



Indiana Campus Compact Service Engagement Corps MT-AC Member File Checklist



	<u>Yes</u>	<u>No</u>	<u>Comments</u>
S-E Corps On-line Application (Survey Monkey)			
CNCS Enrollment Form			
Proof of Age <ul style="list-style-type: none"> • State or Government ID 			
Documentation of Eligibility <ul style="list-style-type: none"> • Copy of Birth Certificate <i>OR</i> Passport 			
Proof of Education <ul style="list-style-type: none"> • Copy of HS Diploma or College Transcripts 			
Parental consent (if member is under 18)			
Signed Member contract, including: <ul style="list-style-type: none"> • Has a HS diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalent before using an education award • Minimum number of service hours and other requirements (as developed by the program) necessary to successfully complete the term of service and to be eligible for the education award • Start and end date of member's service • Position description • Acceptable conduct (with consequences) • Living Allowance distribution • Performance standards or expectation • Prohibited activities • Requirements under the Drug-Free Workplace Act • Suspension and termination rules • Specific circumstances a member may be released for cause • Grievance procedures • Photograph and publicity release form • Statement of non-discrimination • Other requirements established by the program 			
Documentation of criminal background check (ICC) <ul style="list-style-type: none"> • Access Indiana Limited Criminal History • Dru Sjodin (NSOPW) 			
Mid-term performance review (optional)			
End of term performance review			
End of Term/Exit Form			
Documentation of Personal Compelling Circumstances			
Documentation of Disciplinary Action			
Change of Status Form			

¹Acceptable Forms of Member Eligibility:

*The I-9 is **not** sufficient documentation for member eligibility (per 45 C.F.R., Chapter XXV, Part 2522, Sub-Part B, Section 2522.200). The complete list is below.*

The following are acceptable forms to certify status as a U.S. citizen or national:

- (1) 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;
- (2) A United States passport;
- (3) A report of birth aboard of a U.S. Citizen (FS-240) issued by the State Department;
- (4) A certificate of birth-foreign service (FS-545) issued by the State Department;
- (5) A certification of report of birth (DS-1350) issued by the State Department;
- (6) A certification of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or
- (7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

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

- (1) Permanent Resident Card (INS Form I-551);
- (2) Alien Registration Receipt Card (INS Form I-551);
- (3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
- (4) A Departure Record (INS Form I-94) indicating that this INS has approved it as temporary evidence of lawful admission for permanent residence.

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. Contact the Program Officer at the Office of Faith-Based and Community Initiatives to initiate this process.