN OPERATIONS MANUAL IS EXAMPLE OF WAIVER



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)



ED
ATES
DEPARTMENT
OF AGRICULTURE

EDUCATION AWARD

\$4,725

VOUCHER AMOUNT FOR COMPLETION OF 1700 HOURS
OF DIRECT COMMUNITY SERVICE -

(Operations Manual - page 80)



DEPARTMENT
OF AGRICULTURE

THIS IS A BENEFIT

NOT AN

ENTITLEMENT



VALID EXPENSES FOR EDUCATION AWARD

TO REPAY QUALIFIED EXISTING OR FUTURE STUDENT LOANS
(For list of qualified student loans, see page 83, Operation Manual.)

TO PAY ALL OR PART OF THE "COST OF ATTENDING" AN INSTITUTION OF HIGHER EDUCATION

COST OF ATTENDING

TUITION, NORMAL FEES AND REQUIRED MATERIAL,
EQUIPMENT, AND SUPPLIES, ALLOWANCES FOR ROOM AND
BOARD ESTABLISHED BY THE EDUCATIONAL INSTITUTION,
TRANSPORTATION, AND MISCELLANEOUS PERSONAL EXPENSES.

TO PAY EXPENSES INCURRED WHILE PARTICIPATING IN AN APPROVED SCHOOL-TO-WORK PROGRAM.



DEPARTMENT
OF AGRICULTURE

FACTS ABOUT THE AWARD

- IT IS PAID DIRECTLY TO THE INSTITUTION, NOT THE MEMBER
- IT CAN BE DIVIDED BETWEEN DIFFERENT VALID EXPENSES
- IT WILL BE HELD IN THE NATIONAL TRUST FOR SEVEN YEARS
- THE SEVEN YEARS MAY BE EXTENDED UNDER CERTAIN CIRCUMSTANCES
- IT CAN NOT BE TRANSFERRED
- IT CAN NOT BE CONVERTED TO A CASH PAYMENT TO THE MEMBER
- IT IS TAXABLE IN THE YEAR IT IS USED
- IT DOES NOT COUNT AS AID IN REGARDS TO OTHER PROGRAMS
- A MEMBER COULD BE ELIGIBLE FOR A PRO-RATED SHARE PROVIDED
 - HE/SHE COMPLETED A MINIMUM OF 15% OF THEIR TERM OF SERVICE
 - HE/SHE LEFT THE PROGRAM FOR COMPELLING PERSONAL CIRCUMSTANCES