

Member File Checklist

Name: _____

Year: _____

Section 1 – Member Enrollment Paperwork

- ☐ Enrollment Checklist
- ☐ **Member Application**
- ☐ Interview Forms
- ☐ Reference Checks
- ☐ **Previous Service Term Check**
 - ☐ Applicable ☐ Not Applicable
- ☐ **AmeriCorps Enrollment Form in eGrants**
- ☐ **Healthcare Form (if full-time)**
- ☐ **Childcare Form (if full-time)**
- ☐ **Employment Verification form (I-9)**
- ☐ **W-4**
 - Date the Member was Invited to Enroll in eGrants: _____
 - Date Enrollment was Finalized: _____
 - Date NSCHC was Certified in eGrants: _____
 - SSN & Citizenship Verified by AmeriCorps: _____

Section 2 – Member Eligibility Paperwork

NSCHC

- ☐ **NSCHC Signed Consent Form**
- ☐ **NSOPW Adjudicated Results**
(ALL States, Territories, DC, and Indian Territories)
- ☐ **State of Service Check Adjudicated Results**
- ☐ **State of Residence Check Adjudicated Result**
 - ☐ Applicable ☐ Not Applicable
- ☐ **FBI Fingerprint Check Adjudicated Results**
- ☐ **State Specific Requirements**
(Additional Checks and Forms as Applicable)
- Age and Citizenship**
 - ___ Copy of U.S. Birth Certificate,
 - ☐ ___ Copy of U.S. Passport, or
 - ___ Copy of Permanent Resident Card
- ☐ Copy of Social Security Card
- ☐ **Copy of Driver's License** (Or State-Issued Photo ID)
- ☐ **Parental Consent Form**
(If the Applicant is Under 18 at the Time of Enrollment)

Section 3 – Member Position Paperwork

- ☐ **Member Service Agreement**
- ☐ **Position Description** (Part of MSA)

Section 5 – Timekeeping

- ☐ **Monthly/Bi-weekly Time Reports**
- ☐ Leave Requests

Section 6 – Member Exit Paperwork

- ☐ Member Exit Checklist
- ☐ **AmeriCorps Exit Form in eGrants**
- ☐ Completion or Termination Letter
- ☐ **Personal Compelling Circumstance**
- ☐ Documentation: ☐ Applicable ☐ Not Applicable

Section 4 – Member Supervision Paperwork

- ☐ **Mid-Term Performance Evaluation** (If Applicable)
- ☐ **End-Term Performance Evaluation** (ALL Terms Served)
- ☐ **Behavioral Warnings and Action Plans**
- ☐ Nominations/Special Recognition

Section 7 – Program Specific or Optional Forms

- ☐ Social Media Agreements
- ☐ Transportation Form/Car Insurance
- ☐ Direct Deposit Enrollment Form
- ☐ Publicity Release Form