ENROLLMENT CHECKLIST
Deadline: July 31, 2017

**Step 1: Confirm Eligibility (SUPERVISOR)**

A. Eligibility Requirements: All AmeriCorps members with the College Access Corps Program must:

1. Be a United States Citizen, National, or Lawful Permanent Resident Alien of the United States
2. Be 18 or older
3. Have an AA/BA or some college
4. Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)

B. Please verify eligibility of prospective AmeriCorps candidates by reviewing one or more of the following documents and checking the box(es) of the documents you used to verify eligibility. Include a clear copy of the document(s) in their ENROLLMENT PACKET.

- [ ] Proof of U.S. Citizenship, National status, or Lawful Permanent Resident Alien of the United States status
  - [ ] Certificate of Report of Birth (DS-1350) issued by the U.S. Department of State
  - [ ] United States Passport
  - [ ] Report of Birth Abroad of a U.S. Citizen
  - [ ] Certificate of Birth-Foreign Service
  - [ ] Certificate of National status
  - [ ] Certificate of Citizenship status
  - [ ] Permanent Resident Alien of the United States Card
  - [ ] Passport OR Departure Record indicating that INS has approved as temporary evidence of lawful admission for permanent resident

- [ ] Age: 18+
  - [ ] What form of identification did you use to verify age? _______ Doc #________________

- [ ] Have an AA/BA or some college
  - [ ] Degree: ____________________________ Institution: ___________________________

- [ ] Member agrees to a National Service Criminal History Check
  - [ ] Signed National Service Criminal History Check Authorization Form

Reviewer Name________________________ Reviewer Signature____________________ Date ___________

**Step 2: Enrollment Process and Enrollment Packet (MEMBER and SUPERVISOR)**

ALL of the required forms must be submitted and signed before the member’s term of service begins. (NOTE: Originals must be sent to state Campus Compact office. Please make copies for both the supervisor and the member.)

The ENROLLMENT PACKET includes the following:

- [ ] Enrollment Checklist (this form)
- [ ] Copy of documentation that proves U.S. Citizenship, National status, or Lawful Permanent Residence Alien of the United States status
National Service Trust Enrollment Form

Program Orientation Form

Member Contract (only need to submit pages 15 – 17 in packet)
  o Member Position Description (page 15 and 16)
    - Signed and dated by Supervisor
    - Signed and dated by Member
  o Member Contract Certification Form (page 17)
    - Signed and dated by Supervisor
    - Signed and dated by Member

National Criminal History Check Authorization Form

AmeriCorps Health Plan Options Form
  - Copy of Medical Insurance Card (options 1 and 2 only)

AmeriCorps Child Care Form

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I-9 Form (Supervisor completes page 2, section 2)
  Check proof of IDs
    - Passport or;
    - Birth Certificate and Driver License or;
    - Birth Certificate and Social Security Card or;
    - Social Security Card and Driver License

(WA applicants only) Electronic Funds Transfer (EFT) of Net Wages Enrollment Form (required for Direct Deposit of bi-monthly living allowance checks)

Drug Free Workplace/Service Location Form

Step 3: Next Steps (MEMBER and SUPERVISOR)

1. Have Members schedule FBI Field Print appointment as soon as possible (for instructions: www.wacampuscompact.org/cac-fbifieldprint.php)

2. Have Member log into my.AmeriCorps.gov to complete an application and enroll as AmeriCorps member into the CAC Program

3. Complete, review, and then mail ENROLLMENT PACKET to state Campus Compact office:

   Washington Campuses  Oregon Campuses
   Leia Talad           Kaycie López Jones
   Washington Campus Compact  Oregon Campus Compact
   516 High Street, MS 9101  620 SW 5th Ave/ Suite 910
   Bellingham, WA 98225    Portland, OR 97204