

Determining the Start Date

The official Start Date must be:

AFTER a member responds to the email invitation from myamericorps@americorps.gov and completes the online enrollment form to create a username and password;
AFTER all signature dates on the paper enrollment packet, and;
AFTER a Criminal Background Check has been initiated and the results are verified.

MTCC staff will enter the member's official Start Date into eGrants during enrollment. From our office, we will only be able to view the date a member initiates their enrollment on the My AmeriCorps Portal and the date the criminal background check is successfully completed. It is the responsibility of the Coordinator to make certain that all the dates in the paper enrollment packet are **ON** or **BEFORE** the date of criminal background check.

When assigning a Start Date, the following questions must be considered:

- 1) What day did the member respond to the email invitation and complete the online AmeriCorps enrollment form to create a My AmeriCorps Portal account?
Member's Responsibility
- 2) What is the latest signature date on the Campus Corps Enrollment Packet?
Coordinator's Responsibility
- 3) After the completed paper enrollment packet was submitted, what date was the criminal background check completed?
Coordinator's Responsibility

Once a Criminal Background Check has been initiated, the Coordinator must send an email to Emily Clark (clark@mtcompact.org) with the following information:

- 1) **The member's full name.**
- 2) **The latest signature date on the member's paper enrollment packet.**
- 3) **The date the background check was initiated.**
- 4) **What slot type the member should be enrolled in (Service Team or Service-Learning member, plus 300, 450, 675, 900 or 1700 hours).**

In eGrants, there are '28 days of flexibility' to assign a member's start date. This means that Emily must receive enrollment information within 28 days of the desired Start Date.

*Ex.: John Smith replied to the My AmeriCorps invitation email on 08/15/09.
His complete paper enrollment packet was dated and received on 08/16/09.
John's criminal background check was also successfully completed on 08/16/09.
John's **earliest eligible Start Date** is 08/16/09.*

HOWEVER . . .

*John's enrollment information is not relayed to Emily until 09/28/09.
Since this is beyond the '28 days of flexibility,' John's start date can only be retroactively assigned 28 days from the present date of September 28, 2009.
Therefore, John's **official Start Date can be no earlier than 09/01/09!***