

Site Visit Checklist

Instructions: Please use this checklist to ensure that you have included all necessary source documentation in the folders matching each section in Google Drive (a unique link has been provided to each grantee. Cite page numbers, when possible, and explanations if documentation is missing (not N/A). Return this checklist to your Program Manager. Thank you!

Member Management	YES	NO	N/A	Notes
Member Files (sub folder)				
Application				
Proof of residency at the time member applied				
W-4 (if a member is receiving a living allowance)				
Birth cert. or gov. ID documenting candidate's proof of age and/or citizenship				
Parental consent in writing, for members under 18				
Adjudicated Fieldprint record				
Written evidence results were considered				
Member contract				
Evidence of high school completion (i.e. diploma, GED, IEP, completion certificate or self-certification in enrollment form or other)				
Written consent to use member name/photo				
Written consent to use member name/photo for members under 18				
Documentation of compelling personal circumstances or cause				
Documentation of health care for FT members				
Documentation of child care for FT members				
Notification to child care and health care providers in writing when a member's status changes				
Evidence of mid-term evaluation (FT and PT members only)				
Evidence of end-of-term evaluation (FT and PT members only)				
Member Support and Supervision (sub folder)				
Member Handbook				
Documentation of required training: orientation, civic engagement, and service-related training.				
Written reasonable accommodation policy				
Documentation of reasonable accommodation requests				

Policies	YES	NO	N/A	Notes
Drug Free Workplace Act Policy				
Written policy on non-discrimination				
Evidence it is shared with members, staff, stakeholders, and community				
Supplementation, non-duplication, and non-displacement policy				
National Service Criminal History Check (NSCHC) Policy				
Name of Liability Insurance				
Fiscal policy				
Grievance policy				
Data Collection Policy				
Records Retention Policy (for AC data, financial, etc.)				
Evidence of any grievances				
Teleservice policy				
Member safety policy or plan				
Reassignment approval (if applicable)				
Posted Prohibited Activities				
Host Site(s) PLEASE CHECK N/A IF YOU DO NOT HAVE HOST SITE	YES	NO	N/A	Notes
Signed and dated memo of understanding between the parent organization and service sites				
Monitoring protocol for host sites (schedule, tool, feedback, follow up, etc.)				
Documentation of monitoring (schedule, completed tools, copy of feedback, etc)				
Documentation of host site training				
Documentation of NSCHC (if host site supervisors are used as match)				

AmeriCorps Staff Management	YES	NO	N/A	Notes
Staff (funded or matched) have adjudicated Fieldprint				
Adjudicated Fieldprint record				
Written evidence results were considered				
Copy of Government ID used to for NSCHC checks				
Staff position descriptions				
Staff Timesheets				
Certificate of Completion for NSCHC Online Course (Litmos NSCHC)				
Financial Management	YES	NO	N/A	
Documentation (receipts, invoices, etc.) of expenses reimbursed in Quarterly Report				
Documentation of match reported in Quarterly Report				
Documentation of members' stipends				
Certificate of CNCS Financial Management Course				
Most recent audit				
Documentation of permission for federal funds used as match				
Data Management	YES	NO	N/A	
Documentation of data provided in Demographic Tab in Progress Report				
Documentation of data provided in Measures Tab in Progress Report				
Interviews (Not to be placed in folders)	YES	NO	N/A	
Name and contact information (phone number/email address) of two members . Interviews will be conducted by staff and/or commissioners.				
Name and contact information (phone number/email address) of one stakeholder (i.e. board member, partner). Interviews will be conducted by staff and commissioners.				
Name and contact information (phone number/email address) of two host site supervisors . Interviews will be conducted by staff and commissioners.				