SUPERVISOR TRAINING & TECHNICAL ASSISTANCE

TUESDAY, JULY 1, 2014
Topics:

- WSC Program Updates and Successes
- PY 2014-15 Recruitment
- Enrollment and Start Dates
- Criminal History Background Checks
- Member Gear
- Member Healthcare Benefits
- Reporting/Demonstrating impact
- Electronic Member Time Sheets
- AmeriCorps 20th Anniversary
- Member Retention Strategies
- Performance Measures
- Program News
WSC Program Updates

✓ What’s happening?
WSC Program Successes

✓ PY 2013-14 Successes
Member Recruitment

• What we’re hearing
• Problems?
• Suggestions?
**Member Enrollment**

- All enrollment paperwork, including criminal background checks, must be received by 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>Packets Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/14</td>
<td>08/18/14</td>
</tr>
<tr>
<td>09/16/14</td>
<td>09/02/14</td>
</tr>
<tr>
<td>10/01/14</td>
<td>09/16/14</td>
</tr>
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</table>
Criminal History Background Checks

What’s required?

The answers are here
Authorization Form

- Members must sign and date the authorization form BEFORE you run State and FBI checks
- Page 2 of the Member Enrollment packet
• FBI checks must be done using FieldPrint website
• Website is different for members and supervisors
• Sites pay for supervisor checks
• Results are kept online for a limited amount of time
• Once downloaded, results are deleted

• DO NOT ACCESS RESULTS ON YOUR PHONE
Out-of-State Checks

• 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.

Out-of-State Check Instructions

Required for anyone living outside of Washington State at the time of application to 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 forgo 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.
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.

If you have not applied to be a custodian of record, it is too late to consider applicants from California.
Background check questions for program year 2014-2015 should be directed to:

Mark Duncan
WSC Compliance Coordinator
maduncan@esd.wa.gov
360-407-1345
• “Year of the Gear”

• Members are required to wear gear during all daily service activities and projects

• WSC will provide some type of gear
Member Health Care Benefits

✓ Updates about WSC Member Health Care Benefits
WSC Reporting/Demonstrating Impact

✓ WSC Reporting and Demonstrating the Impact of Members
Member Time Reporting

✓ Electronic Timesheets for PY 14-15!
Member Time Reporting

- Electronic Member Time Sheets
- America Learns - easy to use system
- Time sheets submitted bi-monthly
Electronic Member Time Sheet

Example Screen Shot:

Washington Service Corps

YANIA CHAN
Full Time Member
Program Year 2013-14
September 01, 2013 - August 31, 2014

Where is At:

Remaining Hours / Weeks for Education Award Eligibility: 270.5 hours / 8 weeks
Average Number of Weekly Hours Needed for Education Award Eligibility: 33.8 hours
Approved Hours: 1429.5

- Service: 1326.00 (92.79%)
- Training: 94.00 (6.68%)
- Fundraising: 9.50 (0.66%)

Average Per Sheet: 84.00
Pending Hours: 0

Time Sheets Pending Approval:
No time sheets are pending.

Sheets That Need to Be Submitted:

<table>
<thead>
<tr>
<th>Period</th>
<th>Submitted or Resubmitted On:</th>
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<tbody>
<tr>
<td>09/18/2014 - 09/30/2014</td>
<td>Screen</td>
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Approved Sheets:

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>10/16/2013 - 10/31/2013</td>
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</tr>
<tr>
<td>11/01/2013 - 11/15/2013</td>
<td>11/15/2013</td>
</tr>
<tr>
<td>11/16/2013 - 11/30/2013</td>
<td>12/02/2013</td>
</tr>
</tbody>
</table>

Screen
Electronic Member Time Sheet

Example Time Sheet:

Washington Service Corps

Full Time Member
Program Year 2013-14
September 01, 2013 - August 31, 2014

Tuesday, October 01st
Site: [Redacted]

<table>
<thead>
<tr>
<th>Time</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time In</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Time Out</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Service</td>
<td>0.00 hours</td>
</tr>
<tr>
<td>Training</td>
<td>7.00 hours</td>
</tr>
<tr>
<td>Fundraising</td>
<td>0.00 hours</td>
</tr>
<tr>
<td>Not Receiving Credit For</td>
<td>0.00 hours</td>
</tr>
<tr>
<td>Receiving Credit For</td>
<td>7 hours</td>
</tr>
</tbody>
</table>

Wednesday, October 02nd
Site: [Redacted]

<table>
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<tr>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Time In</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Time Out</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Service</td>
<td>8.00 hours</td>
</tr>
<tr>
<td>Training</td>
<td>0.00 hours</td>
</tr>
<tr>
<td>Fundraising</td>
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<td>Not Receiving Credit For</td>
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</tr>
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</table>

Thursday, October 03rd
Types of Hours Reported

Service
- Hours towards direct service for project

Training
- Hours for member development; training and classes.
- 20% maximum per term of service

Fundraising
- Hours raising funds that directly support the AmeriCorps project only
- 10% maximum per term of service
AmeriCorps 20th Anniversary

- National swearing-in event to replicate the event held 20 years ago
- When: September 12, 2014
- Where: The State Capital Campus in Olympia

This event will replace the AmeriCorps Launch typically held in October.
Member Retention Strategies

✓ Strategies for retaining members for their full term of service
Performance Measurement

- Theory of Change
- Logic Models
- Performance Measures
WSC Program News

✓ What’s Coming Up?
We Value our Partnership

Thank you for your participation today.

PY 14-15 is going to be a great service year!