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POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: 45 CFR 2522.230; Member Service Agreement

POL – 141

HANDLING COMPELLING PERSONAL CIRCUMSTANCES EXIT REQUESTS

This Policy/Procedure applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC), and any other AmeriCorps project area managed by WSC, who wish to request a pro-rated education award due to compelling personal circumstances.

As outlined in the Member Service Agreement, the only way a pro-rated education award can be approved for a member who does not complete their minimum hours is because of a documented compelling personal circumstance.

WSC is required to obtain documentation of the compelling personal circumstance for auditing purposes. Documentation should be submitted at the time of exit to ensure it can be reviewed and approved in time. WSC may also request more documentation, if needed.

There are strict grant requirements for when exits must be processed. If all required documents are not received within 25 days of the exit date, WSC may deny the request and exit the member without an education award.

PROCEDURE:

1. Sponsoring Organization Notifies WSC of a Member's Request

- a. Notify your WSC Program Coordinator as soon as a Member indicates that they may request an exit for compelling personal circumstances.
 - i. The sooner WSC is involved, the more likely the chance to get all documentation in order and get the request approved.

2. Sponsoring Organization Follows Member Service Agreement

- a. Read and follow the "Release for Compelling Personal Circumstances" section of the MSA.

- b. Ensure the member understands the MSA and the requirements for a compelling personal circumstances approval.
 - i. Discuss with the member what is required
 - ii. Help facilitate submission of the request by the member when feasible

3. Sponsoring Organization Submits Recommendation

- a. Submit to WSC a written recommendation for approval or denial of the member's request. Include a brief explanation for the recommendation.