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SME Author: Mark Duncan
Approved: Ashley Palmer

POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: Member Placement Contract

POL – 155

REFILLING A POSITION WHEN A MEMBER EXITS PRIOR TO 30% COMPLETION

This Policy applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project managed by WSC.

Site staff may be granted the ability to refill member positions in the event of a member exiting early, as long as the member has not completed more than 30% of their service term and additional member placements are available. In the event the Sponsoring Organization does not refill the position, the program participation fee for the position will be prorated per Section 2 below.

1. WSC Determines Eligibility and Feasibility of Requests for Refill

- a. WSC makes the final determination on award of a refill placement, based on the following criteria:
 - i. The Sponsoring Organization is not directly responsible for the early exit of the member.
 - ii. The Sponsoring Organization is in compliance with WSC requirements.
 - iii. There is a placement available to use.
 - iv. The member who is exiting early is not eligible for a full or partial education award.
 - v. There is adequate time to recruit and enroll a new member who can complete the required number of hours in a new service term that will end no later than the end of the program year for the applicable grant.
 1. The program year typically ends on August 31 for WSC programs. The program year-end date is subject to change.
- b. If a refill is allowable based on the above criteria, WSC may consider awarding one of the following options:
 - i. If a 1,700-hour member exits before completing 15% (255 hours) of their term, then WSC may consider refilling with:
 1. Another 1,700-hour placement
 2. A 1,200-hour placement

- 3. Up to two 900-hour placements
- ii. If a 1,700-hour member exits after completing 15% of their term, but before completing 30% (510 hours) of their term, then WSC will consider refilling with:
 - 1. One 1,200-hour placement
 - 2. Up to two 900-hour placements
- iii. If a member in a 900-hour placement exits prior to completing 30% (270 hours) of their term, WSC will consider refilling with:
 - 1. One 900-hour placement
- iv. Other alternative at the sole discretion of WSC
- c. **Note:** refilling a position only applies when the Sponsoring Organization has filled all awarded slots.

2. Sponsoring Organization Does Not Refill Position

- a. If the Sponsoring Organization does not refill the position, WSC will issue a pro-rated program participation fee based on the number of days the original (exited) member served. See table below:

# of Days Served	WSC Fee	WRC Fee
1 to 30 days	\$1,600	\$750
31 to 90 days	\$5,000	\$2,500
Over 91 days	Full Fee	Full Fee

PROCEDURE:

If a member ends service prior to completing 30% of their agreed service term and the Sponsoring Organization wishes to refill that position:

3. Sponsoring Organization Completes All Exit Documents

- a. Follow the instructions provided by WSC to complete and submit all required exit documents immediately upon member exit.

4. Sponsoring Organization Requests a Refill Placement

- a. Contact your WSC Site and Member Service Coordinator immediately to discuss eligibility and feasibility.
- b. Demonstrate the ability to recruit and enroll a new member for the vacated position.

5. Sponsoring Organization Recruits and Enrolls New Member

- a. Recruit a new member and get them through the enrollment process in time to start service on the date offered by WSC.