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Cancels: WSC Policy #6

POLICY

Approved by:
Mark Duncan

See Also: Member Service Agreement; POL-105

POL – 150

MANAGING MEMBER TRANSFERS

This Policy applies to all transfer requests for any Washington Service Corps (WSC) AmeriCorps members.

Project transfers are not encouraged. Members should complete their term of service with their original service site whenever possible. WSC may approve a transfer in order to provide a positive service opportunity for the member and productive services for the affected communities.

1. Original Sponsoring Organization Submits Written Request to WSC

- Submit written request, with supporting documentation, to WSC Program Coordinator for approval prior to making arrangements with the member or potential future site.

2. Original Sponsoring Organization Coordinates Any Issues With Member Placement Fee

- For transfers between sites of the same Sponsoring Organization, work out any issues with payment of member placement fee internally.
- For transfers between different Sponsoring Organizations, coordinate issues regarding any issues with placement fees.
- Provide WSC with information about any changes to payment of member service fees.

3. WSC Program Coordinator Coordinates Internal Program Implications

- Coordinate internal implications such as, program coordinator changes, member file updates, payroll, timesheets, and eGrants.

4. Original Sponsoring Organization Submits Final Paperwork

- Forward a final performance evaluation to WSC.
- Forward a copy of performance evaluation and any other member information to new service site.

5. New Sponsoring Organization Supports Member Transition and Assumes Supervisory Responsibilities

- Interview and accept member.
- Assign a primary site supervisor and backup site supervisor who have current, cleared National Service Criminal History Checks on file with WSC.
- Ensure supervisors meet the requirements outlined in *POL-105 – Providing Adequate Supervision of Members*.
- Forward a new completed and signed Position Description Form to WSC.
- Forward updated Sponsoring Organization Information Form to WSC.
- Provide member orientation to service site and Sponsoring Organization.
- Provide support to member during transition.