

IT'S A GAMBLE

Scenario # 3

Category: Member Exit and Living Allowance

PART 1: Member Exit

Handouts for Staff Time and Attendance Questions:

- My AmeriCorps Exit form for Rhett Brown.
- Resignation letter from member Rhett Brown
- Timesheet for the period of 2/1/2009 – 2/7/2009
- Timesheet for the period of 2/8/2009 – 2/14/2009

WHAT'S WRONG:

- **Member Exit Form:**
 1. The exit form has been completed by the program more than 30 days after the member exit date.
 2. The exit form shows the completion date of 2/28/09; however, timesheets indicate that service ended on 2/14/09.
- **Overall:**
 3. The member received a partial award for exiting the program with Personal Compelling circumstances; however, the letter included in the file indicates that the member exited for cause. The member is leaving because of school.
 4. The hours shown on the timesheet do not match the hours on the exit form.

WHAT ARE SOME NEXT STEPS OR CORRECTIVE ACTION

- The exit form in My AmeriCorps should be updated to show the actual number of hours served.
- The actual exit date for the member could be unclear between the last day as indicated on the timesheet and what is included in My AmeriCorps. The end dates should align between actual end date of service (as indicated in the timesheet) and the exit form. The end date should also align with the stated end date in the member contract when the member does not exit the program early.
- Programs must exit members in My AmeriCorps within 30 days of the exit. This is a criterion that is specifically looked at by the Corporation.
- The program will need to go back and re-exit the member for cause. In the future, the program should clearly understand if a member is leaving for "cause" or "personal compelling circumstances" prior to exiting them.

PART 2: Living Allowance

Handouts for Living Allowance Questions:

- Snapshot of Emma Watson's Service Term history from My AmeriCorps
- Letter from Emma Watson about a broken arm
- Excerpt from Emma Watson's member contract
- Payroll Register from November – December 2009

WHAT'S WRONG:

- **Member Contract:**
 5. Member contract does not specify how frequently the member is paid – the program left the template "placeholder" timeframes there (i.e. weekly, monthly, bi-weekly)
 6. Member contract does not specify how much the member will be paid each pay period, it only shows the total amount of \$12,000.
- **Payroll Register:**
 7. According to the Member Service Term History in My AmeriCorps from 11/1/2009 and 12/1/2009, Emma Watson has been in suspension, but the payroll shows she has been paid the full living allowance amount. Emma has been paid benefits when she was inactive which is not allowable.
 8. According to the payroll register, Full Time members are being paid different amounts per pay period. It appears that the program has increased the amount per pay period that the members with later start dates will receive to ensure they receive the same total. This is not allowable.

WHAT ARE SOME NEXT STEPS OR CORRECTIVE ACTION

- In future contracts, programs should specify the frequency and amount that members will receive per pay period. As a best practice, including the payroll schedule can be helpful.
- Member living allowances will have to be adjusted as a result of paying different amounts.

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

2/22/2010, 01:17 PM, EST



ECGRANTIS

Welcome Elise

Personal Home

Manage Members

Invite Members

Manage Programs

Manage Service Locations

Manage Users

S&N Workbasket

S&N Reports

Manage Information

• home

• my account

• help

• logoff

Exit Form

Enter Exit Form Information

[Click here for help.](#)

This form will end the term of an AmeriCorps member in the National Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

Rhett Brown

Member Home

Reinstate Member

Change Term

Change Service Location

Exit Member

Name: Rhett Brown

Member ID: 010101

Mailing Address

Please verify that your contact information below is correct. Enter any updates as necessary.

***Street Address:**

Street Address 2:

***City:**

***State:**

***Zip code:**

Post Service Opportunities

The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, please let us know.

Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:

- Educational institutions that are interested in recruiting former AmeriCorps members or that provide special programs for former members
- Organizations offering professional development opportunities or staff positions to AmeriCorps members
- AmeriCorps Alumni organizations
- Organizations that sponsor service opportunities and want to recruit AmeriCorps members

If yes, I am particularly interested in the following issue areas (please mark all that apply):

- Education
- Public Safety
- Housing
- Environment
- Health
- Disaster Relief
- Homeland Security
- Faith and Community Based

No, please do not share my information with other organizations

Certification of Service

Please check the boxes below to agree to the following statements:

- I certify that the time I reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.
- I certify that all of the information provided above is correct.
- I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment (or both) under Section 1001 of Title 18, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.
- (To be completed program by staff only) I certify that the above-listed member did not certify his/her exit in spite of program due diligence to attain member-certified exit.

Completed on **01/19/2010**

Service Information

Program Name: **The great American AmeriCorps Program**

Service Location:

Hours of Service: **900**

Service Start Date: **Sep 29, 2008**

Expected End Date: **Sep 28, 2009**

Completion Date: **2/28/2009**

Type of Enrollment: **Full Time**

Education Award Status

Indicate whether or not the Member is eligible for an education award. Please be sure to follow the Corporation's regulations in making this selection. If the Member is going to serve another term under the National Service Trust, a new National Service Enrollment Form must be completed.

Eligible for partial education award

Did the member perform satisfactorily (complete all assignments, tasks, and projects)?

- Yes No

Certification of Service

- To the best of my knowledge and belief, the time the above-listed member reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.
- I certify that the Hours of Service Performed indicated on this form for this AmeriCorps member are true and accurate.
- I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.



February 1, 2009

Dear Mr. Smith,

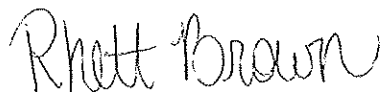
The purpose of this letter is to officially notify you of my intent to conclude my term of service with The Great American AmeriCorps Program effective February 14, 2009. I have been enrolled in college courses since January and at this time my coursework is a larger time burden than I had originally anticipated. Therefore, I must leave my AmeriCorps position to focus on my schoolwork.

I know that during my mid-term evaluation last week, we discussed my performance to date and how it has been exemplary regarding my completion of assignments, tasks and projects and how I have had a good attitude throughout my term. I hope that once I have finished school I will be able to come back and serve an additional term. I have truly loved my time with this program and I hope you understand what a difficult decision this has been for me.

I appreciate everything that this program has done for me and for what I have been able to give to the program.

Thank you for your understanding.

Sincerely,

A handwritten signature in cursive script that reads "Rhett Brown". The letters are fluid and connected, with a prominent capital 'R' at the beginning.

Rhett Brown

AmeriCorps Member Timesheet

Rhett _____
 First Name

Brown _____
 Last Name

Wichita AmeriCorps Program _____
 Site Name

Service	Training	Fundraising	Total Hours	Description of Activities
0	0	0	0	
8	0	0	8	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
0	4	0	4	Monthly team meeting and performance review.
0	0	0	0	

Total Hrs. Served as of Previous Week	36
Total Hrs. Served to Date	793
	829

I hereby certify that I have served the above hours for this period and that this document is true and correct to the best of my knowledge.

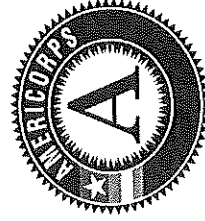
Rhett Brown _____
 Member Signature

2/19/09 _____
 Date

I hereby certify that I have first hand knowledge of the service performed by this member and that this report is true and correct to the best of my knowledge.

Samuel Smith _____
 Supervisor Signature

2/18/09 _____
 Date



AmeriCorps Member Timesheet

Rhett Brown Wichita AmeriCorps Program
 First Name Last Name Site Name

Service	Training	Fundraising	Total Hours	Description of Activities
0	0	0	0	
6	0	0	6	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
8	0	0	8	Building house on Maxwell street.
6	0	0	6	Building house on Maxwell street.
0	2	0	2	Final meeting with supervisor. Turn in final paperwork.

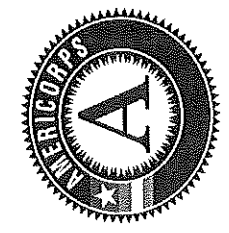
Weekly Hrs. Total	38
Total Hrs. Served as of Previous Week	829
Total Hrs. Served to Date	867

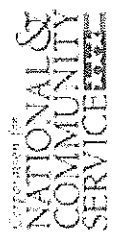
Rhett Brown 2/14/09
 Member Signature Date

Samuel Smith 2/18/09
 Supervisor Signature Date

I hereby certify that I have served the above hours for this period and that this document is true and correct to the best of my knowledge.

I hereby certify that I have first hand knowledge of the service performed by this member and that this report is true and correct to the best of my knowledge.





eGRANTS

View Service Term Information

Welcome Elsa

Home

- Manage Members
- Invite Members
- Manage Programs
- Manage Service Locations
- Manage Users
- SQL Worksheet
- SQL Reports

State and National Service Term Information

Name: Emma Watson Member ID: 101010
 Program Name: Save the Dragons AmeriCorps Service Location: Hogwarts
 Service Start Date: 10/12/2009 Service End Date: 10/01/2010
 Program Code: Program Year: 2009
 Trust Eligible: Yes Slot Type: Full Time

State and National Service Term History

Update Type	Effective Date	Updated By	Action
n/a	10/12/2009	HPOTTER	Active
n/a	11/01/2009	HPOTTER	Suspended
n/a	12/01/2009	HPOTTER	Reactivated (after Suspension)

Current Status: In-Service [unlock exit form](#)

Update Type:

November 1, 2009

Dear Mr. Potter,

As you know, on October 31, while I was cleaning out some of the dragon cages, our newest member, Draco Malfoy, accidentally bumped into me causing me to trip and fall. I have just returned from the hospital where I have been fitted with a cast for my broken arm and strict instructions from my doctor that I not engage in physical activities for 4 weeks while my arm heals.

While I have only been a member for two weeks, I love this program and what I am doing and do not wish to be exited from my term. I am therefore, respectfully requesting to be placed on suspension from my position. I will be anxious to return and hope that I can be reinstated in the Save the Dragons program on December 1.

You should receive the doctor's note faxed to your office later this week.

Thank you for your understanding.

Sincerely,

A handwritten signature in cursive script that reads "Emma Watson".

Emma Watson

* Excerpt from Contract *



AMERICORPS MEMBER CONTRACT

I. PURPOSE

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation of **Emma Watson** (hereinafter referred to as the member) in the **Save the Dragons** AmeriCorps Program (hereinafter referred to as the Program).

II. MINIMUM QUALIFICATIONS

The member certifies that he/she is a United States citizen, a United States national, or a lawful permanent resident alien and at least 17 years of age (or at least 16 years of age if the member is an out-of-school youth and a participant in one of two types of youth corps defined under the National and Community Service Act of 1990, as amended).

III. TERMS OF SERVICE

- A. The member's term of service begins on **October 12, 2009** and ends on **October 1, 2010**. The Program and the member may agree, in writing, to extend this term of service for the following reasons:
 - a. The member's service has been suspended due to compelling personal circumstances.
 - b. The member's service has been terminated, but a grievance procedure has resulted in reinstatement.
- B. The member is being enrolled as a Full-Time member and will complete a minimum of 1700 hours of service during the period of time as indicated above.
- C. The member understands that to complete the term of service successfully (as defined by the program and consistent with regulations of the Corporation for National and Community Service) and to be eligible for the education award, he/she must complete the duration of their service (as noted in A above), all the hours of service (as noted in B above), and satisfactorily complete pre-service training and the appropriate education/training that relates to the member's ability to perform service.
- D. The member understands that to be eligible to serve a second term of service the member must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member's performance focusing on factors such as whether the member has:
 - a. Completed the required number of hours
 - b. Satisfactorily completed assignments, tasks, or projects
 - c. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service
- E. The member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

IV. POSITION DESCRIPTION (See attached Member Position Description)

The name of the member's direct supervisor is **Harry Potter**.

V. BENEFITS

- A. The member will receive from the Program the following benefits:

Living Allowance Calculation (2003 Provisions 11.b). The living allowance is designed to help members meet the necessary living expenses incurred while participating in the AmeriCorps Program. Programs must not pay a living allowance on an hourly basis. It is not a wage and should not fluctuate based on the number of hours members serve in a given time period. Programs should pay the living allowance in increments, such as weekly or



biweekly. Programs may use their organization's payroll system to process members' living allowances. However, if a payroll system cannot be altered and must show 40 hours in order to distribute a living allowance, then members' service hours should be documented separately to keep track of their progress toward the Program's total required AmeriCorps service hours.

- a. A living allowance in the amount of: **\$12,000**
 - i. The living allowance is taxable, and taxes will be deducted directly from the living allowance.
 - ii. The living allowance will be distributed _____ (insert "monthly", "weekly", "biweekly") by direct deposit starting on **October 31, 2009**. The monthly amount will be \$_____ (insert amount).
- b. ***[Health benefits (if the member is eligible). The health insurance policy is attached.]***
- c. If applicable, a child care allowance of \$500 will be provided by the National Association of Child Care Resources and Referral Agencies (NACCRRA) directly to the provider, if the member qualifies for the allowance. (NACCRRA will distribute this allowance evenly over the term of service biweekly).

- B. Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust. For successful completion of a full-time term, the member will receive an education award in the amount of \$4,725. For successful completion of a part-time term, the member will receive an education award of \$2,362.50.
 - a. If the member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the education award. This requirement can be waived if the member is enrolled in an institution of higher education on an ability to benefit basis or the program has waived this requirement due to the results of the member's education assessment.
 - b. The member understands that his or her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.
- C. If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.

VI. RULES OF CONDUCT

- A. At no time may the member:
 - a. Engage in any activity that is illegal under local, state, or federal law
 - b. Engage in activities that pose a significant safety risk to others
 - c. Engage in any AmeriCorps-prohibited activities that include:
 - Any activity involving attempting to influence legislation or an election or aid a partisan political organization
 - Helping or hindering union activity
 - Engaging in religious instruction
 - Conducting worship services
 - Providing instruction as part of a program that includes mandatory religious instruction or worship
 - Constructing or operating facilities devoted to religious instruction or worship
 - Maintaining facilities primarily or inherently devoted to religious instruction or worship
 - Engaging in any form of religious proselytization
 - Organizing or engaging in protests, petitions, boycotts, or strikes
 - Impairing existing contracts for services or collective bargaining agreements

**Save the Dragons AmeriCorps Program
Payroll Register**

NOVEMBER

Member Name	Member Type	Member Start Date	Period Covered		Pay Period Amount	YTD Earnings
			From	To		
Cedric Diggory	Full time	10/01/09	11/1/2009	11/30/2009	\$1,000.00	\$2,000.00
Draco Malfoy	Half time	10/31/09	11/1/2009	11/30/2009	\$650.00	\$650.00
Daniel Radcliffe	Full time	10/01/09	11/1/2009	11/30/2009	\$1,000.00	\$2,000.00
Emma Watson	Full time	10/12/09	11/1/2009	11/30/2009	\$1,045.45	\$1,545.45
Ron Weasley	Full time	10/01/09	11/1/2009	11/30/2009	\$1,000.00	\$2,000.00

DECEMBER

Member Name	Member Type	Member Start Date	Period Covered		Pay Period Amount	YTD Earnings
			From	To		
Cedric Diggory	Full time	10/01/09	12/1/2009	12/31/2009	\$1,000.00	\$3,000.00
Draco Malfoy	Half time	10/31/09	12/1/2009	12/31/2009	\$650.00	\$1,300.00
Daniel Radcliffe	Full time	10/01/09	12/1/2009	12/31/2009	\$1,000.00	\$3,000.00
Emma Watson	Full time	10/12/09	12/1/2009	12/31/2009	\$1,045.45	\$2,590.90
Ron Weasley	Full time	10/01/09	12/1/2009	12/31/2009	\$1,000.00	\$3,000.00