Welcome to the Washington Service Corps Family
AmeriCorps State and National

- Largest branch of AmeriCorps
- About 80,000 positions each year
- Serving with more than 2,600 organizations
- AmeriCorps members address critical needs in communities across America
- National partners include state and local programs like the Washington Service Corps
Washington Service Corps Overview

Washington Service Corps (WSC)
• Statewide program with about 651 AmeriCorps and VISTA members
• Created in 1983, by the WA State Legislature
• Part of the Employment Security Department
• Programs address unmet community needs related to Disaster Preparedness, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans & Families
• Creative partnerships with local government entities, faith and community-based organizations and nonprofit agencies
Washington’s National Service Organizations

Corporation for National & Community Service (CNCS)

Washington State Commission for National & Community Service (WCNCS)

The Corporation for National & Community Service Washington State Office (VISTA)

Washington State Employment Security

Washington State SERVICE CORPS
Washington Service Corps: Structure

- WSC Teams: 276 Members
- Individual Placement and Special Programs: 289 Members
- VISTA: 30 Members
- Washington Reading Corps: 56 Members
Individual Placement Staff Contacts

Lorraine Coots, IP Lead
360-725-9544
lcoots@esd.wa.gov

Robert Brader, SP Coordinator
360-725-9534
rbrader@esd.wa.gov

Kris Smock, IP Coordinator
360-725-9537
ksmock@esd.wa.gov

Sidra Fields, IP Coordinator
360-725-9538
sfields@esd.wa.gov
Focus Areas of Service

289 Individual Placement and Special Programs Members at 190 different sites

- Disaster Preparedness: 10 sites
- Economic Opportunity: 51 sites
- Education: 47 sites
- Environmental Stewardship: 42 sites
- Healthy Futures: 35 sites
- Veterans: 5 sites
<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Name of Host Site Organization</th>
<th>County</th>
<th>Website - IP only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Opportunity</td>
<td>Asian Counseling and Referral Service</td>
<td>King</td>
<td><a href="http://www.acrs.org/">http://www.acrs.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Bellevue College</td>
<td>King</td>
<td><a href="http://bellevuecollege.edu/">http://bellevuecollege.edu/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Catholic Charities of Spokane HOC Shelter</td>
<td>Spokane</td>
<td><a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Catholic Charities of Spokane St. Margaret's Community Warehouse</td>
<td>Spokane</td>
<td><a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Catholic Charities of Spokane Vinegar Flats Garden Project</td>
<td>Spokane</td>
<td><a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>GRuB in the Schools</td>
<td>Thurston</td>
<td><a href="http://www.goodrub.org/">http://www.goodrub.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>ILEAP</td>
<td>King</td>
<td><a href="http://www.ileap.org/">http://www.ileap.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Lutheran Community Services Northwest</td>
<td>Clark</td>
<td><a href="http://www.lcsnw.org/">http://www.lcsnw.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Lutheran Community Services Northwest</td>
<td>Clark</td>
<td><a href="http://www.lcsnw.org/">http://www.lcsnw.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Municipal Court of Seattle</td>
<td>King</td>
<td><a href="http://www.seattle.gov/courts/">http://www.seattle.gov/courts/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Pacific Mountain Workforce Development Council</td>
<td>Thurston</td>
<td><a href="http://www.pacmanworkforce.com/">http://www.pacmanworkforce.com/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Pike Market Senior Center/Downtown Food Bank</td>
<td>King</td>
<td><a href="http://www.pikemarketseniorcenter.org/">http://www.pikemarketseniorcenter.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Seattle Parks and Recreation</td>
<td>King</td>
<td><a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Seattle Parks and Recreation</td>
<td>King</td>
<td><a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Seattle Parks and Recreation</td>
<td>King</td>
<td><a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Skagit Valley Family YMCA - Oasis Teen Shelter</td>
<td>Skagit</td>
<td><a href="http://www.skagitymca.org/">http://www.skagitymca.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Skills, Incorporated</td>
<td>King</td>
<td><a href="http://www.skillsinc.com/">http://www.skillsinc.com/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>South Whidbey Commons</td>
<td>Island</td>
<td><a href="http://southwhidbeycommons.org/">http://southwhidbeycommons.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Southwest Washington Workforce Development Council</td>
<td>Clark</td>
<td><a href="http://www.swwdc.org/">http://www.swwdc.org/</a></td>
</tr>
<tr>
<td>Economic Opportunity</td>
<td>Transitional Programs for Women New Leaf</td>
<td>Spokane</td>
<td><a href="http://www.help4women.org/">http://www.help4women.org/</a></td>
</tr>
</tbody>
</table>

You can find the list of our sites on our [website](http://www.acrs.org/).
Memorandum of Understanding

The purpose of the MOU is to establish the compliance expectations of the WSC Individual Placement and Special Programs.

These expectations are designed to:

- Establish effective coordination between the sponsoring organizations and the WSC
- Ensure objectives of the WSC, WA State Commission for National and Community Service, and the Corporation for National and Community Service are met
- Ensure a positive service experience for the AmeriCorps members
Member Placement Fee

$6,000 member placement fee (per member) of non-federal funds is due on or before October 31, 2013. Send payment to Employment Security Department, PO Box 9046, Olympia, WA 98507. Sites will be invoiced on or about September 1.

Member placement fee will be pro-rated for any member who terminates prior to serving 15% (255 hours) of their term of service. Organizations will not receive a pro-rated refund if members serve more than 15% of their term.
Fixed Grant – Important Points

• Timesheet timeliness and accuracy crucial
  Each month, WSC funding is based on the number of members at a given time multiplied by the percentage of hours completed.

• No opportunity to replace members who terminate service early

• No quarterly in-kind match requirement
The purpose of this Member Service Agreement is to provide information about member benefits, rights and responsibilities, and other expectations and conditions that govern the term of service with the WSC.

This service agreement should not be signed by any party without reviewing the detailed terms outlined in the document. Each signature at the end of this document constitutes an agreement and promise to comply with all program requirements.
The Member Position Description outlines: service duties, supervision, and location and hours of service.

An amended position description is required if there is:

- a change in service duties
- a change in supervision
- a change in schedule
You can access all WSC policies on our website. Read all policies and review with your member(s). These policies pertain to members and supervisors.
Prohibited Activities of AmeriCorps Members

1. Participating in efforts to influence legislation, including state or local ballot initiatives, or lobbying for the program

2. Organizing a letter-writing campaign to Congress

3. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office

4. Participating in or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials

5. Voter registration drives
Prohibited Activities, cont…

6. Organizing or participating in protests, petitions, boycotts or strikes

7. Assisting, promoting or deterring union organizing

8. Impairing existing contracts for services or collective bargaining agreements

9. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing

10. Providing a direct benefit to a for-profit entity; a labor union; a partisan political organization; or an organization engaged in religious activities
11. Providing abortion services or making referrals to such services

12. Participating in activities that pose a significant safety risk to participants

13. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program’s general operating expenses

14. Fundraising is allowable if it provides direct support to a specific service activity, falls within the program’s approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member

*Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo must not be worn while doing so.*
# Background Check Information

## REQUIRED DOCUMENTS

<table>
<thead>
<tr>
<th><a href="http://www.NSOPW.gov">www.NSOPW.gov</a></th>
<th>Authorization Form</th>
<th>WATCH</th>
<th>FBI</th>
<th>Out-of-state</th>
<th>Certification Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>FREE</strong></td>
<td>• <strong>Sign this prior to running State and FBI checks</strong></td>
<td>• $10 per name</td>
<td>• Fieldprint</td>
<td>• Residence at time of application</td>
<td>• For members only. Not required for supervisors.</td>
</tr>
<tr>
<td>• No log-in</td>
<td>• Member Authorization form is Page 2 of the enrollment packet</td>
<td>• Non-profits can run free checks with account (takes 2 weeks to set up account)</td>
<td>• WSC pays for members only</td>
<td>• See matrix for approved list of state repositories</td>
<td>• Page 3 of the enrollment packet</td>
</tr>
<tr>
<td>• Run and print before interviewing</td>
<td>• Supervisor Authorization form is online</td>
<td>• Must print full results for each name, not a transaction list</td>
<td>• <strong>Livescan</strong> 2-3 days</td>
<td>• Some states are inexpensive, easy, and quick</td>
<td>• Completed by Supervisor</td>
</tr>
<tr>
<td>• All jurisdictions checked</td>
<td>• Sign and date</td>
<td>• Run on selected applicant in time to receive results before sending in enrollment</td>
<td>• Some are not</td>
<td>• Some searches take 1-2 weeks</td>
<td>• Check the boxes to show which background checks you’ve reviewed</td>
</tr>
<tr>
<td>• Notes next to every name</td>
<td>• Mail original with complete enrollment packet</td>
<td>• Some searches take 1-2 weeks</td>
<td>• Accompaniment</td>
<td>• Sign and date</td>
<td>• Mail original form with complete enrollment packet</td>
</tr>
<tr>
<td>• Initial each page that you’ve written on</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Date printed on bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mail original (notes and initials in ink) with enrollment packet</td>
<td></td>
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</tr>
</tbody>
</table>
Background Check Guidance

WSC Guide to Criminal Background Checks
Authorization Form

Members must sign and date the authorization form BEFORE you run State and FBI checks.

Page 2 of the Member Enrollment packet.
Sex Offender Check Instructions

Run the check:

- Go to http://www.nsopw.gov.
- Enter First and Last Names in the appropriate fields and click “SEARCH”.
  - Names must be entered exactly as they appear on the government-issued photo ID used to verify identity.
- Read the Conditions of Use and check box to acknowledge terms of NSOPW.
- Type in the code you see in the box below the acknowledgement and click “CONTINUE”.
- Click “Print View” and print the results. Supervisor must print out the results with the computer-generated print date indicated on the page.

Review and document results:

- If there is a message below the individual name that identifies a jurisdiction could not be accessed, you must keep this copy and re-run the check later, or the next day if necessary, until all jurisdictions were checked.
- If results come back with one or more names on the list, Supervisor must:
  - Select and review each name to confirm it does not correspond to the applicant.
  - Make a note next to each name as to why it is not a match.
  - NOTE: Address or location cannot be used to rule out a name on the NSOPR. Please use name, age, date of birth, gender, race, or picture.
  - If there isn’t enough information on the main results screen to rule out a name, then you click on the name to view the details on the local jurisdiction’s site. You do not need to print the detail page. Write a note on the main results printout stating what you found that ruled them out.
  - Initial each page of the NSOPR result.
  - If any name on the list cannot be ruled out, then the applicant must provide evidence that this is not them in order to be eligible to serve. An individual listed on the National Sex Offender Registry is not eligible to serve or work in any national service program, including WSC.

Provide the original (all notes and initials in ink) NSOPR to the WSC with the applicant’s enrollment paperwork.

http://www.nsopw.gov
Correct NSOPR check

This is a complete check with no records found.

First and Last names spelled correctly.

Includes all jurisdictions.

No states listed as unavailable.

Computer-generated date.

National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like Maryanne, Last Name like SmithJones

Depending on browser settings, date could appear anywhere in header or footer.

Most common are the bottom-right and top-left corners.

http://www.nsopw.gov/en-us/Search/PrintView

4/16/2013
Incorrect NSOPR check

National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like Maryanne, Last Name like SmithJones

Alabama: The jurisdiction's service is temporarily unavailable. Please try again later.

This Check Must Be Run Again Until ALL Jurisdictions Are Searched
When a list of names comes up on an NSOPR search, all names must be ruled out and documented.

A hit that cannot be ruled out by the information on this screen, must be investigated further. Click on the name to bring up details from the state where they are registered.

Make a note for each name, telling how the individual was ruled out.

Initial each page.

Send original copy with notes & initials in original ink to WSC.
You Do NOT need to print this screen for WSC.

View it to find an age, birth date, gender, race, middle name, or picture to rule them out.

Do NOT use address or location, except if the person is listed as incarcerated.

Information will be found in different locations on the pages for different states.
WATCH Check Instructions

For Members and Covered Staff in schools, see Instructions for Optional Use of OSPI WATCH and FBI Check.

To run the check and obtain results:
- Go to http://watch.wsp.wa.gov
- Log in and click on "Criminal History Request: Process Criminal History Requests".
- Enter first & last name and date of birth as they appear on government issued photo ID. Middle initial, gender, and race are optional.
- Results will come to your WATCH "In Box".
  NOTE: Printouts of transaction history logs or list of results in an in box do not meet compliance requirements and this method of providing the results will not be approved by WSC as the required documentation.
- Click on each person's result and print each full-page results report (Web Search No Record Found Report or Web Search Transcript).

To review and document the results:
- To be automatically cleared, the results on this check must come back in one of two ways with the results either reading, "No Record" or "No Exact Match", which means there is no conviction record in the WSP database that matches the search criteria.
- If the record shows "No Exact Match", but there is a "candidate list" of one or more names at the bottom, then you must check each name on the list and document how it is not the person you are checking. Name, gender, and date of birth are the most common ways to rule them out. You must initial each page of this candidate list.
  NOTE: If one of the individuals on the candidate list turns out to be your applicant, then you must print the record for that name and follow the instructions below for when a record is found.
- If the record shows "Duplicate Match", this is not cleared and does not meet compliance requirements. Follow instructions on the printed Web Search Transcript to send additional information to WSP so they can do a more in-depth review of the record. If results are not narrowed down after the second check, WSP will require a thumbprint to be sent in so they can match the correct record.
- If a criminal record is found for your applicant, print the complete Web Search Transcript. You must verify that the individual does not have any murder convictions or any convictions that requires them to register as a sex offender.

Send the original completed WATCH Check to the WSC with the enrollment paperwork. WSC must receive the original printout with any notes in original ink.

http://watch.wsp.wa.gov
No Record Found Report is the screen to print for anyone who has no criminal convictions in Washington State.

Before sending this in to WSC, verify that the name and date are correct according to the government issued ID used to verify their identity.
Incorrect WATCH

After submitting your request, the results come to your “IN BOX”

This check is not yet complete. DO NOT print this screen.

Click

the underlined result to display the report for each individual checked.
Web Search Transcript is what you get if there is a possible record found.

While the results say no exact match was found, this one includes a candidate list of records with similar criteria to what you entered.

You must make notes (name, DOB, gender, etc) why each name listed is not your applicant, then initial each page.
WATCH – Possible Duplicates

If the report comes back and says possible Duplicate Match or Duplicate Record, then you must take additional steps in order to complete the check.

Follow the instructions in the lower section of the report to request a more advanced search from the Washington State Patrol.
General Overview:

• FBI checks must be done at FieldPrint
• Website is different for members and supervisors (except for WorkSource Supervisors)
• WSC pays for member checks – the code is emailed to supervisors
• Sites pay for supervisor checks (except for WorkSource Supervisors)
• Results are kept online for a limited amount of time
• Once downloaded, results are deleted

• DO NOT ACCESS RESULTS ON YOUR PHONE
FBI - Members

Give these instructions to the member (from the Guide to Criminal Background Checks)

**Member FBI Check Instructions**

**Steps to get fingerprinted:**
1. Go to [www.fieldprint.com](http://www.fieldprint.com) and enter the code provided by your Project Site Supervisor.
2. Follow the instructions to register with Fieldprint.
   a. Enter legal first and last name exactly as it appears on your government-issued photo ID. This must be the ID submitted to WSC to verify identity.
   b. Enter Personal Review when asked the reason for your request.
   c. Check No when asked if this is for employment, licensing, or apostille.
3. Fieldprint will review the information and send an email that the registration is approved (usually within a couple business hours).
4. Log in, click “Continue Scheduling” and complete the demographic information.
5. When Service Site is requested, enter your sponsoring organization (project site).
6. Select a Fieldprint LiveScan location and schedule your fingerprinting appointment.
   a. Members must choose “LiveScan” locations clearly defined as “Fieldprint Site” in the location name, and “Preferred Site” in the Notes field. All other locations will require your project site to get approval from WSC prior to scheduling your appointment.

**NOTE:** Cancellation/rescheduling fees apply if you do not show up at your scheduled time and fail to cancel/change at least 24 hours in advance.

**Steps to take after fingerprinting:**
1. You will receive an email from Fieldprint indicating your results are ready.
   **NOTE:** Call Fieldprint if you do not receive this email within 2 days of fingerprinting.
2. Follow the instructions in the email to log in and retrieve your record on a computer with a printer. **DO NOT access your results from a mobile device!** This will cause an error that will require you to re-do the process and create an additional charge for your project site.
3. When asked for permission to share the results with WSC, you must answer “Yes” in order to be eligible to serve and for WSC to pay for this FBI check.
4. Print the results and deliver to your Supervisor ASAP (they must submit this with your enrollment paperwork 2 weeks prior to your start date).

Contact Fieldprint customer service team with any issues or questions at: 1-877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).
FBI - Members

Fieldprint Registration

Name and birth date must be entered exactly as shown on government-issued photo ID

Check “Yes”

Reason for Request: “Personal Review”

Country of Citizenship must be USA

Fieldprint cannot run your check if you say you are not a Citizen of the USA

Check “No” This is not for employment.
FBI - Members

- Member will receive an approval email
- Log back in
- Complete demographic info
- Enter organization name on screen below

Enter name of organization that you will be serving with.
FBI - Members

Fieldprint Scheduling

The scheduling page will default to search from your home address.

You can search from any zip code or city/state in the U.S.

Members must use Fieldprint Livescan sites.

If this causes a hardship, please contact your supervisor to work with WSC on a possible solution.

Do NOT use non-livescan locations.
FBI - Members

Fieldprint Appointment Confirmation

Your organization will be charged $25 if the member cancels or changes the appointment with less than 24 hours notice.
If a member accesses Fieldprint results on a phone, they will have to be fingerprinted again and your organization will be charged $48.
FBI - Members

Sharing results with WSC

After downloading results, this screen comes up.

Members must agree to share results electronically with WSC in order to be eligible.

Remember to click “Save and Continue”

Check this box

Must click “Yes” in order to be eligible to serve
FBI Results

Candidate’s name and address will appear here.

Candidate’s name will appear here. This name must match the name listed on the WATCH, NSOPR, and authorization form.

Date the check was run

This result is for someone with no arrest or conviction data whatsoever in the FBI database.
Out of State Checks

**Out-of-State Check Instructions**

Required for anyone living outside of Washington State at the time they applied for the AmeriCorps position

Please refer to the most current WSC List of Approved Out-of-State Repositories to find the information for the state in which the individual resided at the time of application. These are the only approved state repositories that are authorized by WSC to provide the results. The use of any other agency or vendor for obtaining these results is prohibited and will not satisfy the requirements of this check. Information in this list will help you to assess the cost, process, requirements, and turnaround time for the state of residence check on each applicant you may be considering.

The Out of State check should indicate that the applicant did not have any convictions for murder, or for any crime that would require the individual to register as a sex offender.

**Out-of-State Waiver Request**

If out-of-state check results cannot be obtained by the enrollment deadline and the check was initiated before sending the enrollment packet to WSC, then the enrollment documents must include a completed WSC Criminal Background Check Out-of-State Waiver Form.

If the waiver is not completed in full, the applicant will not be eligible to start on the originally anticipated start date. This will move the applicant's start date forward to the next scheduled WSC program start date, provided that the additional information necessary is provided to the WSC by the corresponding deadline for that next start date.

The check must be initiated prior to submitting a waiver form. The waiver form does not forego the check, it only allows the member to enroll and begin service while the results are pending. You must provide the results to WSC as soon as they are available.

Any member enrolled with a waiver will be subject to accompaniment requirements during all hours of service until the results are received and approved by WSC. Accompaniment means that someone who is cleared for access to vulnerable populations must be in the physical presence of the member at all times.

Note: Supervisor should notify their WSC Program Coordinator if efficiencies, cost savings or other resources beneficial to other program supervisors are discovered while working with the repositories listed.

• Required for anyone living outside of Washington State at the time they applied for the AmeriCorps position

• The list of State Repositories at the end of the Guide for Criminal Background Checks shows each state’s website and costs of the check.

• Checks will be accepted ONLY IF acquired via the approved repositories.
Out of State Checks

California

• WSC will only allow a site to enroll members from California if the site has a staff member approved by the California Department of Justice as a Custodian of Record.
• Please check the State Repository list in the Guide for more details on this process.

Arizona

• If you select a candidate from Arizona there is currently an exemption from obtaining a check from the State of Arizona.
**Certification Form**

- Page 3 of the Member Enrollment Packet
- Supervisor must complete this form prior to enrolling the member
- Mark the box for each check
- Sign and date
- Mail original, signed copy with complete enrollment packet

<table>
<thead>
<tr>
<th>Sponsoring Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
</tbody>
</table>

Please check appropriate boxes below.

- [✓] NSOPR reviewed and results sent to WSC
- [✓] WATCH reviewed and results sent to WSC

Check ONE of the following:

- [☐] FBI check results reviewed and sent to WSC
  - OR -
- [☐] FBI check initiated and waiver submitted to WSC while awaiting results

Check ONE of the following:

- [☐] Out-of-state check NOT REQUIRED for this individual
  - OR -
- [☐] Out-of-state check results REVIEWED and sent to WSC
  - OR -
- [☐] Out-of-state check initiated and waiver submitted to WSC while awaiting results

I certify that we have reviewed the results of these criminal background checks and we have considered those results in the decision to select this member.

<table>
<thead>
<tr>
<th>Project Supervisor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Project Supervisor Signature | Date: |
FBI - Supervisors

- Supervisors and members complete same background checks. The FBI process is different for supervisors and members.
- Go to www.fieldprintfbi.com (Website is different for members!)
- Register, schedule, and pay online with credit card
- Check the box to save results for 7 days
- Print the results
- Send original results to WSC with other background check documents (authorization form, NSOPR, WATCH) immediately.
Background Check Questions?

Background check questions for program year 2013 -2014 should be directed to:

Mark Duncan
WSC Compliance Coordinator
maduncan@esd.wa.gov
360-725-9543
Networking Lunch

1 hour
Enrollment Forms

The enrollment packet, instructions, and background check information are on our [website](#).
Enrollment Packet Due Dates

- **All** enrollment paperwork, including criminal background checks, are due at WSC prior to the member’s start date.
- Use **NEW** forms located on WSC website.
- Incomplete packets will delay member’s enrollment to the next scheduled start date.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Paperwork Received by WSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/13</td>
<td>08/19/13</td>
</tr>
<tr>
<td>9/16/13</td>
<td>09/03/13</td>
</tr>
<tr>
<td>10/1/13</td>
<td>09/16/13</td>
</tr>
</tbody>
</table>
Enrollment Packet

- The **Enrollment Packet** is a fillable form
- All necessary documents are in one PDF
- Follow the **Enrollment Packet Instructions** to help you submit all the required documents accurately.

## Enrollment Checklist

<table>
<thead>
<tr>
<th>Enrollment Packet Instructions</th>
<th>Start / End Dates</th>
<th>Enrollment Packet Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First</strong></td>
<td><strong>Last</strong></td>
<td><strong>Start</strong></td>
</tr>
<tr>
<td>09/16/13 - 07/14/14</td>
<td>09/16/13 - 07/14/14</td>
<td>8/16/13</td>
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<tr>
<td>09/16/13 - 06/21/14</td>
<td>09/16/13 - 06/21/14</td>
<td>3/13/13</td>
</tr>
</tbody>
</table>

**Sponsoring Organization (Project Site) Name**

**Step 1**
- Confirm Member eligibility:
  - Background Check Authorization Form (Member must sign and date this form prior to running background checks)
  - Citizenship or Lawful Resident Eligibility Verification (Instructions)
  - Government-Issued Photo Identification (Instructions)

**Step 2**
- Project Supervisor is responsible to conduct the required Member Criminal Background Checks:
  - National Sex Offender Public Records (NSOPR) Check (Instructions)
  - Washington State Patrol (WATCH) Check (Instructions)
  - Out of State Check, if applicable (Instructions)
  - FBI Check (Instructions)

**Step 3**
- Criminal Background Check Certification (signed by Project Supervisor) (Instructions)

**Step 4**
- The Member completes, signs, and/or provides the following enrollment forms and documents:
  - On-Payroll Form (Instructions)
  - W-4 Form (Instructions)
  - Social Security Card (Instructions)
  - Electronic Funds Transfer (EFT) Authorization Form (Instructions)
  - National Service Trust Enrollment Form (Instructions)
  - AmeriCorps Application and Two References (Instructions)
  - Verification of Satisfactory Performance for Most Recent Term of Service, if applicable (Instructions)
  - Health Insurance Form (Instructions)
  - Health Insurance I.D. Card (if applicable) (Instructions)

**Step 5**
- Project Supervisor meets with the Member, reviews and signs the following:
  - Member Service Agreement (Instructions)
  - Member Position Description (Instructions)
  - I-9 Form (Instructions)

**Step 6**
- Submission of enrollment packet by Project Supervisor:
  - Assemble all required paperwork in the order it appears on this form.

---

The complete enrollment packet must be submitted to WSC by the due date. You can mail it to us via USPS to PO Box 9846, Olympia WA 98507, or send via Federal Express or UPS to our physical office location (click here for our physical address).

Packets must arrive no later than the required due date for the member to begin service on the planned start date. Please ensure that enrollment packets contain all of the completed forms and required documentation. If paperwork is not complete, the enrollment may be delayed until the next scheduled WSC start date.
Retention Strategies

Being upfront about the benefits and challenges of national service can help your members successfully complete their term of service. Here are some ways to recruit for retention:

1. **Communication** – It begins when you have accurately described the volunteer position during the interview.

2. **Position Description** – Create an accurate description of what the member will be doing. List important tasks and expectations.

3. **Agency Orientation** – An orientation should cover the agency’s history, mission, programs, population served, and staff introductions, and help to incorporate the member into your agency.
4. **Training** – Members should be given adequate training for the tasks required of the position. Members are allowed up to 340 hours of training that enhances their ability to be successful in their placement.

5. **Supervision** – Members need to know to whom they should turn with a question or for feedback, as well as how the supervisor will be evaluating their service.

6. **Evaluations** – members have a right to grow professionally and therefore require constructive feedback of their service.

7. **Recognition** – Recognition – Recognition – Recognition – it’s what makes us all perform better in our professional lives.
Quarterly you submit progress reports to WSC.

Googledoc includes:
- Volunteer Data
- General Information
- Performance Measures

Quarterly Progress Report - Demographics

The AmeriCorps Demographics Report provides information that Corporation staff use to monitor grantee progress and respond to requests from Congress and other stakeholders. Some information provided in the report may be used to promote service. In addition, program staff use the information provided to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.
Quarterly Demographic Report

Volunteer Generation

- Number of new unduplicated volunteers recruited by AmeriCorps member
- Number of new and returning volunteers retained by AmeriCorps member
- Number of Baby Boomers (born 1946 – 1964)
- Number of Veterans
- Total number of Volunteer Hours contributed
- Identify the volunteer recruitment & retention strategies used this quarter

General Information

- Number of Disadvantaged Children/Youth Served by AmeriCorps Member
- Number of Individuals Mentored by your AmeriCorps Member
- Number of Individuals Assisted with Independent Living
Quarterly Reporting

Primary Performance Measures

- Number of unduplicated individuals completing an AmeriCorps supported educational or training opportunity
- Number of unduplicated individuals who indicate increased awareness or knowledge of topic

Secondary Performance Measures

- Number of unduplicated individuals receiving job training and other skill development services
- Number of unduplicated individuals who demonstrate increased job readiness
Site Specific Performance Measures

Site specific measures get emailed to your WSC Project Coordinator quarterly.

<table>
<thead>
<tr>
<th>WSC Individual Placement Program 2013-2014 Program Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Performance Measures</strong></td>
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<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>2012-2013 Goals</td>
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<tr>
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</tbody>
</table>
Member Training Plan

The project supervisor must provide, or arrange for, and track training to ensure members achieve WSC required training competencies.

Note: Add your two site specific training objectives listed in your project application in the spaces provided at the end of the Training Plan document.

The training plan should be kept on site with the member file.

The project supervisor and member will use the WSC Training Plan to:
Track completion of required trainings, including the dates and title of trainings completed.

The Washington Service Corps will ask for the progress on member training during quarterly progress reports, member performance evaluations, and during annual monitoring visits.
Member Training

- **SERVES**, October 28 – 30, 2013 in Yakima, WA – Mandatory

- Workshops presented at the SERVES conference address many of the core training areas however, should the member not get the required training at SERVES, it will be the responsibility of the site to provide that training.

- **WSC Core Trainings include:**
  - AmeriCorps Orientation
  - Cultural Competency
  - Volunteer Recruitment, Training & Management
  - Effective Communication
  - Leadership Skills Development
  - Performance Measurement
  - Life After AmeriCorps
AmeriCorps members’ performance will be evaluated by you twice a year. This is designed to be an interactive process that promotes professional and personal growth.

Due dates:
- January 31st
- June 30th

The Evaluation Form is located on WSC I.P. website
Timesheets

- A timesheet must be completed for each month of service using the Excel member timesheet workbook.

- **Round time to the quarter hour: 8.25, 8.5, or 8.75.**

- Both the member and the site supervisor must sign and date the timesheet in ink after the last day of the month.

- Mail original timesheets to your WSC Program Coordinator within one week after the end of the month.

- Maximum hours allowed to be claimed for a day is 14. If members supervise overnight trips, they must be given a rest period.

- Timesheets containing errors will be returned.

- If changes need to be made to the timesheet later, submit a revised timesheet as soon as possible. "**REVISED**" must be written across the top of the timesheet. Retain copies of all signed member timesheets in member file onsite.

- For further guidance on service time refer to WSC Policy # 9, Member Hours and Allowable Service Activities.
Prefill all three lines on the September tab

LEAVE THIS BLANK. Supervisor should not sign here. (This line is used for TEAMS sites.)

Member Signs Here

Supervisor Signs Here

Tabs for each month & totals. Make sure member selects the correct month
The **timekeeping tracking tool** is on our website.

<table>
<thead>
<tr>
<th>Member Start Date</th>
<th>Total hours served to be on track at the end of each pay period*</th>
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<tbody>
<tr>
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<td>81</td>
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<tr>
<td>Sept 16</td>
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<tr>
<td>Oct 1</td>
<td>x</td>
</tr>
<tr>
<td>Oct 16</td>
<td>x</td>
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</table>

<table>
<thead>
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<th>15-Mar</th>
<th>Mar 31</th>
<th>15-Apr</th>
<th>30-Apr</th>
<th>15-May</th>
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<th>15-Jun</th>
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<td>1620</td>
</tr>
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<td>891</td>
<td>972</td>
<td>1053</td>
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<table>
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<th>31-Aug</th>
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<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Sept 16</td>
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<td>1458</td>
<td>1539</td>
<td>1620</td>
<td>1701</td>
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</table>

* Based on 81 hours per pay period. This is the minimum needed each pay period to reach 1700 hours by the end of the term. It does not account for longer/shorter months but is just an average number of hours needed.
Types of Hours to Record

Service
• Hours towards direct service for project

Training
• Hours for member development, SERVES training institute, other trainings, and classes.
• 20% Limit per term of service

Fundraising
• Hours raising funds that directly support the AmeriCorps project only
• 10% Limit per term of service

See WSC Policy #9 for more info.
Leave Policy

Leave must be pre-approved by supervisor.

No set vacation, sick, or personal leave days.

Members on-track to achieve 1700 hour requirement may be granted short-term (a few days) time off for personal matters.

Members not on-track to achieve 1700 hours may only be granted time off for urgent personal needs such as medical issues, family bereavement leave, and (DSHS) appointments.
Unexcused Absences
• Three consecutive unexcused absences may result in termination.

Holiday Leave
• Generally the same as sponsor site.
• Unless approved service is scheduled, holiday hours will not count as service hours.

Suspension or Administrative Hold
• No service hours credited or living allowance paid.

Military & Jury Duty Leave:
• Members will be granted leave and earn service hours.
• Military: Maximum 15 days paid duty service.
• Jury Duty: Must provide a copy of the summons to the project site supervisor.
• Members may need to perform alternative service when unable to serve with the host site due to school breaks, extended agency holidays, as the result of inclement weather, or to make up hours because of personal absences.

• Alternative service may be in addition to regular service at the discretion of the supervisor, and not in conflict with site expectations.

Alternative service must meet three criteria:

1. The service must be pre-approved by the project supervisor.
2. The service must be performed under supervision of a non-profit organization or a local, state, or federal agency.
3. The service must be verifiable.
Out-of-State Travel and Training

- Service outside of Washington State is prohibited by WSC.
- Service and Training outside of the United States is prohibited by WSC.
- All out-of-state training needs prior approval for a member to travel outside the state of Washington.

Requests are approved on a case by case basis

- Supervisor makes the request in writing to the WSC Program Coordinator, and includes:
  - Date(s) and hours of training
  - Description of the training and how it ties into the position description
  - Identify that the site will pay for all member costs of training and travel
Progressive Disciplinary Action

Any behavior which affects the member’s ability to perform in their service assignment, or that is not in the best interest of the site or project will be subject for review by the Project Supervisor. Disciplinary action may be taken as outlined in the Member Service Agreement.

- Notify your WSC Program Coordinator (PC) if you initiate this process with a member.
- Provide copies of written warnings to your WSC PC.
- Suspension needs to be discussed with your WSC PC.
- Discharge must be approved in advance by your WSC PC.

It is the intent that problems are settled at the local level. We encourage proactive problem solving over disciplinary measures.
1. First offense - Project Supervisor issues a verbal warning to the member.

2. Second offense - Project Supervisor issues a written warning and correction plan to be signed by both parties. Contact your Program Coordinator to discuss the situation.

3. Third offense - member may be suspended for one day or more without compensation and will not receive credit for any service hours missed. Has to be pre-arranged with WSC.

4. Fourth offense - member may be released for cause – needs to be authorized by WSC.
Grievance Procedures

See Member Service Agreement for details

Members may grieve the following items:

- Suspension
- Denial of Segal AmeriCorps Education Award
- Release (Termination) For Cause
Important Dates to Remember

As a project or site supervisor, it is important that you know when specific paperwork is due to the WSC Coordinator. The Calendar of Important Dates lets you know when timesheets are due, days the WSC office is closed, when evaluations are due, and lots of other important information.
**National Days of Service**

- **National Day of Remembrance**
  - www.911dayofservice.org
  - A national day in remembrance of 9/11 encouraging all Americans to pledge at least one good deed or service activity.

- **Make a Difference Day**
  - www.Madeadifferenceday.com
  - A day for helping others, created by USA Weekend Magazine, Make A Difference Day is an annual event held at the end of October.

- **Martin Luther King Jr. Day**
  - www.Mlkday.gov
  - In January, Americans across the country will celebrate the national holiday honoring the life and work of Dr. Martin Luther King, Jr. “A day on versus a day off”.

- **AmeriCorps Week**
  - Local, state and national events this week recognize and celebrate the efforts of volunteers. Join the celebrations April 6-13, 2014* (tentative)
  - www.nationalserviceresources.org
  - A week to bring more Americans into service, salute AmeriCorps members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible.

- **National Volunteer Week**
  - www.nationalserviceresources.org
  - A week to bring more Americans into service, salute AmeriCorps members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible.

- **Celebrate Service**
  - A day for helping others, created by USA Weekend Magazine, Make A Difference Day is an annual event held at the end of October.
Other Important Dates

AmeriCorps Launch

- October 18, 2013
- Annual kick-off for AmeriCorps programs at Seattle Center Fisher Pavilion. Show your AmeriCorps spirit at this energetic celebration. (Disaster Preparedness training offered at the Launch.)

SERVES Institute

- October 28 – 30, 2013, is held in Yakima, WA
- This conference held for WSC Individual Placement and Special Programs members offers training workshops to get professional, developmental training in a variety of disciplines, as well as networking with peers.
Useful Member Resources

Check out the WSC I.P.
Webpage:

Members may access information about:

• health insurance
• childcare
• worker’s compensation
• life after AmeriCorps
• education award
Demonstrating Impact

It is important to share the impact of what AmeriCorps volunteers are doing in your communities. Inform WSC of events before they occur so we can promote your event and share your media notices.

Each quarter you will be asked to submit the following information:

• Legislative Visits / Other Elected Official Visits
• Media Articles (video, radio, newspapers, etc.)
• Stories of Service including photo of AmeriCorps volunteer wearing WSC and AmeriCorps gear.

Note: AmeriCorps members should introduce themselves as WSC AmeriCorps member serving at “your site location.”
Stories of Service

Be Creative!

• Videos
• Blog posts
• Written stories with pictures of the member in their gear
I will get things done for America -
to make our people safer,
smarter, and healthier.

I will bring Americans together
to strengthen our communities.

Faced with apathy,
I will take action.

Faced with conflict,
I will seek common ground.

Faced with adversity,
I will persevere.

I will carry this commitment
with me this year and beyond.

I am an AmeriCorps member,
and I will get things done.