

Effective: June 1, 2015  
Revised: September 1, 2019  
Cancels: WSC Policy #6



SME Author: Mark Duncan  
Approved: James Trujillo

# POLICY/PROCEDURE

Focus Area:  
Site and Member Services

---

See Also: Member Service Agreement; POL-105

## POL – 150

### MANAGING MEMBER TRANSFERS

This Policy/Procedure applies to all transfer requests for any Washington Service Corps (WSC) AmeriCorps members or any members managed by WSC.

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.

#### PROCEDURE:

##### 1. Original Sponsoring Organization Submits Written Request to WSC

- a. Submit written request, with supporting documentation to WSC Site and Member Services Coordinator (SMSC) for approval prior to making arrangements with the member or potential future site.

##### 2. Original Sponsoring Organization Coordinates Member Placement Fee

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

##### 3. SMSC Coordinates Internal Program Implications

- a. Coordinate internal implications such as SMS Coordinator changes, member file updates, payroll, timesheets and eGrants.

##### 4. Original Sponsoring Organization Submits Final Paperwork

- a. Forward a final performance evaluation to WSC upon transfer.

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

**5. New Sponsoring Organization Supports Member Transition and Assumes Responsibility**

- a. Interview and accept member.
- b. Assign a primary site staff and backup site staff.
- c. Ensure site staff meet the requirements outlined *POL-105 – Providing Support and Oversight of Members*.
- d. Submit a copy of the new completed and signed Position Description Form to WSC.
- e. Forward updated Sponsoring Organization Information Form to WSC.
- f. Provide member orientation to service site and Sponsoring Organization.
- g. Provide support to member during transition.