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Cancels: WSC Policy #9

POLICY

Approved by:
Mark Duncan

See Also: Member Service Agreement; POL-120; POL-121

POL – 122

MANAGING ALTERNATIVE SERVICE

This Policy applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) members.

Alternative service is a direct service activity performed outside of a member's regular service activity. E.g., not indicated on the PDF. WSC must pre-approve any exceptions to this requirement.

Members may perform alternative service in addition to their regular service, or they may need to increase service hours to ensure they successfully reach their minimum service-hours requirement.

Sponsoring organizations may require members to perform alternative service while the service site is closed for holidays, vacations, or other closures.

1. Sponsoring Organization Ensures Alternative Service is Appropriate

Alternative service must meet the following criteria:

- The supervisor must pre-approve the service activity.
- The service must align with the WSC project goals and meet a specific need as identified by the project site.
- The service must be performed under the supervision of a non-profit organization or a local, state, tribal or federal agency.
- The service must be verifiable.

2. Sponsoring Organization Forwards Request to WSC

- Enter the following information on *FRM-122 – Alternative Service Form*:

- Member name
- Sponsoring organization
- Description of the service to be performed (must be aligned with approved position description)
- Location of service
- Supervision provided
- Typical hours of service and length of time.
- Send copy of Alternative Service Form via email to WSC Program Coordinator for approval. (Must have WSC approval before beginning any alternative service hours)

3. WSC Makes Determination of Alternative Service Request

- Review request, get clarifications and do final approval or denial via email. If denied, place email correspondence in member's file.
- If approved, WSC will email the approved *FRM-122 – Alternative Service Form* to the supervisor.

4. Member Documents Service Activities on Alternative Service Form

- Use form provided to Sponsoring Organization by WSC to record and verify alternative service hours.
- Ensure form is signed by a representative of the non-profit or government agency where the alternative service was performed.
- Submit the completed form to Sponsoring Organization.
- Add alternative service hours to the WSC timesheet as regular service hours.

5. Sponsoring Organization Submits Alternative Service Form to WSC

- Once alternative service has been performed, sign and submit Alternative Service Form to WSC.

6. WSC Maintains Alternative Service Form

- WSC Program Coordinator ensures receipt of signed Alternative Service Form.
- WSC maintains form in member's file for the duration of the file's retention period.