



FAQs



Partner Recruitment for the Child Welfare System Improvement (CWS) AmeriCorps Program

This document is a companion to the “CWS AmeriCorps Partner Recruitment Flyer.”

Updated: 2/26/2019

<p><u>Topic Areas</u></p> <p>A. Member Recruitment, Hiring, and Start Dates B. Trainings C. Member Benefits: Educational Award, Living Allowance, Other Benefits D. Partner Agency’s Cash Match Requirement E. Next Steps</p>	<p><u>Project Manager Contact Info:</u></p> <p>Tabitha Grier, CWS Project Manager Prevent Child Abuse California (PCA CA) 916-244-1968 tgrier@thecapcenter.org</p>
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A. Member Recruitment, Hiring, and Start Dates

1. **How does the Member recruitment, interviewing, and hiring process work?**

The Partner Agency (you) are primarily responsible for recruiting, interviewing, and hiring AmeriCorps Members. Just like if you were hiring for a normal staff position at your agency.

The Child Abuse Prevention (CAP) Center (us) supports this process in the following ways:

- There is a standard position description that you can use to post the “job opening” wherever you want to recruit.
- There is a standard AmeriCorps application that applicants fill out and submit to you.
- We help you sign up on an “AmeriCorps” website where you can post your “service opportunity” and applicants can submit applications online (you can also post the opening on other job search websites). The “AmeriCorps” website is a great way to recruit because then you give a wide range of people interested in AmeriCorps a chance to see your posting and apply.
- Many times, interested people contact our office and we have them send us a resume and cover letter and then we send that out to the whole partnership and then you can contact that person if you are interested in them. Sometimes people are wanting to move to a new community to do their AmeriCorps service.
- Answer any questions you have during the recruitment, interviewing, and hiring processes and provide guidance as needed.

2. What are the Start Dates that a Member can start serving at my agency?

Possible Start Dates for AmeriCorps Members' first day of service include:

- 9/17/18
- 10/1/18
- 10/16/18
- 11/1/18
- 11/16/18
- ...And so on...
- Note that Full-Time members (1700 hours) ***must*** have started by 11/16/18. Half-Time members (900 hours) can start as late as 3/18/19.

B. Trainings

3. What do the week-long trainings at the beginning of the program year include for AmeriCorps Members and Partner Agency Supervising Staff? And where will they take place?

- Nurturing Parenting Program (NPP)
- MCART (Mandated Child Abuse Reporter Training)
- Conflict Resolution

Additional Trainings offered either online or in-person throughout the year include:

- Protective Factors Framework
- Professional Boundaries and Confidentiality
- Cultural Proficiency
- Data Collection for the CWS AmeriCorps Program
- Leadership, Team Building, Public Speaking
- Life After AmeriCorps

Trainings will be offered at The CAP Center offices located in Sacramento. The CWS AmeriCorps Program also has a Training Manager who will travel to different parts of the state to lead trainings for members serving in that region's surrounding counties. For the 2018/19 program year, there will also be a week-long training held in Eureka, CA.

4. Does the Site Supervisor within our agency also need to attend the same week-long training that the AmeriCorps Members do?

No, it is not required that the supervisor attend a week-long training. We strongly recommend that supervisors attend (and there are no training fees involved), but it is not required. It is strongly recommended that your staff person supervising your AmeriCorps Member(s) attend the NPP portion of the training (4 days out of the 5-day training), especially if your agency is new to NPP.

It is required for members to attend one week-long training. If you did not have a member hired by the time the week-long training was taking place near you, then we will be willing to work with you to figure out an alternative plan for getting the member the required trainings. If a group of neighboring counties needed Members and Supervisors trained around the same time, then we will be willing to send our training staff out to you.

C. Member Benefits: Educational Award, Living Allowance, Other Benefits

5. What benefits do AmeriCorps Members receive?

AmeriCorps Members receive the following benefits:

- Education Award upon successful completion of their term of service
- Living Allowance (determined by partner agency by selecting a Tier # from the table below in question #9; note that these tiers are for the 2018-19 program year)
- Healthcare for Member (if they do not have other healthcare coverage and are serving in a full-time capacity)
- Reimbursement for Childcare Expenses if Eligible
- Training and Professional Development Opportunities
- Student Loan Forbearance
- Worker’s Compensation

6. What is the amount of the Educational Award members receive after they have completed their service?

	Educational Award Amount
Full-Time Member (1700 Hours)	\$ 5,920.00
Half-Time Member (900 Hours)	\$ 2,960.00

An AmeriCorps member must successfully complete their term of service (as defined in their Member Contract) in order to receive their Educational Award. In limited circumstances, a member could partially complete their term and receive a Pro-Rated Education Award. If a Member does not successfully complete their term, then they will not receive an Educational Award.

7. Is there a limit to how many terms of service one particular individual can do? Do they receive an Education Award for each term of service?

Yes, there is a limit to the number of terms. Individuals can do up to 4 terms of service with the AmeriCorps State and National Program, however the maximum amount of Educational Award dollars they can earn is equal to the value of 2 Full-Time terms of service. In other words, if the same person did 4 Full-Time terms of service, then they would receive their Educational Awards at the end of their first term of service and their second term. They would not receive Educational Awards for terms 3 and 4 (however they would still receive the living allowance for terms 3 and 4). If the same person did 4 Half-Time terms of service, then they would receive Educational Awards at the end of each of their 4 terms of service (because 4 Half-Time Ed Awards = 2 Full-Time Ed Awards). The same person cannot

serve for more than 4 terms in their lifetime (doesn't matter if it is Full-Time or Half-Time for the purposes of 4 max terms of service) in the AmeriCorps State and National Program, however, there are also NCCC and VISTA AmeriCorps programs that the person could still serve in.

8. Which members qualify for Childcare and Healthcare?

All Full-Time members (1700-hr) qualify for Childcare and Healthcare benefits. Half-Time members (900-hr) qualify if they are serving a term of 7.5 months or less (this is because the number of hours they serve per week is considered "full-time capacity").

9. How much is the Living Allowance for a Member for their entire term of service? What is their Living Allowance per pay period?

CWS AmeriCorps Cash Match/Living Allowance Table 2018/19 - FINAL						6/14/2018
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
1700-Hour Living Allowance	\$ 13,735	\$ 14,300	\$ 16,750	\$ 17,750	\$ 19,975	\$ 20,825
Cash Match (1700-Hour) w/o Healthcare	\$ 9,510	\$ 10,550	\$ 13,620	\$ 14,880	\$ 17,700	\$ 18,760
900-Hour Living Allowance	\$ 7,270	\$ 7,600	\$ 8,900	\$ 9,410	\$ 10,575	\$ 11,025
Cash Match (900-Hour)	\$ 5,150	\$ 5,890	\$ 7,490	\$ 8,120	\$ 9,590	\$ 10,140

Living allowances are distributed equally in bimonthly payments. A 12-month term of service will have 24 pay periods. To figure out living allowance per pay period, you simply take the living allowance and divide by 2 x number of months in term of service. So at Tier 1, living allowance per pay period for a 12-month term = 13,735/24 = \$572. At Tier 3, living allowance per pay period = 16,750/24 = \$697.92. It is important to understand that members are NOT paid on a per hour basis.

D. Partner Agency's Cash Match Requirement

10. What is the Cash Match required for participating in the CWS program?

Refer to the table above. You will see that depending on which Tier # you select and whether you are looking at a Full-Time or a Half-Time member, you have a range of cash match possibilities from \$5,150 to \$18,760.

The cash match amounts are per AmeriCorps Member, so if you had 1 Full-Time Member and 1 Half-Time Member at Tier 3, then your cash match is \$13,620+\$7,490 = \$21,110.

The figures above do NOT include the cost of healthcare coverage. Only 5% of members over the past 3 program years have elected the AmeriCorps healthcare coverage. However, if a site is going to host a member who is serving at least 35 hours per week, then the site has to plan for incurring health care costs. The monthly cost is \$315 and if the member has health coverage for 12 months, then the total cost would be \$3,780.

11. What if CWS AmeriCorps already has a Partner Agency in my County? What if CWS does not have a current Partner Agency in my County?

Whether a current CWS Partner Agency is located in your County or not, we want to explore the possibility of adding your agency to the CWS Partnership.

F. Next Steps

12. If my agency wants to become a CWS AmeriCorps Program partner, what are the major steps that I will need to take in order to begin implementation?

- Visit <https://capamericorps.weebly.com/cws-ameri-corps-partner-recruitment.html> .
- Submit a completed Partner Application Form.
- Get selected to join the CWS AmeriCorps program.
- Enter into the Pre-Contracting process, including submitting fiscal reports that prove that you have the capacity, experience, and financial stability to participate in an AmeriCorps Program, including: Financial Statements, Cost Allocation Plan, documentation that you have Functional Timesheets, etc.
- Execute a Partner Contract with us.
- Participate in training on Member Recruitment/Enrollment and New Supervisor Training.
- Begin Recruiting Members. Hire Members. Note that the Member Recruitment process can run parallel to the Contracting process.
- Contact Tabitha Grier at 916-244-1968 or tgrier@thecapcenter.org to discuss next steps. She will walk you through each step in the process.