

Member Enrollment Flow Chart 2021



**Essential prior to recruitment:*

- Set up operating sites/service locations in eGrants.
- Submit Service Opportunity Listing in eGrants.

KEY

- = CNCS
- = Program Staff
- = Member Applicant
- = SSN Administration

Member Recruitment

Apply via MyAmeriCorps.gov Website

Apply via Program Application

Screen Members for Eligibility and Criminal History (Initiation)

**Member should be signing an NSCHC consent form prior to initiation.*

**Required NSCHCs: Verify which checks are needed based on the state of residency.*

Select Member Applicant in eGrants Portal

Send Invitation to Applicant via eGrants Portal

Accept invitation in MyAmeriCorps portal: complete member portion of enrollment form

**Returning members cannot complete this step until they are exited from the previous program/program year.*

SSN & Citizenship Verification (eGrants)

If not verified automatically, program will be notified in system.

Call National Service Hotline (1-800-942-2577) to request a secure link and submit necessary documentation.

**Account for additional time to complete this process.*

Verify Documents

Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status.

Complete necessary NSCHCs and adjudication.

Submit the Nevada Volunteers NSCHC Verification form and Fieldprint results via secure link provided on website. It must be submitted and returned to you before you can enroll a member.

- Enter NSCHC Certification date in eGrants at least 24 hours before members start date. Member may not start until this step is done.
- Enter Member Placement Info on Enrollment Form Including: Start Date, Program Year, Program Title (site name), Service Location, & Slot Type

**Note: Members who previously received the equivalent of 2 full-time education awards, or will exceed 2 full-time awards with the new term, will need to acknowledge partial or no education award prior to enrollment in their MyAmeriCorps portal.*

Member Start Date ----- *Member MSA must be signed on or before member start date.*

Click the "Enroll Member" button in eGrants within 8 calendar days from member start date.

**Note: It is possible for a member to be enrolled outside of the 8 day window in eGrants, please watch out for this so that you do not face non-compliance.*