

The Governor's Office of Faith-Based and Community Initiatives



Module C Member File Review



A separate form must be filled out for each member file reviewed

Date: _____ **Visit Number:** 1 2 3 4 5 6

Agency (Legal Applicant): _____

Program Name: _____

Physical Address: _____

Mailing Address (if different): _____

Phone: _____

Fax: _____

E-Mail: _____

GFBCI Commission Staff Completing Site Visit: _____

Member Name: _____

Social Security Number: _____

	YES	NO	List Document and/or Recommendation
Member Application: <ul style="list-style-type: none"> • Is the application complete? • Are at least two references on file? 	<input type="checkbox"/>	<input type="checkbox"/>	
Member Enrollment Form: <ul style="list-style-type: none"> • Is it signed and dated by member? • Is it signed and dated by supervisor? 	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Age: <ul style="list-style-type: none"> • Is there a copy of a birth certificate or government ID that documents member birth date? 	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Social Security Card: <ul style="list-style-type: none"> • Is there a copy of the member's Social Security card that verifies the SSN# is correct on the enrollment form entered in WBRIS? (<i>Correct SSN# documentation is necessary for processing Ed Award.</i>) 	<input type="checkbox"/>	<input type="checkbox"/>	
Parental Consent Form (<i>if member is under 18</i>)	<input type="checkbox"/>	<input type="checkbox"/>	

The Governor's Office of Faith-Based and Community Initiatives

	YES	NO	List Document and/or Recommendation
<p>Documentation of citizenship/naturalization/resident alien status:</p> <p>Primary documentation of status as a US citizen or national. <i>One of the following forms of documentation is acceptable:</i></p> <ul style="list-style-type: none"> • A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands • A United States passport • A report of birth abroad of a US citizen (FS-240) issued by the State Department • A certificate of birth-foreign service (FS-545) issued by the State Department • A certificate of naturalization (Form N-550 or N-570) issued by the INS • A certificate of citizenship (Form N-560 or N-561) issued by the INS <p>OR</p> <p>Primary documentation of status as a lawful permanent resident of the US. <i>One of the following forms of documentation is acceptable:</i></p> <ul style="list-style-type: none"> • Permanent resident card, INS Form I-551 • Alien Registration Receipt Card, INS Form I-551 • A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence • A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence <p>Is one of the ten types of documentation listed above present?</p> <ul style="list-style-type: none"> • If yes, please circle it • If no, has the program obtained written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a US citizen, US national, or lawful permanent resident alien? <i>If YES, copy of letter MUST be attached.</i> 			

The Governor’s Office of Faith-Based and Community Initiatives

	YES	NO	List Document and/or Recommendation
<p>Level of Education: High School diploma/GED:</p> <ul style="list-style-type: none"> • Date of High School Diploma/GED • If no high school diploma or GED, what documents are maintained on file by sub-grantee • If the member has not earned a diploma or high school equivalency, has the member agreed in writing to obtain a high school diploma or equivalency before using the Education Award? • If the member has not earned a diploma or high school equivalency and is a dropout, is there documentation to show that the program has helped the member earn the equivalent of a high school diploma? • If the answer to all of the above is “no,” is there documentation from an independent evaluator attesting that the member is not capable of earning a diploma/GED? • College Transcript with seal 			
<p>National Service Criminal History Check</p> <ul style="list-style-type: none"> • A search (by name or fingerprint) of the State criminal registry (Alabama Bureau of Investigations) for the State in which the program operates and the State in which the individual resides at the time of application • A National Sex Offender Public Registry (NSOPR) check at www.nsopr.gov 			Date Submitted:
			Date Submitted:
<p>Tax documents:</p> <ul style="list-style-type: none"> • Is there a member W-4 Form to document tax withholdings? • If the program year is over, is there a W-2 form? A copy of the W-2 form should be placed in each member’s file at the same time a copy is mailed to the member for tax purposes (<i>with the exception of Ed Award only positions/programs</i>). 			
<p>Publicity Release Form:</p> <ul style="list-style-type: none"> • If member is under 18, is the form also signed and dated by the parent/legal guardian? 			
<p>Reasonable Accommodations Documentation (<i>if applicable</i>)</p>			

The Governor's Office of Faith-Based and Community Initiatives

	YES	NO	List Document and/or Recommendation
Service Logs:			
<ul style="list-style-type: none"> • Service logs signed and dated by member and site supervisor? 			
<ul style="list-style-type: none"> • All service logs filed to date with correct hours? 			
<ul style="list-style-type: none"> • Service logs track direct and indirect training service separately and also confirm member training is 20% of aggregate contracted member service hours. 			
<ul style="list-style-type: none"> • Service logs track direct service by activity and location? 			
<ul style="list-style-type: none"> • Service logs do not count sick/personal leave toward service requirements and list only allowable activities? 			
<ul style="list-style-type: none"> • First Service log coincides with enrollment date. 			
<ul style="list-style-type: none"> • Service logs confirm member received member orientation and/or AmeriCorps service specific training early in term (no later than 30 days after the program start date and/or member start date). 			
<ul style="list-style-type: none"> • Do all Service logs kept on file have original signatures (not faxed or emailed copies)? 			
<ul style="list-style-type: none"> • Do the total hours from each Service log add up to the number of hours claimed on the exit form? 			
Member End of Term/Exit Form (<i>if member has exited</i>):			
<ul style="list-style-type: none"> • Is the form signed and dated by the member? 			
<ul style="list-style-type: none"> • Is the form signed and dated by the Program Director? 			
<ul style="list-style-type: none"> • Was the member's term in compliance with the program requirements? 			
<ul style="list-style-type: none"> • Is the date on the exit form concurrent with or after the date the member exited? 			
<ul style="list-style-type: none"> • Does the enrollment form and the exit form for each individual reflect the same term of service? 			

Other Standard Forms Included by Program:

Recommendations/Action Items: