



# 2010 SOUTHWEST CLUSTER CONFERENCE

MARCH 2-4, 2010

DALLAS, TEXAS

**Insight & Investment into Member Management**

## Sample Food Stamp Letter (should be accompanied by USDA letter)

Date

To: Colorado Department of Human Services

Attn: Food Stamps Department

I am writing on behalf of MEMBER'S NAME who is requesting food stamps. I am her/his supervisor in the CARENET AmeriCorps Program. S/he began serving as a CARENET AmeriCorps member on September 2, 2008, and will continue through July 31, 2009. S/he is an approved AmeriCorps member through the Corporation for National and Community Service.

Her/his living allowance is \$11,400 for 11 months of service, which translates into \$1,036.00 per month before taxes. According to the attached letter, her/his living allowance should not be considered when determining qualifications for food stamps.

If you have any questions or need additional information, please do not hesitate to contact me. My contact information is below.

Sincerely,

Name

Title

Program

Contact Info, etc.



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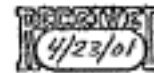
DALLAS, TEXAS

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SEP-04-2002 14:12 FROM: GOVERNORS COMMISSION 3030662525

TO: 3032891128

P. 022-082



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1600

Frank P. Trinity  
Acting General Counsel  
Corporation for National Service  
1201 New York Avenue, NW  
Washington, DC 20525

Dear Mr. Trinity:

Thank you for your letter of March 28, 2001. You asked that we give you updated guidance on the question of whether AmeriCorps benefits are excluded from income for food stamp purposes. You pointed out that the National and Community Service Act of 1990, as amended in 1999, (NCSA) no longer refers to the Job Training Partnership Act (JTPA).

AmeriCorps payments continue to be excluded from income for food stamp purposes. The NCSA states that allowances, earnings, and payments to participants in AmeriCorps programs must not be considered income for the purpose of determining eligibility for, and the amount of income transfer and in-kind aid given under, any Federal or federally-assisted program based on need, other than as provided under the Social Security Act.

Although the linkage with JTPA did not affect the counting of AmeriCorps benefits for food stamp purposes in the past, the linkage caused some confusion at times. JTPA income was only counted if it was from on-the-job training (OJT), and AmeriCorps programs did not have any OJT payments. However, in some instances, State food stamp agencies thought that they were dealing with OJT payments in AmeriCorps programs. The change in the NCSA should eliminate this confusion. We are amending our guidance to State agencies to alert them to the change in the NCSA.

Please let us know if you would like further information on this matter. (Incidentally, Judy Seymour has retired.)

Sincerely,

Patrick Waldron  
Branch Chief  
Certification Policy Branch

AN EQUAL OPPORTUNITY EMPLOYER



# 2010 SOUTHWEST CLUSTER CONFERENCE

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DALLAS, TEXAS

**Insight & Investment into Member Management**

## Sample Housing Assistance Letter

September 15, 2008

### TO: Whom It May Concern

RE: **Member's name**

**Member's name** serves as a member of the **Community Action on Reading and Education Network (CARENET)** AmeriCorps team. **Mr. Member's** term of service began on **September 10, 2008**, and will end on **July 31, 2009**. **As an AmeriCorps member the following applies:**

**\$11,400.00** is the yearly amount of subsistence living allowance for full-time AmeriCorps members, paid out monthly during their term of service. The federal living allowance/stipend is exclusive for AmeriCorps members from benefit calculations under Federal, STATE and local assistance programs.

Section 404(f)(l) of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044) provides that payment received by AmeriCorps under this act (including subsistence allowances) shall not in any way reduce or eliminate the level of, or eligibility for, assistance or service that any member may be receiving under any governmental program. Programs included in that provision, but not limited to, are:

**Food Stamps, WIC, JOBS Programs, AFDC, Housing Assistance, Public Housing (section 8), Veteran's Benefits and Social Security.**

Furthermore, as an AmeriCorps member the National and Community Trust Act of 1993 allows for temporary student loan forbearance and in some cases permanent student loan forgiveness. The federal share of the AmeriCorps members living allowances/stipends are federally protected by law and therefore cannot be garnished.

If further information is needed regarding this AmeriCorps member or the listed provisions, please contact me at **(xxx) xxx-xxxx**.

Sincerely,



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Name

Title



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## Sample Member File Checklist

### Member File Checklist

2009-10

- Signed application
- Enrollment form w/ original signature of member documenting HS status
- Documentation of eligibility to serve: age & proof of citizenship/residency
- W-4 form
- Signed member contract, referencing Member Handbook
- Copy of signed AmeriCorps Pledge card*
- Indication of criminal background clearance
- NSOPR clearance
- Position description
- Signed grievance procedure
- Timesheets – signed by member, supervisor; separating service, training, & fundraising
- Health care enrollment (or waiver)
- Publicity release form
- Loan forbearance forms – copies
- Emergency notification form
- Mid-year evaluation
- Documentation of any disciplinary actions taken
- Information for use in program evaluations
- Documentation of compelling circumstances (if applicable)
- Documentation of decision to withhold Education Award (if applicable)
- Exit form
- Copy of Certificate of National Service*
- Other:*
- Other:*
- Other:*

Notes:

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# 2010 SOUTHWEST CLUSTER CONFERENCE

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## Emergency Contact Form

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### **IN CASE OF AN EMERGENCY CONTACT: *(at least one must be local!)***

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_



# 2010 SOUTHWEST CLUSTER CONFERENCE

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**Insight & Investment into Member Management**

Sample Training/Service Resume (*copied from a .pdf document*); Given to members at end of service



## TRAINING & SERVICE RESUME 2008-09

This document lists the trainings and service activities with corresponding dates and lengths completed by the CARENET AmeriCorps team September 2008 – July 2009. Individual members may have modifications and/or additions to make to the list.

<b>Training Title</b>	<b>Date</b>	<b>Length</b>
Positive Behavior Support	9/4/08	2.5 hours
Basic Grant Writing	9/5/08	1 hour
Tutoring Strategies	9/8/08	3 hours
Microsoft Movie Maker	9/9/08	3 hours
SIOP (Sheltered Instruction Observation Protocol)	9/9/08	2 hours
Love & Logic	9/10/08	2.5 hours
Sensory Integration	9/11/08	1 hour
Mini Books	9/11/08	1.5 hours
Colorado State Service Conference, YMCA of the Rockies <i>Members attended individual workshops</i>	10/6-7/08	
Staff Development Day – <i>Members attended individual trainings</i>	10/31/08	
Financial Planning	11/17/08	1 hour
Spanish 101	11/17/08	1.5 hours
Microsoft Excel Spreadsheet Basics	1/16/09	1 hour
U.S. Citizenship	1/16/09	1 hour
Secondary Trauma/Traumatic Stress	1/16/09	3 hours
Five Components of Reading & Student Engagement Strategies	3/2/09	4 hours
LAFTA (Life After AmeriCorps) Conference <i>Members attended individual trainings</i>	5/13/09	5 hours
American Heart Association First Aid & CPR	5/29/09	6 hours
Effective Behavior Management	6/11/09	1 hour
Creating a Positive Learning Environment	6/11/09	1 hour
Interviewing for a Teaching Position	6/11/09	1 hour
It Takes a Village to Leave No Child Behind	6/11/09	1 hour

*Service events listed on the back.*





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<b>Service Event</b>	<b>Date</b>	<b>Length</b>
Sand Creek Greenway Cleanup & Invasive Species Removal	9/06/08	4 hours
Denver Day of Impact – Globeville Landing/South Platte Cleanup	9/20/08	4 hours
KaBoom! Holly Park/Mercy Housing Playground Build	10/16/08	6 hours
Make a Difference Day – Tree by Tree – The Mile High Million	10/25/08	4 hours
Derby/Hanson Neighborhood Parent Conference	11/15/08	4 hours
Derby Winter Festival – <i>family nominations, tree decorating</i>	12/12/08	6 hours
Migrant Education Program Winter Parent Conference	12/13/08	4 hours
Martin Luther King Jr. Parade – <i>Route cleanup</i>	1/17/09	2 hours
Martin Luther King Jr. Parade – <i>Peace marshaling</i>	1/19/09	4 hours
Global Youth Service Day/Spring Parent Conference	4/25/09	4 hours
Día de los Niños Carnival	4/25/09	4 hours
Scholastic Book Warehouse Sale – <i>Donated books to kids</i>	5/9/09	5 hours
Adams 14 Film Fest	5/14/09	4 hours
14er Fest – <i>Adams 14 Education Foundation</i>	5/15/09	5 hours
WOW Camp/Genesee Park Work Day	6/9/09	8 hours
Derby Daze	6/13/09	7 hours



# 2010 SOUTHWEST CLUSTER CONFERENCE

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**Insight & Investment into Member Management**

Sample Welcome Packet Sent to New Members Upon Hire

## **CARENET WELCOME PACKET 2009-10**

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Dear CARENET AmeriCorps member,

Congratulations & welcome to the CARENET AmeriCorps Team! This packet contains some basic information & tips for getting started with AmeriCorps & Adams County School District 14 (Adams 14). If you have questions at any time, please do not hesitate to ask! I will continue to keep you updated as new members join the team & as we get closer to the start date. I look forward to working with you!

Kathryn Gray

CARENET Program Coordinator

720.322.8113

[kjgray@adams14.org](mailto:kjgray@adams14.org)



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## TRAINING

We'll start training on Tuesday, September 8, 2009, in the Adams 14 Education Support Services Building (5291 E. 60th Ave., Commerce City, CO 80022). Look for the AmeriCorps signs to direct you to the training room.

For paperwork purposes, please bring the following with you:

1. Passport, birth certificate, or permanent resident card
2. Drivers license and/or social security card
3. Your checking account info & a voided check for direct deposit\*

\*If you don't already have a checking account set up, you can do that at just about any local bank (Chase, Wells Fargo, Vectra, etc.) & fill out the paperwork later. A voided check will speed up the direct deposit process. We get paid through the district's payroll system, which direct deposits money on the last day of every month. Your first payday will be September 30. (Yes, it's a long time to wait initially, but your last deposit will be July 31, at which time your service commitment will be completed.)

We will set up health insurance on the first day, & your coverage will begin the next day. If you are covered under another policy, you will have the option to waive the AmeriCorps coverage.

## DRESS CODE

Since you'll be working in a school, the dress code is "business casual." No, you don't have to wear a shirt & tie or dress everyday, but you do need to look professional. Each school is slightly unique in its environment, so a few schools might allow you to wear jeans during the week. Other schools allow jeans on Fridays. Otherwise, it's casual dress pants, skirts (just-above knee length), nice shirts, etc. Sleeveless shirts are acceptable, as long as the straps are at least 2-3 fingers wide. Spaghetti straps, halter tops, and muscle shirts (unless they're covered by something) are not okay. I think you get the idea, but please ask if you still have questions.

We will be doing a few outside service projects throughout the year that will involve getting dirty, so please bring some clothes appropriate for that, as well. Otherwise, it can be 70-degrees in January & snow 14 inches in April! Denver receives over 300 days of sunshine throughout the year, and most of the major snow is limited to the mountains. The snow that does fall in the metro area generally melts within 24-72 hours, which may be a far cry from what you're used to! Don't forget your snow gear if you plan to ski, snowboard, or snowshoe come the season. And I highly recommend a fleece, a winter hat, & gloves for most camping and hiking trips to the mountains, even in July!



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## **DIRECTIONS**

For Training ~ Adams 14 Education Support Services (ESS) Building

Directions to 5291 E 60th Ave, Commerce City, CO 80022

Mapquest or Google Maps should do a fine job of giving you specific directions. However, here are some basic routes.

### *From the South:*

Take I-25 North

Exit for I-70 East

Exit 276B for Colorado Blvd/Hwy 2

Turn left/north on Colorado Blvd/Hwy 2

Turn right at 60th Ave. (between Carl's Jr. & the Grease Monkey)

Parking lot is 0.2 miles down on your left, across from the Wal-Mart service station. (Look for the big, brick-colored sign with the star.) The Rec Center is the big building in front of you as you pull in, & the ESS building is on your right.

### *If you're coming from the South, but the East side of Denver, this might be a better option:*

Take Colorado Blvd. North into Commerce City (merges w/Vasquez)

Turn right at 60th Ave. (between Carl's Jr. & the Grease Monkey)

Parking lot is 0.2 miles down on your left, across from the Wal-Mart service station. (Look for the big, brick-colored sign with the star.) The Rec Center is the big building in front of you as you pull in, & the ESS building is on your right.

### *From the Northwest:*

Take Hwy 36 (a.k.a. Boulder Turnpike) East

Stay in left lanes to follow Hwy 36 to I-270 East

Exit 2B for Vasquez Blvd. North

Turn right at 60th Ave. (between Carl's Jr. & the Grease Monkey)

Parking lot is 0.2 miles down on your left, across from the Wal-Mart service station. (Look for the big, brick-colored sign with the star.) The Rec Center is the big building in front of you as you pull in, & the ESS building is on your right.



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## HOUSING

<http://denver.craigslist.org/>

-Great place to find just about anything... updated constantly

[www.housinghelpers.com](http://www.housinghelpers.com) - 1.877.492.7368

-This is a realty office that will help you find a place to live.

<http://www.du.edu/och/viewlists.html>

-Listings compiled through University of Denver

<http://www.mscd.edu/questionscomments/faq/housing.shtml>

-Housing resources compiled by Metro State College

[www.westword.com](http://www.westword.com)

-Local entertainment paper... check out the classifieds

[www.denverpost.com](http://www.denverpost.com)

-Main local paper

[www.apartmentfinder.com](http://www.apartmentfinder.com) & [www.rent.com](http://www.rent.com)

-The basic apartment search engines

## Locations:

Almost anywhere in Denver would be fine to live. Neighborhoods that have been popular with previous CARENET members include Denver's City Park, Congress Park, Cheesman Park, Park Hill, and Capitol Hill. Most of the metro area would be acceptable, as well. (All of the Adams 14 schools where CARENET AmeriCorps members will be placed are located within a 5-mile radius of each other.) Since Commerce City is located on the east side, keep transportation routes in mind. I-25, I-70, I-270, and I-225 are the major routes across the area, so they typically see the most delays during the morning & afternoon commutes. I-76 generally moves pretty well, especially coming from the west. Thornton and Northglenn are nearby northern suburbs that generally have commute routes that allow you to avoid major highways. If you have questions about a particular area, please ask.

Previous members have commuted from as far away as Boulder and Golden, which means a longer drive & more gas money, but it puts you closer to the mountains. Generally speaking, the cost of living in Boulder is higher, as well. Anywhere in between is just that- in between!

Tips: If it needs to be said, a roommate(s) would make things easier financially. You can even consider living with a fellow CARENET member. Keep in mind that you most likely will be working in different schools within the district, so you wouldn't be with that person ALL day, every day! Additionally, you can carpool to trainings, etc. Another roommate option would be other members from other AmeriCorps programs.



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If you will not have your own vehicle out here, you can utilize Denver's public transportation system-RTD. You can find maps & routes on [www.rtd-denver.com](http://www.rtd-denver.com). Google maps ([maps.google.com](http://maps.google.com)) also has added a public transportation feature that helps plan your route. "Get directions" between your addresses, and then click "Public Transit." It gives you the bus numbers, transfers, and approximate travel times! We'll also do our best to coordinate schedules & placements between roommates to help everyone out as much as possible.

## TYPICAL DAY

To give you an idea of what your typical weekday might look like as a CARENET AmeriCorps member, here's a sample scenario:

Sharon shows up at Kemp Elementary at 8:30 a.m., which allows her 30 minutes to prep for the 9:00 a.m. school day. During that half hour, she gathers materials & checks in with her site supervisor for any updates to the schedule or school events. Then, Sharon goes to meet briefly with one of the classroom teachers so they can chat about how her students are progressing &/or any changes they've noticed or think need to be made.

At 9:00, Sharon is in her first classroom, ready to meet with her first student. Her entire day is divided into 30-90 minute sections, during which she meets with individuals or small groups of students of varying grade levels. With each group, Sharon works with them to improve their literacy through prescribed intervention techniques & lesson plans created by the teachers or herself.

Throughout her day, Sharon makes notes about the students' progress so that she can make adjustments to her own plans, as well as confer with the students' teachers. Her schedule also includes a lunch break & planning time.

At the end of the school day (3:45), Sharon heads to the school cafeteria, where the after-school program takes place. She helps the coordinator check the students in as they arrive & distributes the snack. Sharon might help some students with their homework, join in a group game of Spoons, play basketball with some kids, or help supervise one of the enrichment clubs taking place. At the end of the program (6:00 p.m.), Sharon helps check the students out as their parents arrive & then finishes any clean-up necessary with the site coordinator.

*We also will have some weekend commitments throughout the year, but I will let you know about those as far in advance as possible! Early fall and late spring tend to be our busiest seasons for weekend commitments.*



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DALLAS, TEXAS

**Insight & Investment into Member Management**

## Sample In-Kind Documentation Form

Received by: CARENET AmeriCorps

5291 E. 60<sup>th</sup> Ave., Commerce City, CO 80022

Please complete the following form and return it to the above listed address. If you have questions regarding this form or process, please contact Kathryn Gray at (720) 322-8113 or [kjgray@adams14.org](mailto:kjgray@adams14.org).

Donor name:

Organization:

Address:

Phone:  Email:

Date of In-Kind Contribution:

Type of In-Kind Contribution:

<input type="checkbox"/> Travel	<input type="checkbox"/> Training	<input type="checkbox"/> Goods	<input type="checkbox"/> Consultation
<input type="checkbox"/> Services	<input type="checkbox"/> Property	<input type="checkbox"/> Equip./Supplies	<input type="checkbox"/> Other: _____

Description:

Estimated Value of In-Kind Contribution:

Basis for valuation:  (Rate of pay, fair market rent, consultation fee, cost of goods, cost of services, etc.)

Initial appropriate match source:

Match source is not federal funds.	_____	Initial
Match is an allowable federal fund or purpose.	_____	Initial

Contributor's Authorizing Signature: \_\_\_\_\_





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*For Office Use Only*

Credit to Budget Category: \_\_\_\_\_

*There should be a separate voucher for each line item category. If not, the amount to be credited to each category will need to be shown here.*

Authorized Program Signature: \_\_\_\_\_ Date: \_\_\_\_\_