



How CAP Center Supports Partners



How does the CAP Center (Child Abuse Prevention Center) support Partner Agencies participating in the Child Welfare System Improvement (CWS) AmeriCorps Program?

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

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The CWS AmeriCorps Program uses AmeriCorps members to provide family stabilization services to families and parenting education. The CAP Center is the State grantee for the AmeriCorps program and through federal grant funding pays a portion of the AmeriCorps members’ monthly living allowance, benefits, training expenses, etc. The partner agencies “purchase” AmeriCorps member slots and pay the remaining portion of the AmeriCorps members’ living allowance and other program operating costs.

The CAP Center’s role as the lead grantee in administering the CWS AmeriCorps Program is to support our Partner Agencies and the AmeriCorps members throughout their term of service by providing the following:

- Review position description and member contract to ensure that each applicant understands the role and commitment they are about to embark on
- Verify Eligibility, Conduct National Service Criminal History Background Checks, and Sex Offender Check
- Administer AmeriCorps Member Living Allowance (run payroll)
- Coordinate AmeriCorps Health Care Benefits
- Coordinate AmeriCorps Child Care Benefits
- Administer Workers Compensation
- Monitor the member’s hours to ensure successful completion of the contracted number of hours by the end of their term of service
- Assist members when challenges arise at the site that cannot be resolved at the site level (mediation)
- Support members and supervisors during the progressive discipline process
- Provide New Supervisor Orientation to new supervisors
- Provide training and technical assistance on AmeriCorps policies and procedures
- Provide and coordinate training opportunities for AmeriCorps members and Partner Agency staff
- Participate in Collaborative Meetings to Provide Updates on AmeriCorps
- Conduct/Review Data Collection & Evaluation

Partner Agencies and their service sites hosting the CWS AmeriCorps members expand their capacity to provide direct services to more client families, while also helping to develop the next generation of social workers and parent educators. Many sites hire on their AmeriCorps members once their service is complete.

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