



# MEMO

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Date: August 16, 2012

TO: AmeriCorps Program Directors

FROM: Cat Keen, Director of National Service Programs

RE: Automation of AmeriCorps Member Identity & Citizenship Verification

The Corporation for National and Community Service recently announced that the process for verifying the citizenship status of individuals applying to serve in AmeriCorps has been automated. AmeriCorps Programs can now view citizenship status under the Manage Members section of the portal. Please see attached FAQs also available at:

[http://www.americorps.gov/pdf/id\\_citizenship\\_ver\\_process\\_faqs.pdf](http://www.americorps.gov/pdf/id_citizenship_ver_process_faqs.pdf)

AmeriCorps programs should continue to document **member eligibility** information in member file as consistent with CNCS requirements and Commission guidelines.

By law, to serve in an approved AmeriCorps position, an individual must be a citizen, national, or lawful permanent alien of the United States (42 U.S.C. 12602(a)(3)). To comply with this requirement prior to February 27th, 2012, AmeriCorps grantees manually reviewed and maintained identity and citizenship documentation to ensure an applicant was eligible to service in a national service position.

Upon an individual accepting a position (or in regards to many AmeriCorps State & National positions, when the organization enrolls the individual), the individual's information will now be automatically reviewed by the Social Security Administration within 3 business days. If the individual's information is verified, the AmeriCorps grantee will not need to do anything. The individual's status will appear as "Verified" in their My AmeriCorps account and in eGrants for your records.

If the individual's information cannot be automatically verified by the Social Security Administration, AmeriCorps State & National grantees will receive an email regarding next steps which will include a request for documentation. The grantee will need to review and verify the individual's documentation and provide copies to CNCS. For AmeriCorps State and National grantees, you will be given 30 days from the date of notice to provide the requested documentation. If it is discovered that the individual is not eligible to serve and 30 days have lapsed, your organization may be responsible for any grant costs associated with the individual. Please see above FAQ link for full details.

As a reminder, in order for a member to serve, the following must be documented:

*(c) Primary documentation of status as a U.S. citizen or national. The following are acceptable forms of certifying status as a U.S. citizen or national:*

*(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;*

*(2) A United States passport;*

*(3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;*

*(4) A certificate of birth-foreign service (FS 545) issued by the State Department;*

*(5) A certification of report of birth (DS-1350) issued by the State Department;*

*(6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or*

*(7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.*

*(d) Primary documentation of status as a lawful permanent resident alien of the United States. The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:*

*(1) Permanent Resident Card, INS Form I-551;*

*(2) Alien Registration Receipt Card, INS Form I-551;*

*(3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence;  
or*

*(4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.*

*(e) Secondary documentation of citizenship or immigration status. If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien.*

*[64 FR 37413, July 12, 1999, as amended at 67 FR 45360, July 9, 2002]*

As always, if you have questions, please contact either myself or your Program Consultant. Please also see previous memo, provided on March 7, 2012.

/CK