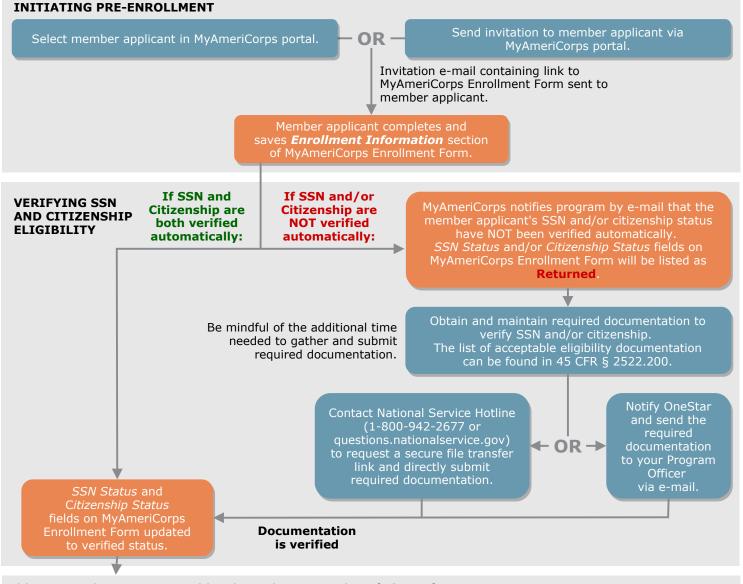
# Member Enrollment Flowchart



#### PRIOR TO ENROLLMENT

- Set up service locations in eGrants
- Submit Service Opportunity Listing in MyAmeriCorps portal
- **COMPLETE** the member's Truescreen checks
- **INITIATE** the member's Fieldprint checks

The following process may begin when OneStar receives its Notice of Grant Award and sends notification to programs that pre-enrollment is available in the MyAmeriCorps portal.



### COMPLETING THE MYAMERICORPS ENROLLMENT FORM (eGrants)

In the SSN, Citizenship, and Criminal History Check Verification section, programs must:

- Confirm SSN Status and Citizenship Status fields are Verified or Manually Verified.
- Check boxes certifying the initiation/completion of NSCHCs.
- Click the **save information** button to lock in the dates of NSCHC certification.
- Confirm all dates listed in this section are **ON** or **BEFORE** the member Start Date.

In the **Placement Info** section, programs must:

- Confirm the pre-populated Program Year and Program Title fields are accurate.
- the Service Location and click the save information button.

Member applicants who previously served in AmeriCorps must be exited from their previous program in eGrants before they can enroll in a new program.

### MEMBER START DATE .....

## **ENROLLMENT**

Enrollment must be COMPLETED within **eight** calendar days of the member Start Date

In the **Placement Info** section, programs must:

- Enter the member Start Date.
  Must be <u>ON</u> or <u>BEFORE</u> the date of entry
  - Must be **NO EARLIER THAN 7 DAYS PRIOR** to the date of entry
  - Must be <u>ON</u> or <u>AFTER</u> SSN/citizenship verification dates Must be <u>ON</u> or <u>AFTER</u> NSCHC certification dates
- Select the member Service Location.
- Select the member Slot Type.

The **enroll member** button is activated.

Click the **enroll member** button to enroll the member applicant.

> If member previously received the equivalent of two full-time education awards, or will exceed two full-time education awards with the new term:

MyAmeriCorps will display a notification

Member applicant receives an e-mail instructing the individual to acknowledge

Member applicant accepts the partial education award on MyAmeriCorps The *Member Enrollment Status* in MyAmeriCorps will be updated to **Partial Award Acknowledged** 

Click the **enroll member** button to enroll the member applicant.