

Utah Higher Education AmeriCorps Network College Fellowship Handbook



AmeriCorps



Contents

Contact Information.....	4
Important Websites	4
Introduction and Overview	5
AmeriCorps Programs and Organizations Overview.....	5
Corporation for National and Community Service	5
AmeriCorps	5
AmeriCorps State and National Direct.....	5
AmeriCorps VISTA (Volunteers in Service to America)	5
AmeriCorps NCCC (National Civilian Community Corps)	6
Utah Commission on Service & Volunteerism (UServe Utah)	6
UHEAN (Utah Higher Education AmeriCorps Network).....	6
Goals	6
Focus Areas	7
UHEAN Eligible Institutions to Participate in the UHEAN AmeriCorps Program:	7
AmeriCorps Member Benefits	7
AmeriCorps Grants.....	8
AmeriCorps Prohibited Activities.....	8
Fellows Health and Safety.....	9
AmeriCorps Fellow Supervision	9
AmeriCorps Eligibility	9
Educational Attainment	11
Criminal History Background Check Requirements	11
Background check Resources.....	12
College Fellowship Timeline.....	13
AmeriCorps Orientation & Enrollment	14
Fellow Term Enrollment.....	14
Fellow Orientation	14
Enrollment Paperwork Requirements	15
During Term of Service.....	15
Rules of Conduct	15

Member Time and Attendance.....	15
Completing Monthly Reports.....	16
Voting, Jury Duty, Armed Forces Reserves	17
National Days of Service	17
Monthly Progress Reporting	17
Volunteer Mobilization Project.....	18
Extending Terms of Service (Compelling Personal Circumstances).....	18
Exiting Term of Service.....	18
Exiting the UHEAN Program without Award in Good Standing	19
Early Release from Service	19
Reasonable Accommodations for Members with Disabilities	21
Segal Education AmeriCorps Award	22
For what purposes can the education award be used?.....	22
How can I tell if a school is a Title IV, if I can't call the US Department of Education or I cannot access the website?.....	22
What are some examples of "common qualified" loans?	22
How long does it take for my AmeriCorps Education Award to become available after my term of service?	22
How long do I have to use my AmeriCorps educational award?.....	23
Which institutions are considered eligible institutions?.....	23
Can the AmeriCorps education award be used for more than tuition?	23
Can the AmeriCorps education award pay for classes taken at school before I did AmeriCorps service?	23
What rules apply to a member who earned an award and wants to transfer it?	23
How to Request Your Award.....	24
Can I use my AmeriCorps education award to pay for classes/loans incurred by a family member/spouse?.....	24
Are there institution that will match my education award?	24
Is the AmeriCorps educational award taxable?	25
Why was only half of the payment I requested sent to my school?.....	25
Who can I contact if I have additional questions about the Segal AmeriCorps Education Award? ...	25

Contact Information

Campus Coordinator: _____

Email: _____

Phone: _____

Office Hours: _____

UHEAN State Office

Americorps@uhean.org

Text-line: 385- 988-5316

www.uhean.org

www.facebook.com/UHEANUTAH

Important Websites

www.uhean.org

www.runipt.com – (IPT)

Default Username: _____/Self-Chosen Username: _____

Note: Passwords in IPT expire every 90 days; if you get locked out of your account, please ask for it to be reset.

Password 1: _____ Password 2: _____

Password 3: _____ Password 4: _____

[My. AmeriCorps.Gov](http://My.AmeriCorps.Gov)

Username: _____ Password: _____

Introduction and Overview

This handbook does not supersede any of the requirements established by the Corporation for National and Community Service (CNCS) in respect to terms, requirements, and provisions for AmeriCorps grants. The information in this handbook does not include all of the legal requirements of the AmeriCorps grant, it is intended as a resource to support AmeriCorps State programs and members with the development of compliant program and fiscal operations. All other policies and procedures not listed herein will be found in the UHEAN Policies and Procedures Guidebook.

AmeriCorps Programs and Organizations Overview

Corporation for National and Community Service

The Corporation for National and Community Service (CNCS) is a federal agency that was established in 1993 and engages more than 5 million Americans in service each year through its AmeriCorps, Senior Corps, Social Innovation Fund, and Volunteer Generation Fund programs and leads United We Serve, the President's national call-to-service initiative. The Edward M. Kennedy Serve America Act of 2009 reauthorized and expanded national service programs administered by CNCS by amending the National and Community Service Act of 1990 and the Domestic Volunteer Service Act of 1973.

As the nation's largest grant maker for service and volunteering, CNCS plays a critical role in strengthening America's nonprofit sector and addressing our nation's challenges through service. CNCS harnesses America's most powerful resource – the energy and talents of its citizens – to solve problems. CNCS believe that everyone can make a difference and that everyone should try. From grade school through retirement, CNCS empowers Americans and fosters a lifetime of service.

AmeriCorps

AmeriCorps programs involve more than 75,000 members across the country each year to meet urgent, local community needs. The bipartisan Edward M. Kennedy Serve America Act focused AmeriCorps' efforts in six key areas: disaster services, economic opportunity, education, environmental stewardship, healthy futures, and veterans and military families.

AmeriCorps State and National Direct

AmeriCorps State and National Direct members are sponsored by national, state, and local public and nonprofit organizations. To meet the specific needs of the communities they serve, these local AmeriCorps sponsors recruit and train AmeriCorps members. Funding for these programs comes directly through CNCS (National Direct AmeriCorps programs) or through State Service Commissions, such as UHEAN AmeriCorps.

AmeriCorps VISTA (Volunteers in Service to America)

VISTA was founded as Volunteers in Service to America in 1965 as a national service program designed specifically, to fight poverty in America. In 1993, VISTA was incorporated into the AmeriCorps network of programs. AmeriCorps VISTA members work full time in the communities they serve, creating programs that continue after they complete their service term.

AmeriCorps NCCC (National Civilian Community Corps)

AmeriCorps NCCC is a ten-month, full-time team-based residential service program for men and women ages 18-24. AmeriCorps NCCC campuses are located in Maryland, Colorado, Iowa, Mississippi and California. Members complete projects in different regions of the country. AmeriCorps NCCC combines the best practices of civilian service with the best aspects of military service, including leadership and team-building

Utah Commission on Service & Volunteerism (UServe Utah)

The purpose of the Utah Commission on Service and volunteerism is to enable individuals, communities, and organizations in Utah to benefit from the service, power, skills, and passion of volunteers. UServe Utah is the organization that decides which programs receive funding in Utah. The Commission works in collaboration with to governor's office to determine what Utah's highest need area are.

UHEAN (Utah Higher Education AmeriCorps Network)

The Utah Higher Education AmeriCorps Network (UHEAN) is an education award AmeriCorps Program in the state of Utah. UHEAN utilizes students at eight colleges and university students throughout the state. UHEAN AmeriCorps Members provide support to hundreds of community organizations through direct service and capacity building efforts. The work performed by AmeriCorps members increases the ability for organizations to continue providing much-needed services in the areas of education, healthy futures and economic opportunity.

Formerly Utah Campus Compact AmeriCorps, the UHEAN Program is currently in its 13th grant year of service with 600+ members currently serving terms.

Utah Campus Compact was a statewide coalition of colleges and universities dedicated to engaging students in their communities. From 1996-2018, Utah Campus Compact worked with college and university presidents, faculty, students, staff, and community members to build and support civic engagement in higher education. Serving both private and public higher education institutions by researching and promoting best practices, providing statewide networking opportunities, delivering training and technical assistance, and offering resources that help institutions advance civic engagement on their campuses.

Goals

Goal 1: Create a generation of civic-minded leaders with the ability to bridge divides and solve problems.

Goal 2: Help Utah students graduate college on time and with less debt.

Goal 3: Address societal challenges and help build more equitable communities across Utah.

Focus Areas

Members in the UHEAN AmeriCorps Program meet critical needs in their service and funnel resources into high need organizations which focuses on the following areas:

Education – Members and site supervisors will work together to gauge the number of students affected. Members will serve as support to teachers in elementary, middle, and high schools across the state by providing extra support to over taxed educators at Title 1 schools or in areas of high needs of math, science, and education. Monthly assessments will be done to determine the number of students who are in a mentoring or tutoring program and show improved academic engagement.

Health - Members will serve in a variety of ways to provide primary and preventative health care services and programs to individuals who are uninsured, economically disadvantaged, medically underserved, or those living in rural areas. Members will provide dental hygiene, nursing, mental health, preventative care, and nutrition.

Capacity Building – Members will serve at non-profit organizations to increase volunteer mobilization and enhance the mission of the organizations.

UHEAN Eligible Institutions to Participate in the UHEAN AmeriCorps Program:

Salt Lake Community College	Utah State University
Southern Utah University	Utah Tech University
Southwest Technical College	Utah Valley University
University of Utah	Weber State University

AmeriCorps Member Benefits

UHEAN AmeriCorps members will receive:

- Training
- Monthly support emails
- Eli Segal AmeriCorps Education Award - The financial award.
- Member Assistance Program - a free and confidential counseling and referral service with in-person or phone counseling sessions.
- Member Events - During Service member have the opportunity to participate in the Annual Member Gathering, National Days of Service, Active Engagement Retreat, and other Hosted Events.
- Alumni Resources - After one term of service, participating in the alumni network provides resources and events to help members excel in their field of work. This includes opportunities to network and share new career opportunities, benefit from professional development workshops and presentations, and build their resume through participation in the alumni network.

- Professional Networking - By serving with AmeriCorps, members join a network of more than 1 million strong. AmeriCorps alumni continue to give back to their communities after their service. The connections made and the network built while serving with AmeriCorps is unlike any other.
- Loan Forbearance - Members also have access to Loan Forbearance. Individuals in approved AmeriCorps positions are eligible for forbearance for most federally-guaranteed student loans. While a member's loan is in forbearance during their term of service, interest continues to accrue. However, If they successfully complete their term of service the National Service Trust will pay all or a portion of the interest that accrued on their qualified student loans during your service period. Members can request that their loan company "loan holder") approve a forbearance for their qualified student loans during their service period. Members can easily and quickly request the forbearance on-line through My AmeriCorps. After members finish their term of service, they will be responsible for repaying their loan according to the terms of the loan.

AmeriCorps Grants

AmeriCorps Prohibited Activities

The following activities must not be engaged in while charging time to the AmeriCorps program, accumulating service and/or training hours, or performing activities supported by the AmeriCorps program or CNCS staff and members. The subgrantee also must not use grant funds to support the following activities:

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- 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, or engaging in any form of religious proselytization;
- Providing a direct benefit to—
 - A business organized for profit;
 - A labor union;

- A partisan political organization;
- A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
- An organization engaged in the religious activities described in [paragraph \(g\)](#) of this section, unless Corporation assistance is not used to support those religious activities; and
- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit.

Fellows Health and Safety

- Let your service site know if you have any health or physical issues of which they should be aware.
- Wear clothing that is appropriate to your volunteer environment and to the work that you are doing.
- Any injury, no matter how small, should be reported at once to your Site Supervisor and Program Director.
- Serious injuries will be reported to the State Commission and/or national office.
- If you feel your safety is at risk during service hours, please contact your Site Supervisor or your Program Director immediately.

AmeriCorps Fellow Supervision

Quality supervision and mentorship is critical in helping to maximize the benefits of service for the member and the organization. AmeriCorps Members should be supervised by qualified staff at the service site and should not be supervised by other AmeriCorps Members. AmeriCorps Members cannot be supervised by other AmeriCorps Members because it potentially violates the non-displacement requirement of the AmeriCorps regulations. Additionally, AmeriCorps Members look to their supervisors for guidance, mentorship, and other professional development opportunities.

AmeriCorps Eligibility

There are several requirements for AmeriCorps membership and this section outlines detailed information regarding citizenship/allowable legal status, Educational Attainment, and criminal history background checks. An AmeriCorps Participant must:

- Be at least 17 years of age at the commencement of service; or
- Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\) or \(g\)](#);

- Have a high school diploma or its equivalent; or
- Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
- Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
- Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#));
- Be a citizen, national, or lawful permanent resident alien of the United States. **Written declaration regarding high school diploma sufficient for enrollment.** For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in paragraph (a) of this section relating to high school education, a program need not obtain additional documentation of that fact.

Primary documentation of status as a U.S. citizen or national. The following are acceptable forms of certifying status as a U.S. citizen or national:

- A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;
- A United States passport;
- A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;
- A certificate of birth-foreign service (FS 545) issued by the State Department;
- A certification of report of birth (DS-1350) issued by the State Department;
- A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
- A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

Primary documentation of status as a lawful permanent resident alien of the United States.

The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

- 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; or

- A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

Secondary documentation of citizenship or immigration status. If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien. [[64 FR 37413](#), July 12, 1999, as amended at [67 FR 45360](#), July 9, 2002]

Educational Attainment

CNCS requires that AmeriCorps members have a high school diploma or GED by the time they utilize the Eli Segal Education Award. Members are allowed to complete classes towards their GED during their year of service to satisfy this requirement if necessary. An AmeriCorps member will not be eligible to utilize the Award unless they have satisfied the Educational Attainment Requirement.

Criminal History Background Check Requirements

Under the Serve America Act (SAA), all grantees must conduct National Service Criminal History checks on participants and program employees in AmeriCorps and any other programs funded by CNCS laws. All employees, participants, and others who receive a salary, national service education award, living allowance, or stipend under CNCS grants, even if the activities do not involve service with vulnerable populations, must receive the checks prior to beginning employment or service. An individual is ineligible to serve in an AmeriCorps program if they:

1. Refuse to consent to a State Criminal Registry and FBI Check
2. Make a false statement in connection with a Program's inquiry concerning the individual's criminal history
3. Are registered or required to be registered on a State or the National Sex Offender Registry
4. Have been convicted of murder as defined in 18 U.S.C. 1111.

Programs must be able to document scanned or an attached consent form including a signed statement from candidate agreeing to undergo checks and candidate's understanding that the position is contingent on results.

UHEAN will pay for and perform state and federal criminal background checks on all members of the AmeriCorps Program. The National Service Criminal History Check must be conducted, reviewed, and an eligibility determination made by the grant recipient or subrecipient based on the results of the National Service Criminal History Check *before* a person begins to work or serve in a position specified in [§ 2540.201\(a\)](#).

Upon receipt of any criminal history results in the state or federal criminal history check, UHEAN will call the site supervisor of record per the Member's Position Description. If the Qualified Site Contract signed at the site has outlined allowable results, the site supervisor will not be called for history falling within the allowable results.

Per Corporation for National Service policy, the following criminal acts will automatically result in denial of access to the AmeriCorps Affiliated Program:

- Murder (national mandate)
- Conviction which lists the prospective member on the national sex offender registry (national mandate)

For all other criminal history, UHEAN generally leaves it to the discretion of the supervisor and their government/non-profit organization to determine whether the AmeriCorps member can serve at their site; they often have to communicate with the human resources department or risk management team.

If the organization does not have an articulated policy, and UHEAN believes the AmeriCorps members' criminal history is a potential threat to clients, particularly vulnerable populations (children age 17 or younger, persons age 60 and older, and/or individuals with disabilities) and/or is not in the spirit of AmeriCorps service, UHEAN may deny the individual access to, or exit them from Program.

Misdemeanor violations, other minor offenses older than 10 years, and charges without convictions typically will not disqualify a person from participation in an AmeriCorps program. However, each criminal history check with results is reviewed by a UHEAN staff member and a determination is made on a case by case basis.

Criminal history findings are shared with Site Supervisors per the policy outlined above.

Background check Resources

UHEAN uses www.nsopw.gov to run National Sex Offender Registry checks.

UHEAN uses the Utah Bureau of Criminal Identification to process all FBI background checks and state repository checks.

College Fellowship Timeline

Enrollment Process - 2-4 Weeks

- Complete either an online or in-person orientation
- Complete the Enrollment Information form (emailed to member from americorps@uhean.org)
- Complete fingerprints for background check (Instructions and locations listed in UHEAN Website)
- Complete New Fellow Application (in IPT; First Term only)
- Complete Enrollment Eligibility Verification form (in IPT)
- Review and sign the Position Description form with member's site supervisor (physical document provided to member by campus coordinator)
- Complete Member Service Agreement form (in IPT)
- Accept My.AmeriCorps.gov Term Invitation and complete Enrollment Form
- Complete Qualified Site Contract if applicable.

Monthly - 3-12 Months

- Service Hour Record form (online in IPT)
 - Due on the 1st of the following month
- Monthly Progress & Demographic Reporting Form (online in IPT)
 - Due on the 1st of the following month
- Volunteer Mobilization Projects
 - 5 non-AmeriCorps related friends, family, classmates who complete at least one hour on a service project.

*Failure to submit more than two service hour record forms will result in a member to be exited from the program without award for non-compliance. The AmeriCorps member will be ineligible to enroll in future AmeriCorps programs.

Exit Process – 1-4 weeks but no longer than 30 days.

- Do an audit of all monthly forms and make any corrections
- Complete Unlock Exit Forms Request
- Work with Site Supervisor and Campus Coordinator to complete End of Term Evaluation
- Complete the Exit Form
- Per instruction from UHEAN Staff, revise monthly forms as needed.
- Certify Hours in My.AmeriCorps.Gov to complete exit.

AmeriCorps Orientation & Enrollment

Fellow Term Enrollment

UHEAN AmeriCorps begins enrollment on August 15th of each year. UHEAN has two enrollment periods per month, the 1st of the month and the 15th of the month. All enrollment paperwork must be completed and signed before or on the member's start date in order for them to begin service on that start date.

If members are unable to enroll successfully within 30 days of their start date, should they choose to continue with AmeriCorps, they will have to retake the orientation quiz, redo the online enrollment forms, and resubmit any other documents their campus coordinator does not have on file.

Fellow Orientation

UHEAN AmeriCorps Fellows are required to complete a one-hour orientation prior to beginning their term of service. Orientations are held online or in-person. Orientations must be presented by a UHEAN Staff member. UHEAN AmeriCorps Orientations cover the following topics below:

- Introduction to the UHEAN AmeriCorps Program
 - UHEAN Staff
 - Introduction to National Service and AmeriCorps
 - Role of State Service Commission (UServeUtah)
 - Specific skills and knowledge to perform service, Sensitivity to the Community
 - Brief History of Service in America
 - AmeriCorps network of over 600 programs and over 40,000 members
- Program Benefits (Education Award)
- Program Requirements and Policies
 - Program's code of conduct
 - Member rights and responsibilities
 - Prohibited Activities
 - Drug-Free Workplace
 - Grievance Procedures
- Enrolling
 - Enrollment Process
 - IPT Application
 - Fingerprinting and Background Checks
 - Utah AmeriCorps Tracking System (IPT)
 - My AmeriCorps Portal
- Tracking Hours

- Allowed Activities
- Position Descriptions
- IPT Forms
- Exiting
 - Exit Process
 - Suspension and Termination Rules
 - Member Support Policies
 - Member safety
 - Equal Opportunity, Affirmative Action

Enrollment Paperwork Requirements

Prospective UHEAN Fellows are required to complete the following forms and paperwork as part of the enrollment process. Failure to complete any of the tasks will delay the start date for the term of service and may eliminate options for using the Education Award if a student is looking to use it for the current semester.

- UHEAN College Fellows - Information Form
- New Member College Fellows Application (IPT; Only for First Term Enrollments)
- EEV (IPT)
- MSA (IPT)
- Fingerprints/Background Check
- Position Description
- Term Invitation and Enrollment Form (My. AmeriCorps.Gov Portal)

During Term of Service

Rules of Conduct

To earn an education award the member must satisfactorily complete their program requirements and full term of service, including attendance, compliance with applicable rules, a positive attitude, quality service, and respect toward others in the program and in the community.

At no time may the Member:

- Engage in any activity that is illegal under local, state, or federal law.
- Engage in activities that pose a significant safety risk to others.
- Engage in any AmeriCorps-prohibited activities.

Member Time and Attendance

The UHEAN AmeriCorps Program Manager, Campus Coordinators, and Site Supervisors are responsible for verifying the accuracy of and signing member timesheets.

- Members are responsible for completing their own timesheets and submitting them in IPT on the 1st of each month for review and verification.
- Members must sign their completed timesheets. Qualified supervisors are responsible for verifying the accuracy of and signing the timesheets. Supervisors cannot sign and date a timesheet before members have signed and dated their service log (same applies to members).
- Member timesheets track of the member's time and ensures completion of the required number of hours to qualify for an Education Award.
- The timesheets must account for time related to training, direct service. Fundraising is not allowed in UHEAN AmeriCorps projects.
- Timesheets distinguish between the member's hours to comply with all federal regulations to include no more than 20% of member time on training and no more than 10% of member time on fundraising (which fundraising is still not allowed in the UHEAN AmeriCorps Program).
- Travel time to and from activities does not count towards service, fundraising, or training hours.

Completing Monthly Reports

Service Hour Record Report (Timesheet)

1. Log into IPT (www.runipt.com)
2. Click on "My Forms"
3. Click "View" on the Service Hour Record form you want to work on
4. Dropdown menu items correspond to your focus area ([see Service Hour Record Form Explanation](#))
5. Accurately divide Member Development hours and Direct service hours in correct columns
6. Leave Fund Raising as zero hours (fundraising is not allowed)
7. Do not count more than 60 hours in one week (Sunday-Saturday)
8. Do not record hours before they were actually served. This is considered as fraud.
9. Click Save after you are done logging your hours.
10. Sign your name electronically at the bottom of the form at the end of the month to submit the form.

Member development hours can account for up to 20% of the member's total service term and can include:

- Class time spent at member's institution of higher learning related to their service (do not count homework)
- Professional conferences and workshops related to member's service
- Faculty meeting/agency staff meetings or training related to the member's service
- Member may count time spent reflecting on their service either individually, with peers, and/or with site supervisors

Voting, Jury Duty, Armed Forces Reserves

Voting and serving jury duty are important responsibilities of citizenship. UHEAN highly encourages those who are eligible to take time to register and vote. In return, members may count time spent voting and serving jury duty as hours on their Service Hour Record forms. Members serving in Armed Forces Reserves may also count active duty time on their Service Hour Record forms.

National Days of Service

UHEAN requires members to participate in National Days of Service, as set by AmeriCorps policy, that are held either on or the week of September 11th and Martin Luther King Day. Members may count this time as part of their direct service, regardless of whether or not the service takes place at their service site or directly benefits their site's clients/community. UHEAN encourages members to utilize the National Days of Service as an opportunity to complete their Volunteer Mobilization Projects by inviting friends, family, and classmates to service events hosted in their communities.

Monthly Progress Reporting

1. Log into IPT (runipt.com)
2. Click on "My Forms"
3. Click "View" on the Monthly Progress Report form you want to work on.
4. Answer the Individual Demographic Questions about yourself. They are all Yes/No Answers from a drop-down menu.
5. Answer the demographic questions about the populations that you served that month. If you did not work with anyone new, who falls within these categories, please put zero.
6. Answer the Focus Area Reporting Questions for any NEW people that you worked with during the month. Remember, will only answer the two questions relating to your focus area. Enter 0's for all other areas.
 - a. Note: the Capacity Building focus area IS NOT for your Volunteer Mobilization Project.
7. Enter your Service Hour Record Narrative after reading the instructions thoroughly. This is a requirement for any month hours were served. There are three separate boxes that correspond to Member Development, Direct Services, and Alternative Activities (AA's must be pre-approved to count toward your hours.)
8. Enter your Great Story after reading the instructions thoroughly. This is a requirement for any month that direct service hours were served.
9. If you completed a Volunteer Mobilization Project during the month, answer all questions regarding the Volunteer Mobilization Project. Please enter N/A if you did not complete a project that month. Read the instructions thoroughly and answer them in detail.
10. Click Save after you are done entering content.
11. Sign your full name electronically at the bottom of the form at the end of the month to submit the form.

Volunteer Mobilization Project

Members do not have to do Volunteer Mobilization Projects on a monthly basis, it can be a one-time project if the member chooses. The Volunteer Mobilization Project is required for all AmeriCorps members during their service term. Each member must recruit a minimum of five non-AmeriCorps volunteers to add value to the member's service site. This project must either directly benefit the service site and/or the community the members serves. Requirement for the project are:

- Recruit a minimum of five non-AmeriCorps volunteers (volunteers can be family members, friends, neighbors, etc.)
- There is no age requirement
- Each member must serve a minimum time of one hour per volunteer.
- Member will summarize the experience and it result in an online reporting forms during the month(s) in which project took place.
- Member can do multiple projects throughout their term. Not all five volunteers have to participate in one project on one day. Projects can be spread out during the term
- Some ideas for Volunteer Mobilization Project are:
 - **Education Focus Area:** Recruit volunteers to clean and/or repair the site's facilities, recruit volunteers to provide additional tutoring support, or recruit guests to come to teach students about a specific topic
 - **Healthy Futures Focus Area:** Recruit volunteers to collect, assemble, and distribute health care products/hygiene kits, and pamphlets
 - **Capacity Building Focus Area:** Recruit volunteers to promote non-profit services and resource.

Extending Terms of Service (Compelling Personal Circumstances)

The program may place a member on suspension and extend the member's term of service beyond one calendar year due to the same compelling personal circumstances listed below. Member must contact UHEAN Staff at the beginning of the suspension period and complete the Term Suspension Form.

Exiting Term of Service

- Do a Self-Audit, please make sure that your monthly Service Hour Record and Monthly Progress Reports are completed correctly. If you have questions about if they are completed correctly, look at the examples or watch the how-to video. Make sure the information is accurate, these are legal documents. Your Campus Coordinator can unlock your forms if changes need to be made.
- Complete the Unlock Exit Form Request. Found on the website.
- UHEAN Staff will add you to the queue for exiting members and unlock (2) forms.
 - Exit Form
 - End of Term Evaluation

- When you see the “Exit Form” is available, it can be completed immediately. Your Site Supervisor will need to complete and sign the “End of Term Evaluation” before you can sign it. The Site Supervisor will receive a notice in their IPT Account that your “End of Term Evaluation” is available to complete and sign. Make sure the information is accurate, these are legal documents.
- UHEAN will complete a final audit and ensure that all of your forms are correct and in compliance, we will contact you if anything needs to be addressed.
 - Your Site Supervisor and Campus Coordinator will sign off on the forms with their signatures after any corrections need to be made.
- When your IPT reports and Exit forms are completed and signed off you will receive an email notification, from UHEAN, informing you to login into your My.Americorps Portal to complete and sign a Certification of Service Form. Once this form has been completed and signed, UHEAN will then successfully exit you from the program.

You have 30 days from your last day of service to exit the program, so do not delay this process!

Exiting the UHEAN Program without Award in Good Standing

In order to exit from the UHEAN program in good standing, the member is required to complete all exit items as if they were exiting with their award. They also need to complete a letter of Compelling Personal Circumstance which explains why they are exiting from the program early without completing the requirements as per their Member Service Agreement. Whether they are granted the status of good standing is at the discretion of UHEAN Staff.

Early Release from Service

Members may be released for two reasons: “cause” or “compelling personal circumstances.”

“Cause” is defined as:

- Violating the rules of conduct and or participating in the prohibited activities
- Dropping out of the program without obtaining a release;
 - Dropping out of the program is constituted as having two or more consecutive months of forms incomplete and failing to respond to contact from both the UHEAN Staff members, Campus Coordinators, and Site Supervisors. Student members who may seek to exit from the program, but do not complete the full requirements of exiting from the program will be exited without any of their award in poor standing regardless of hours served.
- Being charged with a violent felony or the sale or distribution of a controlled substance; or
- Any other serious breach that in the judgment of the program manager, would undermine the effectiveness of the program.

Participants must disclose their release for cause on any subsequent applications to AmeriCorps programs.

“Compelling personal circumstances” include those that are beyond the participant's control, such as, but not limited to:

- A participant's disability or serious illness;
 - The UHEAN AmeriCorps Program takes mental, physical, and emotional health very seriously. Members who are experiencing any type of disability or serious illness impacting their ability to complete their term of service are encouraged to contact UHEAN Staff about whether a suspension or early exit from service is most applicable to their situation.
- Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or
 - The UHEAN AmeriCorps Program takes mental, physical, and emotional health very seriously. Members who are caretakers of someone experiencing any type of disability, serious illness, or death of a family member impacting their ability to complete their term of service are encouraged to contact UHEAN Staff about whether a suspension or early exit from service is most applicable to their situation.
- Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible;
 - The UHEAN AmeriCorps Program will rarely enforce a program wide exit, in cases such as the beginning of the COVID-19 Pandemic, suggestions will be made in a tiered response that is dependent on the situation and those who will be impacted.
 - Individuals who face unforeseeable circumstances beyond their control are encouraged to contact UHEAN Staff about whether a suspension or early exit from service is most applicable to their situation.
 - Non-renewal or premature closing of a project or the Program itself is defined as closing before the End Date of the Member’s Term according to the signed Member Service Agreement and/or Member Service Agreement Addendum.

Those that CNCS, has for public policy reasons, determined as such, including:

- Military service obligations;
- Acceptance by a participant of an opportunity to make the transition from welfare to work; or
- Acceptance of an employment opportunity by a participant serving in a program that includes in its approved objectives the promotion of employment among its participants.

Personal circumstances which do not constitute leaving the Program:

- To enroll in school or take more credits in school
- To obtain employment, other than moving from welfare to work
- Because of dissatisfaction with the program

Reasonable Accommodations for Members with Disabilities

AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps Programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. Each site that UHEAN AmeriCorps members serve at must comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the Program, services, or activities of the Program, or be subjected to discrimination by the Program. Nor shall the Program exclude or otherwise deny equal services, programs or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

According to the ADA, the term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individual's major life activities, a record of having such an impairment, or being regarded as having such an impairment.

"Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A "qualified individual with a disability" is an individual with a disability who with or without reasonable accommodations meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Program.

Reasonable accommodations may include modifying rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services.

The Program shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the Program can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, and/or impose an "undue hardship".

A reasonable accommodation may include: making facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified schedules; acquisition or modification of equipment or devices, training materials, or policies; etc.

Members may request reasonable accommodations by completing the Reasonable Accommodation Request form and submitting it first to the Campus Coordinator at the member's institution.

If accommodations are not being met, submit the request form to the UHEAN AmeriCorps Program Director.

Segal Education AmeriCorps Award

For what purposes can the education award be used?

The education award can be used in one of, or a combination of, the following ways:

- To repay qualified student loans
- To pay all or part of the current education expenses to attend eligible Title IV institutions of higher education (including vocational schools) and educational programs approved under the G.I. Bills.

How can I tell if a school is a Title IV, if I can't call the US Department of Education or I cannot access the website?

Ask the school if they give Perkins or Stafford Loans. If the answer is "yes", then they are a Title IV school.

What are some examples of "common qualified" loans?

- Federal Student Loans: Subsidized and Unsubsidized
- Stafford Loans: Supplemental Loans to Students (SLS); Guaranteed Student Loans (former name for Stafford)
- Federal Consolidated Loans
- Direct Subsidized and Unsubsidized Stafford and Ford Loans
- Direct Consolidation Loans
- National Defense and/or Direct Student Loans
- Perkins Loans
- Health Education Assistance Loans (HEAL)
- Health Professions Student Loans (HPSL)
- Loans for Disadvantaged Students (LDS)
- Nursing Student Loans (NSL)
- Primary Care Loans (PCL)
- Loans made directly to students by the Alaska Commission on Postsecondary education
- Loans made directly to students in degree programs by a state college or university

How long does it take for my AmeriCorps Education Award to become available after my term of service?

It can take anywhere from two – four weeks before your Education Award will become available in your my.americorps.gov account. Contact your campus coordinator if it has been over four weeks and your award is still not showing up in your account.

How long do I have to use my AmeriCorps educational award?

You have up to 7 years from your completion date to use your educational award.

Which institutions are considered eligible institutions?

Eligible institutions are institutions of higher education (including graduate and professional programs), as well as qualified vocational schools that currently participate in the Department of Education's Title IV student aid programs.

An institution is considered to be a "Title IV school", if it has a Title IV Program Participation Agreement with the U.S. Department of Education making its students eligible for at least one of the federally-backed types of financial assistance (such as Pell Grants, Perkins Loans, Stafford Loans, National Direct Loans, and Federal Consolidated Loans).

To make sure that an institution is eligible, check with the financial aid office, business office, or veteran's affairs office of the institution before making specific plans. Legislation enacted in 2009 expanded the use of the award to include enrolling in courses, programs of education, apprenticeships, and on job training programs that have been approved under the Montgomery and the Post 9/11 G.I. Bills. These are referred to as "G.I. Bill approved programs."

If a G.I. Bill approved educational program is offered by a Title IV school, any individual with an education award can use the award for that program because the school is Title IV. If a G.I. approved program is not offered by a Title IV educational institution, special rules apply. The next question explains which members can use their awards at these programs.

Can the AmeriCorps education award be used for more than tuition?

Yes, it can be used for all your cost of attendance (COA) at the school that is not covered by other financial aid. This will be determined by your financial aid/bursar office at the school.

Can the AmeriCorps education award pay for classes taken at school before I did AmeriCorps service?

No, the AmeriCorps educational award can only pay for current educational expenses, (i.e. classes taken **after** you started AmeriCorps service). **NOTE: This rule applies to payments to schools for classes taken, not payments on loans. Loans can be paid as long as they are qualified education loans, regardless of the age of loan.**

What rules apply to a member who earned an award and wants to transfer it?

In order to transfer an award, the transferring member must:

- have been at **least 55 years of age on the day the member commenced the term of service** upon which the award is based;
- have begun the term on or after October 1, 2009;
- transfers the award before its expiration date;
- have earned the award in an approved AmeriCorps State or National Program; and
- ensure that CNCS receives the transfer request prior to the date the award expires.

How to Request Your Award

- Log into the My AmeriCorps Portal at <https://my.americorps.gov/mp/login.do>.
- Under “My Education Award” (on the left) select “Create Education Award Payment Request.”
- Fill out the form, paying particular attention to the “Payment Type” and “Amount Authorized” fields.
- Select the institution to be paid by using the “Search for Institutions” link. If your school or loan company has not registered in My AmeriCorps, they will not be on the list of institutions in the system. In this case:
 - After you complete a search and your institution does not appear, click the “Not Found” link.
 - Enter as much information as you can about your institution or loan company into the fields.
 - Submit the form. These requests may be processed manually and may take several weeks.
 - Once you click “Submit” a notice will be sent electronically to your institution or loan company. A record of your request will appear in your account home page. The institution or loan company will complete their portion of the form and return it electronically to the Corporation for National and Community Service.
 - If you encounter any problems, call the national service hotline at 1-800-942-2677.

Can I use my AmeriCorps education award to pay for classes/loans incurred by a family member/spouse?

No, at this time it can only be used for classes taken by you or qualified educational loans that are in your name.

Are there institution that will match my education award?

Colleges and universities across the country actively recruit talented AmeriCorps alumni for their reputation of perseverance, drive, and proven active citizenship. Many of these institutions offer a variety of incentives such as service scholarships or matching tuition funding to the Segal AmeriCorps Education Award. Search Schools of National Service in your search engine for the most up-to-date information.

Is the AmeriCorps educational award taxable?

Education Award will show up like untaxed income on your taxes the year you apply your Education Award.

- Both interest payments and payments from educational award accounts have been determined to be taxable income. They are included as income in the tax year the payment is mailed to the school or loan company.
- The Trust will report to the IRS the total of all payments that were made on a member's behalf. An IRS form 1099 (Misc Income) will be mailed to the member in January following each year in which at least \$600 worth of payments were made on the member's behalf. This form will let the member know the total amount of his/her payments from the previous year.
- The member's tax burden may be mitigated somewhat by federal income tax laws regarding educational credits and deductions for student loan interest payment. IRS Publication 970, Tax Benefits for Education, explains these credits and deductions in detail. The member should contact the IRS or his/her tax advisors for additional information.
- You should refer all tax questions to your tax professional. Please do not call the Trust Office for tax advice.

Why was only half of the payment I requested sent to my school?

By law, education award payments for current educational expenses must be made "in 2 or more installments", none of which exceeds 50% of the amount of the payment. The interval between installments may not be less than one half of the period of enrollment, except as necessary to permit the second installment to be paid at the beginning of the semester, quarter, or similar period of enrollment.

CNCS makes two installments, one at the beginning of the enrollment period upon which the amount is based and the second at the middle of the enrollment period. When the school approves the payment request, it indicates both the beginning date of the enrollment period and the midpoint date.

Payments are generally made by the U.S. Treasury every Friday. Exceptions are around holidays and the end of the year.

Who can I contact if I have additional questions about the Segal AmeriCorps Education Award?

You can contact the National Service Hotline at 1-800-942-2677. The Hotline is staffed by customer service representatives from 9:00 a.m. – 7:00 p.m. EST, Monday through Thursday. During high volume months--- January, May, June, July, August, and September--the Hotline will be staffed on Fridays