



Member Name: _____

City: _____

Service Site: _____

Member File Checklist
(to be completed by NDA staff)

Application Documents

1st year Members:

- ___ AmeriCorps Application
 Online/Paper (circle one)
- ___ NDA Application
 Online/Paper (circle one)
- ___ 2 Forms of References
 Online/Paper (circle one)
- ___ Verification Letter

2nd year Members:

- ___ Verification Letter
- ___ Recommendation

Pre-enrollment / Eligibility Documents (if applicable)

(for National Office use only)

Criminal History Requirements met:

- ___ Criminal History Consent Form
- ___ Truescreen: stored online / filed (circle one)
- ___ Fieldprint: stored online / filed (circle one)
- ___ Government Issued ID: stored online / filed (circle one)

Enrollment Documents – verify all signatures and dates

- ___ Member Contract and Grievance Procedure
- ___ Corporation for National & Community Service Enrollment Form
- ___ Publicity Release Form
- ___ Child Care Enrollment/ Waiver (circle which one)
- ___ Health Care Enrollment / Waiver (circle which one)
 - ___ Health Insurance Card Copy (if applicable)
- ___ Service Description (attached to Member Contract)
- ___ Acknowledgement of Understanding
- ___ Program Policies
 - Communications
 - Harassment
 - Non-Discrimination
 - Drug Free Workplace
 - Reasonable Accommodations
 - Social Media
- ___ Payroll/Stipend Enrollment Form (Completed/Filed Separately)
 - ADP Direct Deposit Signup Form (Optional) (Completed/Filed Separately)
- ___ W-4 Allowances Worksheet (Completed/Filed Separately)
- ___ Emergency Contact Form

Other Documents

- ___ Supervisor Evaluation – Mid year
- ___ Supervisor Evaluation – End of year
- ___ Corporation for National & Community Service Exit Form