



## AmeriCorps Member Onboarding Checklist 22-23

The process outlined below should be completed **just after member orientation** to discover any potential issues early; then continued monthly through your entire onboarding period through the last date to enroll members. **Send this completed form to your Program Specialist within 30 days after program start date. Include Truescreen & Fieldprint Monitoring Reports (see below).**

### Member Enrollment in eGrants:

- ✓ [Enrollment in eGrants](#) completed for all members (no more than 7 days after start date)
- ✓ Print Member Roster (see *S&N Reports*) from eGrants to verify accuracy

### Member Files:

- ✓ Member Files are set up using the [22-23 Member File Checklist](#)
- ✓ All Member Service Agreements (MSAs) are signed by Member & Program staff –
  - Date of signatures is on or BEFORE start date on eGrants Member Roster;
  - **Start Date** on MSA has been filled in or updated to match eGrants ‘start date’ (column 10 on Member Roster)

### National Service Criminal History Checks: (items below can be found [here](#))

- ✓ **NSCHC Packet** is complete & on file for each staff/member including:
  - [CV NSCHC Verification Form](#)
  - Copy of Gov Photo ID used to order Truescreen checks
  - Copies of program-staff adjudicated [Truescreen check results](#)
  - Copy of [adjudicated Fieldprint FBI results](#) OR
  - CA DOJ FBI check was run. Copy of **completed Livescan form** and [screenshot](#) showing **completion/dates** is on file per [waiver effective May 1, 2022 – April 30, 2023](#)
- ✓ **Truescreen:** [CNCS Monitoring Report](#). Staff reviewed to ensure NSCHC check accuracy for **all members and any new staff** (there should be data in column AE with your staff name who adjudicated).
- ✓ **Fieldprint TCN Status Report**    ☐ N/A Using CA DOJ for FBI Check
- ✓ **Reports sent to Program Specialist no more than 30 days after program start date.** When sending Excel version of reports, add a note in any that were not completed because the person did not enroll in your program.

### Timekeeping

- ✓ Staff are using Functional Timesheets coding time to the AmeriCorps grant(s)
- ✓ Members are using functional timesheets (daily time allocated to direct service and/or training) signed by members and approved by Supervisor

### Prohibited and Unallowable Activities Training

- ✓ Members trained on [Prohibited and Unallowable Activities](#) (sign-in sheets/record of training on file)
- ✓ Staff and Partner Site Supervisors trained on Prohibited and Unallowable Activities: Agenda/Sign-in sheets/record of training on file. *CV or AmeriCorps may ask for these.*

Program Name	Staff Name	Date
CLLS AmeriCorps Initiative 2022-23	Lisa K Thompson, Program Coordinator, Literacyworks	11/30/2022