AmeriCorps*State member exit paperwork is due to WSC Program Coordinators within 5 business days after the member’s term date.

Please submit all hardcopy forms in one complete packet.

Project Supervisors are responsible for checking for completeness, legibility and accuracy.

### REQUIRED FORMS (Please see instructions to follow):

<table>
<thead>
<tr>
<th>Type of Termination</th>
<th>Final Timesheet</th>
<th>CNCS Exit Form</th>
<th>WSC Exit Evaluation</th>
<th>Member Reflection (optional)</th>
<th>Life After AmeriCorps Survey (online)</th>
<th>Alumni Registration (optional)</th>
<th>Project Supervisor Memo</th>
<th>Member Resignation/ Letter/Memo</th>
<th>Member Pro-Rated Ed Award Request</th>
<th>Supporting Documentation</th>
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<td>Standard, end of scheduled term</td>
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<td>Early term, non-compelling, for cause, project decision</td>
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<td>Early term, compelling - pro-rated award requested by both Project Supervisor and member</td>
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FORM INSTRUCTIONS:

Please submit the original forms to your WSC Program Coordinator and keep a copy on site in your member files, unless noted otherwise.

MEMBER TIME REPORTED

• The member’s final timesheet, with original signatures of member and supervisor, must be submitted to WSC with the exit paperwork.

• A member’s final living allowance check will be issued based on the member's date of termination. The check will be pro-rated based on days served within the pay period.

CNCS NATIONAL SERVICE TRUST EXIT FORM

• Part 1 - Member completes and submits to their Project Supervisor.

• Part 2 - WSC staff will complete this section. Leave it blank.

• Keep a copy in the member file and send the original to the WSC Program Coordinator.

WSC EXIT EVALUATION FORM

• Supervisor to complete and sign form.

• If you’re not sure of the total service hours, leave that blank. WSC will calculate total.

• If the member is exiting early, the last two questions (about completed assignments and meeting performance criteria) should be answered based on what was reasonably expected to be completed up to the date of exit. Answering no to these questions means the member did not perform satisfactorily, and this will prevent the member from ever enrolling in any AmeriCorps program in the future.

• Keep a copy and send the original to the WSC Program Coordinator.

MEMBER REFLECTION (optional)

• Discuss reflection options with your team and/or individual member(s).

• Review the reflection with your member.
  • If the reflection is written, keep a copy for the member’s file and send the original to WSC.
  • If the reflection is not written, Project Supervisor must submit a memo to the WSC with the exit paperwork describing the reflection activity; including specific information related to What? When? How?

LIFE AFTER AMERICORPS SURVEY

• Each member terminating as scheduled is required to complete the survey, however it is not required that the members answer all questions.

• Members who terminate early should be given the option to complete the survey but it is not required.

• The survey can be completed on-line at https://www.surveymonkey.com/s/CVXB5PZ.
**ALUMNI REGISTRATION** (optional)

- All exiting members should be given the opportunity to complete the Washington Service Corps Alumni Registration (for the WSC Alums group only), regardless of the reason for their exit.
- The registration form is on-line at https://www.surveymonkey.com/s/CLTSDR2.

**PROJECT SUPERVISOR MEMO**

- If an AmeriCorps member did not complete his or her term of service for reasons other than a compelling personal circumstance, the Project Supervisor must submit a memo to the WSC Program Coordinator that includes:
  - Why the member is terminating the program early,
  - The member's official termination date,
  - Acknowledgement that the member is aware that s/he is not eligible for a pro-rated education award because s/he did not fully complete service requirements.

**MEMBER RESIGNATION LETTER/MEMO**

- When a member chooses to leave his/her service assignment early, a resignation letter or memo is required. The resignation should include:
  - Notice of last day they will serve (end date),
  - The reason(s) they are choosing to terminate their service, and
  - Acknowledgement that they understand they will not be receiving an education award (if they are not requesting one for compelling reasons as outlined below).

**PRO-RATED EDUCATION AWARD REQUEST:**

Members may be eligible for a pro-rated education award if a compelling personal circumstance prohibits them from meeting the minimum service requirements (including 1700 hours). Compelling circumstances are those beyond the member’s control, such as a serious illness or military obligation. They do not include enrolling in school or obtaining employment (see the Member Service Agreement for more information on compelling personal circumstances). The WSC will consider a request for a pro-rated education award with the following documentation:

- Copy of a memo from the member to the Project Supervisor that includes:
  - The personal and compelling circumstance which requires his/her early termination from the project including the end date for the member’s service.
  - A request for a pro-rated education award based on otherwise successful completion of the program.
  - Supporting documentation, such as a letter from their doctor. This documentation must also include information regarding how long the member would be unable to perform their service assignment.
- A letter from the Project Supervisor supporting or opposing the member’s request and the reasoning for that recommendation.
- All other exit paperwork

Project Supervisor must maintain a copy of all related documentation requesting a pro-rated education award in the member file and send original documentation to the WSC.

**NATIONAL TRUST & EDUCATION AWARD INFORMATION:**

For detailed information about the Segal AmeriCorps Education Award, members can refer to the AmeriCorps Official Website at: [http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp](http://www.americorps.gov/for_individuals/benefits/benefits_ed_award.asp).

Members can access their education award by using the MyAmeriCorps online system at: [https://my.americorps.gov/mp/login.do](https://my.americorps.gov/mp/login.do).

Members may call the Trust at: **1-888-507-5962** for general information about how to access their education award.