



Getting Started: Member Enrollment Process Overview

Congratulations on being selected for your CLEC AmeriCorps position! 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 the enrollment process.

CLEC AmeriCorps Enrollment Steps

1) **Background Check Authorization**

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

2) **Fingerprinting**

You 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 legal name on your submitted ID. The request includes checks on the National Sex Offender Public Website, your state of residence (or state of postsecondary enrollment), and state of service (if different).

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

WACC staff will email you the following additional steps if you are accepting a 900 or 1700-hour position:

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 your pay.
- b) HR Proxy Appointment – You must participate in this online meeting with a WACC Program Specialist and a member-selected witness. During this meeting, you will complete your I-9 form (to confirm your eligibility to receive payments) and staff will verify your identity. You must bring required original identification documents and your 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 you don't already have coverage; if already covered, you 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 you to enroll in MyAmeriCorps through eGrants. You will log into your AmeriCorps account to accept the invitation (you may need to create a new account if it's your first time logging in). If you are a 1700 or 900-hour member who has a national application in process through MyAmeriCorps, you will need to confirm your 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 you via Adobe Sign to sign the following documents:

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

7) **Member File Review**

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

8) **Enrollment!**

WACC staff will officially enroll you via eGrants, AmeriCorps' system for tracking members. WACC staff will email you confirming your enrollment and welcome you to the program.

Post-Enrollment Tasks

Once you are enrolled, the following additional tasks must be completed in the first two weeks of your service:

1) **Canvas Orientation & Training**

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

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

3) **Additional Benefits Setup**

You 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 you start service, you must complete another full read-through of your MSA and address any questions or concerns with your supervisor or WACC staff.

5) **Data Tracking Training**

You must receive training from your 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, you and your supervisor will 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 your supervisor a package of swag for you to wear during your service. This typically includes a t-shirt, AmeriCorps Serving Here poster, AmeriCorps pin, and lanyard.