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Emergency Projects: Hurricane Fran Disaster

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HURRICANE FRAN DISASTER RELIEF ADMINISTRATIVE ISSUES

CONTACT: RON DE MUNBRUN

PHONE: (202) 690-3894

FAX: (202) 720-4614

BEEPER: (202) 542-3339

[after dialing that number you will hear a few beeps, then punch in the number you want me to call and hit the # sign and hang up.]

TERMS

STATE CONTACT: The Federal Agency Person who is responsible for the project.

SITE SUPERVISOR: The person who will actually manage the day-to-day work of the team. This person is not an AmeriCorps member. This person and the State Contact may be one and the same.

FORMS

GENERAL: 1. Be sure that you keep a copy of each form you send in for your records. Also be sure that the member has a copy of each form they sign.

ASSUMPTIONS:

1. Participation by non-Federal employees in the USDA Hurricane Fran disaster relief project is limited to, USDA AmeriCorps Members who are currently enrolled in or have just finished a term of service in a USDA AmeriCorps program, whose original start date in the most recent USDA AmeriCorps project was not earlier than **OCTOBER 26, 1995.**

If a member began their most current term of service before October 26, 1995, and served four weeks in this disaster relief project, their term of service would cover more than 12 consecutive calendar months which is a violation of Corporation for National Service regulations.

2. USDA AmeriCorps members serving in this project can NOT collect on the education award they received for service in their primary service project, while serving in this disaster project. The issuance of a voucher for the education award will be delayed until AFTER the member completes their service as part of this disaster relief effort.

3. All members MUST sign the Member Agreement Amendment BEFORE beginning their service in this disaster relief project.
4. Any member who as a result of serving in this disaster relief project, serves more than 1,700 hours (full-time member) or 900 hours (part-time member) in less than 12 consecutive calendar months will NOT receive any additional education award amount for the service hours above 1,700 or 900. The Maximum education award for a full-time term of service for 1,700 or greater is \$4,725. The Maximum education award for a part-time term of 900 hours is \$2,138.
5. The agency and office where the member is serving or served their term of service before participating in the disaster relief project will:
 - A. Be responsible for issuing an SF 52 to re-enter into the NFC system a member who finished their term of service and was terminated.
 - B. Be responsible for processing the Time and Attendance sheets of the member even if the member is in another part of the state while performing disaster relief.
 - C. Be responsible for issuing travel orders and processing travel claims upon the end of the project.
 - D. Be responsible for coordinating with the Agency's state Federal Express Coordinator to get member Federal Express cards before the begin work on the project.
 - E. If the member can not be given a Federal Express card, then the office must give the member a cash advance of 100% of per diem, lodging and local travel costs BEFORE the member begins work on the project.
 - F. Be responsible for getting the member to sign the member agreement amendment, and end of term of service form if necessary.
 - G. Processing Workers Compensation and liability claims related to the member.

NATIONAL SERVICE TRUST ENROLLMENT FORM (gray)

PURPOSE: Informs the National Service Trust that a member for whom an enrollment form was completed either successfully completed the term of service, terminated early and is not eligible for education award, terminated early and is eligible for a prorated education award. PLEASE NOTE THAT ONLY JOEL BERG, USDA DIRECTOR OF NATIONAL SERVICE IS AUTHORIZED TO APPROVE A PRORATED EDUCATION AWARD. Without this form a member who had an Enrollment Form completed will NOT receive an education award.

GENERAL: Nothing has to be done with this form for this disaster relief project. When members sign their member agreement for this project, a memorandum will be sent to the Corporation for National Service notifying them that even though they may have an end of term of service form for the individual, we have extended the members term of service to include this disaster relief. This provides the members with the same Liability and Worker's Compensation coverage they enjoyed while performing their original term of service with a USDA agency.

NATIONAL SERVICE TRUST END OF TERM OF SERVICE FORM (green)

GENERAL:

**MEMBERS WHO HAVE
ALREADY HAD AN END
OF TERM OF SERVICE
FORM COMPLETED:**

If the member has already had an end of term of service form completed for them, there is nothing else to do with respect to this form. However, when the member completes their service in the disaster relief project, the office should contact the USDA Director of National Service giving the name and social security number of the member and the number of hours of service they performed. This information will be forwarded to the corporation to update the "number of hours of service" performed

**MEMBERS WHO HAVE
NOT YET HAD AN END
OF TERM OF SERVICE
FORM COMPLETED:**

If the member is still enrolled in a USDA AmeriCorps program and has not had an end of term of service form completed for them, then complete the form AFTER the member completes their service in the disaster relief project. This means that you may have more than 1,700 hours of service shown for the member, which is OK because the 1,700 is a minimum not a maximum. However, remember that

the member will not receive any additional education award for the extra hours of service above 1,700. For such members follow the instructions below:

(Be sure complete operating site ID number is on form)

PLEASE USE A DARK PENCIL AND PRINT CLEARLY

1. Fill out the last day of service. The site supervisor or state contact, if the state contact is also the site supervisor is responsible for making sure the members complete this form on the last day of service and that the form is mailed to the USDA DIRECTOR OF NATIONAL SERVICE:

JOEL BERG
UNITED STATES DEPARTMENT OF AGRICULTURE
AG BOX 1320
WASHINGTON, D.C. 20251-1320
Room 538-A

2. Item 6: A minimum of 1,700 hours is required to successfully complete a term of service and be eligible for a \$4,725 education award. If because of service in the disaster project the member served a total of more than 1,700 put in the actual total here.

Item 8: Indicated the type of participant enrollment for the member's primary USDA AmeriCorps program. For example, if the member was full-time member and then served in this disaster relief project, you would indicate FULL-TIME.

3. Four weeks after this form is received by the Corporation for National Service the National Service Trust will send a notice to the member (that is why the permanent address is so important on the two forms) telling him/her how much the award is and a voucher that has a part they fill out and a part the lender or educational institution fills out. The lender or educational institution submits the voucher to the trust and the trust disburses the money to them directly.
4. Members have up to seven years from the end of their service to redeem their award.
5. The award is non-transferable, it can not be paid out in cash, it can not be used to repay personal loans that may have been used for education expenses. It can only be used to repay qualified loans which are generally those obtained under Title IV of the Education Act of 1964.

MEMBER AGREEMENT

1. A member agreement will be faxed to you. It spells out your expectations for the member and what they can expect from you. You do not have to mail a copy of this agreement to us but you should retain the original and the member should have a copy.

BUDGET

GENERAL ASSUMPTIONS:

1. All members will have their basic living allowance (stipend) disbursed by the USDA national finance center. Each project's sponsoring USDA agency is going to have compete the SF 52's and bi-weekly T and A's .
2. The total cost of the member living allowance and FICA will be funded by the USDA National Service Office using existing Corporation for National Service funds.
3. The USDA National Service Office will be able to provide some monies for some of the other expenses of a project. However, where the budget below indicates a SPLIT between the National Office, the Sponsoring Federal Agency, and the Non-Federal Partner that does NOT mean that the National Office will always split the costs in that area. This money is limited and the amount can vary from project and depends in large part on your explanation of the expense and its impact on the project. Each budget will be viewed on a case-by-case basis. Some expenses that can NOT be funded by the National Service Office are:
 - a. Cost of overtime for Federal employees who are supervising the members.
 - b. For Federal agencies no Corporation (national office) funds can be used to off set staff costs.

FILLING OUT BUDGET SHEET

1. In the UNIT COST column enter the cost for a line item for ONLY 1 MEMBER.
2. In # of MEMBERS enter the number of members covered by the budget sheets.
3. Multiply the UNIT COST times the # Members to get the total for the line item. Enter this under the TOTAL column.
3. In CORP/National Ofc. Enter the amount of the total for each line item that you require from the Office of Communications (using Corporation for National Service Funds) to operate the project. For example if the agency had no money to contribute the amount entered here would equal the amount entered in the total column.
4. In USDA Agency Sponsor column enter the cash and in-kind contribution the agency will be making for this particular project involving only the AmeriCorps members. If for example, \$100 dollars in supplies is need for each member and there are three members and the agency will contribute a total of \$100 dollars towards supplies, then the Corp/National Ofc. Column would have \$200 in it and the USDA Agency Sponsor cash would have \$100 and the Total Column would have \$300.
5. Total each column and make sure that the total of each column equals the total of the TOTAL column at the far right of the table.

[illegible]