

IT'S A GAMBLE
Scenario # 2
Category: Eligibility and Enrollment

Handouts:

- Member Enrollment Form
- Member contract
- Member timesheet
- Form I-9
- Drivers License
- National Sex Offender Public Registry search Results
- Facebook screen shot

WHAT'S WRONG:

- **Form I-9 and Drivers License:**
 1. Not sufficient as documentation for proof that the member is a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States
- **National Sex Offender Public Registry:**
 2. Adam Jones comes back as clear, but the program only did a zip code search and did not conduct a national search.
- **Member Enrollment Form:**
 3. The date on the member enrollment form does not match the contract start date or signature date.
 4. Enrollment form was completed after 30 days from the member's start date.
- **Documentation of High School Completion**
 5. Although the snapshot from My AmeriCorps shows that the button for "received high school diploma" is checked, it is uncertain if the member initiated this form and therefore self-certified or if they program completed it based on review of documentation.
 6. In addition, IF the member had not self-certified, the Facebook screen shot showing with the high school graduation date circled is not sufficient documentation.
- **Member Contract**
 7. The member contract is signed after the term of service start date listed in the contract.
- **Member Timesheet**
 8. The member has hours on the timesheet prior the start date of the term of service.

WHAT ARE SOME NEXT STEPS OR CORRECTIVE ACTION

- The program should immediately obtain appropriate documentation from the member to verify citizenship.
- The program should know if the member initiated the enrollment and therefore certified their HS diploma achievement; if the member did not certify this, then proper documentation is needed to demonstrate that the member meets the HS diploma/equivalency requirement.
- The program should immediately conduct a national check of the member in the National Sex Offender Public Registry (www.nsopr.gov and select National search) to ensure that the member is eligible to serve and the NSOPR check was conducted according to the requirements.
- From the different dates that appear on the enrollment form, the contract, and the timesheets, it's very difficult to determine what the actual start date is for the member. All member documents should align and tell the same "story". The program should established policies and procedures to ensure that all documentation is collected and reviewed prior to enrolling members in the program.

\$\$ TO WIN \$\$ - The team must guess at least 6 out of the 8 answers above showing what's wrong.