



AmeriCorps Program Management
Frequently Asked Questions
March 16, 2009

Q: Is accounting assistance to maintain books an allowable operating expense or would this fall under admin/indirect costs in the budget?

A: This one depends on the type of program. If the program is a nonprofit, then this would be a possible direct charge to the grant. This could be directly charged provided the accounting costs are specific to AmeriCorps and keeping the books for those types of costs.

Q: Our members will be installing and distributing compact fluorescent light bulbs. Is it permissible to charge light bulbs to the federal share of expenses?

A: Assuming this is part of the program's approved goals and objectives, it would be an allowable direct charge to the grant.

Q: Where should printing costs be listed in the budget?

A: Printing costs should be charged to Section I – Other. If the program is purchasing true printing supplies, then it would be a supply cost.

Q: When conducting criminal history checks programs must document that they verified the individual's identity by examining a government issued photo ID--AmeriCorps Regulation 2540.205 (a). If the individual only provides a College ID (with picture) would this qualify as a "government issued photo ID"? What if the college is a state institution?

A: A photo ID from a state college would qualify as a government-issued ID. However, a photo ID from a private college would not qualify since it is not government issued.

Q: If a member has served two prior AmeriCorps State terms but during one of those terms they did not earn an education award, can they serve a third term?

A: No. They are limited to two AmeriCorps State terms. The only exception is if the member was exited before completing 15% of their hours during one of the two prior terms. See § 2522.220 4(b) and FAQ C. 48 and C. 49 for more details.

Q: Is a tribal ID sufficient as primary documentation of status as a U.S. citizen?

A: No. A tribal ID is not listed as one of the allowable forms of primary identification. Allowable forms of primary identification include the following:

(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands; (2) A United States passport; (3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department; (4) A certificate of birth-foreign service (FS 545) issued by the State Department; (5) A certification of report of birth (DS-1350) issued by the State Department; (6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or (7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service. –Source AmeriCorps Regulations – Subpart B

Q: What should I do if a member is concerned about whether or not the living stipend will impact any benefits that they are currently receiving (i.e. Medicaid, TANF, etc.)?

A: It is often best to have the member contact the Office of Public Assistance (OPA). For a list of OPA offices visit:
<http://www.dphhs.mt.gov/contactus/humancommunityservices.shtml>.