



## Enrollment Process Overview

*Congratulations on selecting your member(s)! Please review the steps outlined below for a picture of the enrollment process for CLEC AmeriCorps members.*

*Note that the full enrollment process typically takes 3-4 weeks, sometimes longer but sometimes faster. Members may not begin counting service hours until they are fully enrolled. Please reach out to [WACC staff](#) if you have any questions about enrolling your member(s).*

### Member Nomination

Once you have your member selected, including reviewing or contacting at least two references, please complete a [Member Nomination Form](#) and email it to your WACC Program Coordinator. If you are ready to enroll a large number of members, please fill out our [Nomination Spreadsheet](#).

Once WACC staff have received your nomination(s), they will reach out to your candidate(s) to begin the enrollment process.

WACC staff will also check in with supervisor(s) to confirm if they have completed the required *Program Orientation & Training* on Canvas (online, self-directed, typically takes ~1 hour). If they have not received it yet, WACC staff will email supervisors the training link. This training must be completed by supervisors prior to member enrollment.

### CLEC AmeriCorps Enrollment Steps

#### 1) **Background Check Authorization**

WACC staff will email each candidate an introduction and overview of the enrollment process. They will then email via Adobe Sign a background check authorization form that includes directions for scheduling fingerprinting and an upload of the candidate's unexpired government-issued current photo ID. The member must complete and return this form before next steps can be completed.

#### 2) **Fingerprinting**

The member will schedule and complete fingerprinting at a FieldPrint office.

#### 3) **Criminal History Check**

WACC staff will submit a TrueScreen Criminal History Check Request based on the member's legal name on their submitted ID. The request includes checks on the National Sex Offender Public



Website, the member's state of residence (or state of postsecondary enrollment), and state of service (if different).

#### 4) **Additional Steps for Stipend Members**

WACC staff will email stipend members the following additional steps:

##### Stipend payment setup through WWU's Payroll Department:

- a) Complete and return W-4 form - So WWU can withhold the correct federal income tax from the member's pay.
- b) HR Proxy Appointment – Members must participate in this online meeting with a WACC Program Specialist and a member-selected witness. During this meeting, the member will complete their I-9 form (to confirm their eligibility to receive payments) and staff will verify the member's identity. The member must bring required original identification documents and their witness must be physically in the same space for the meeting.

##### Additional benefits setup for full-time 1700-hour stipend members:

- a) Health insurance form (1700-hour stipend members can sign up for health insurance if they don't already have coverage; if already covered, members must submit proof of insurance)
- b) Childcare form (1700-hour stipend members can sign up for childcare support, if qualified)

#### 5) **Invitation to Enroll via MyAmeriCorps**

WACC staff will email an invitation to the member to enroll in MyAmeriCorps through eGrants. The member will log into their AmeriCorps account to accept the invitation (they may need to create a new account if it's their first time logging in). 1700 and 900hr members who have a national application in process through MyAmeriCorps will need to confirm their selection for enrollment. Note that national applications must be complete before acceptance, including two submitted references.

#### 6) **Signing of Member Service Agreement & Required Forms**

WACC staff will email the member via Adobe Sign to sign the following documents:

- a) Member Service Agreement (includes the member's Position Description; the MSA will also be signed by the member's supervisor)
- b) Teleservice Agreement (also signed by the supervisor)
- c) WWU Drug Free Workplace Agreement

#### 7) **Member File Review**

WACC staff will review all submitted forms and background checks and confirm the member can be enrolled.



## 8) **Enrollment!**

WACC staff will officially enroll the new member via eGrants, AmeriCorps' system for tracking members. WACC staff will email the member confirming their enrollment and welcome them to the program.

## **Post-Enrollment Tasks**

Once the member is enrolled, the following additional tasks must be completed in the first two weeks of the member's service:

### 1) **Canvas Orientation & Training**

WACC staff will email the member an invitation to the CLEC Orientation & Training on Canvas (online, self-directed). This training must be completed within two weeks of the member's start.

WACC staff will confirm that the supervisor has completed their required Canvas training (should be completed one week prior to enrollment). Completion of these trainings is required by all members and supervisors.

### 2) **Timesheet & Progress Report Setup**

WACC staff will set up the member and supervisor in America Learns for timesheet and progress report completion. The member and supervisor will receive an email to complete the set up and a training on how to use the system.

### 3) **Additional Benefits Setup**

Members may request a letter from WACC to check for eligibility for SNAP or Apple Health benefits. For 900 and 1700-hour members, WACC staff will email confirmation of health insurance and childcare benefits enrollment (if applicable).

### 4) **Member Service Agreement (MSA) Review**

After they start service, members must complete another full read-through of their MSA and address any questions or concerns with their supervisor or WACC staff.

### 5) **Data Tracking Training**

Members must receive training from their supervisor on how to track and report on required program data. (See the Canvas Orientation & Training or the CLEC program website for training materials.)



6) **Program Welcome**

After required training has been completed, members and their supervisors participate in an online Program Welcome with WACC staff and our AmeriCorps Team Leaders to review key concepts, get any questions answered, and provide additional support. If supervisors are not able to attend the Program Welcome, Team leaders and WACC staff will schedule a separate check-in meeting.

7) **Member SWAG**

WACC staff will mail the supervisor a package of swag for members to wear during their service. This typically includes a t-shirt, AmeriCorps Serving Here poster, AmeriCorps pin, and lanyard.