

OneStar Member File Monitoring Tool

Staff Conducting Audit:	Date Audit Conducted:
Program Name:	Program Year of Member:
Member Name:	Member Type + Ed Award Status:

Term of Service: 1st 2nd 3rd (only if 1 was VISTA)
If 2nd or 3rd, did the program check for a satisfactory term of service? _____

ELIGIBILITY

US Citizen/National, Lawful Permanent Resident (§ 2522.200)

Documentation checked (Birth Certificate, Passport, Naturalization Certificate, or Other allowable documentation as outlined in § 2522.200)

Age:

Documentation (DL or same as above) Birth date: _____

High School Diploma/GED

High School Diploma/GED Certificate OR Self-Certification (under penalty of perjury, name of HS, signature of member) or Self-Certification states member is working towards HS diploma or GED. HS + Year: _____

National Sex Offender Public Registry (NSOPR)

Checked and cleared on <http://www.nsopr.gov>
Date checked and staff initials: _____

Criminal History Check

Background Check run and member cleared-
Date cleared and staff initials: _____

Notes:

MEMBER CONTRACT

Signatures/Dates— both member and supervisor
 Start + End Dates: _____ Contracted Service: _____ + _____
Member Signature date on contract: _____
Enroll/Exit Forms: _____ + _____
Timesheet Service: _____ + _____
 Date – member contract signature date is on or before contracted member start date

TIMESHEETS

At minimum, check all timesheets for:

- Member signatures/dates
- Supervisor signatures/dates
- Timesheets cover length of service including weeks with no hours, holidays, vacations, and training
- Allowable activities in alignment with intent of grant
- Orientation/Training on timesheet

Hours check:

- Hr calcs are correct/consistent My AC: _____ Timesheet: _____ Exit Form: _____
- Training as a % of Hours: _____
- Fundraising as a % of Hours: _____

EVALUATIONS

- Mid (only HT + FT) signed by member/program? Date administered: _____
- Final completed and signed by member/program? Date administered: _____

PERSONAL COMPELLING CIRCUMSTANCES (IF APPLICABLE)

- Sufficient, complete, and approved documentation of personal compelling circumstances
Comments: _____