

Pamela Dugan, State Director

147 Possum Trot Lane, Kearneysville, WV 25430

Phone (304)661-1460 Email: pdugan@frontiernet.net, www.fivepromises.wv.gov

Application Process

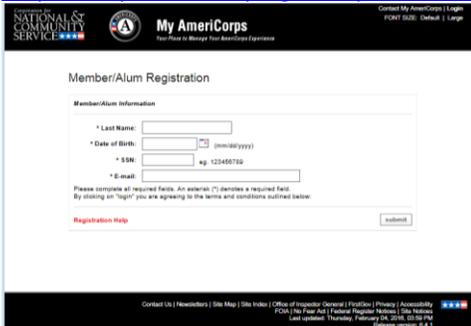
This document is meant to assist the VISTA Host Site as well as the VISTA candidate with the process.

Site Supervisor: Complete the Request For Proposal, email to pdugan@frontiernet.net for approval

Site Supervisor: Once you have been approved to Host a VISTA/SA VISTA, all available candidate applications will be sent to you

Site Supervisor: You may interview an applicant before they apply online or afterwards

Site and Applicant: *all applicants must register/complete profile at*
<https://my.americorps.gov/mp/member/registration.do>



Answer Questions: Last Name: Date of Birth: Social Security Number: Email:

Applicant: will complete a registration and hit "Submit".

Applicant: Once you created your profile, you'll receive a message that will ask you to validate your profile. Be sure to follow the instructions in this message within 72 hours, or your profile will be cancelled. Next, complete your registration, using the information (SSN, Last Name, etc.) you entered. There may be a delay of up to one hour before the system processes your registration. If you receive a message that reads: *There is no record in the system matching your information. Please check the information you entered and try again or contact the My AmeriCorps hotline by calling 1-800-942-2677.*

Applicant: Before you get started gather the following information:

- ✓ Your full legal name
- ✓ A valid email address. You will need to receive a message from AmeriCorps to continue, so double check this before you proceed.
- ✓ Your Social Security number
- ✓ Your date and location of birth your citizenship/residency status
- ✓ Your expected dates of availability
- ✓ Your mailing and permanent addresses
- ✓ A valid phone number
- ✓ Your Zip+4 postal code. Look it up here.
- ✓ Your military/veteran's status
- ✓ Any interests, skills, experience.

Applicant: Once you have logged into your profile, click Applications in the navigation bar, then click Create Application. Have ready: motivational statement, description of your skills and experience, educational history, community service history, employment history, criminal history, and references. *(It is highly suggested if you are a slow typist or long thinker that you type your responses first in Word. As the system will time you out if you break to long.)*

Applicant: Once the application is complete, the references must be completed. Click the "References" section to the left, please complete the information and *please check the boxes related to the two references* you want to be viewed. Remember your reference CANNOT be your potential AmeriCorps Site Supervisor where you want to serve or a family member AND as professional courtesy, also to speed up the process, contact your reference in advance to let them know you are using them. Encourage them to complete the online reference form immediately. Applicant-double check your email and references email please, it is VERY important emails are correct. Once the References are submitted the



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applicant will need to select “Service Listing” on the left. *Program Type:* VISTA *Program Name:* **West Virginia’s Promise-The Alliance for Youth**. For Summer Associate candidates *Program Name:* **West Virginia’s Promise-The Alliance for Youth-SUMMER**. Once the program has been found at the bottom of its page if the application is complete there will be an “Apply Now”...click it!

An automatic email will be sent to Project Director-Pam Dugan stating you have submitted your application

Site Supervisor: If you are aware of applicant applying that you are interested in please send the applicants name to WV’s Promise Project director-Pam Dugan, pdugan@frontiernet.net .

Applicant: Citizenship documentation is required, see below page 3. This is completed online.

Project Director views the application and can send the application electronically to the site supervisor, when two references have completed their section

Site Supervisor is required to

- a. check references
- b. interview applicant
- c. recommend applicant to Pam via email stating the applicants name you are recommending

Site Supervisor: If and when the site selects an applicant (please let Pam know if you want to recommend an applicant, send an email with applicants name stating you are “**Recommending**” them, along with the start date)

WV’s Promise Project Director-Pam Dugan is required to complete online sponsor evaluation form for that applicant

WV’s Promise Project Director-Pam Dugan, recommends the applicant online

WV Corporation for National and Community Service (CNCS) reviews application online

CNCS accepts (as long as there are resources available) and offers the position to the applicant or declines the applicant for the project

Applicant: must go back online to accept the offer!

Site and Applicant: get in touch with each other as far as start dates and times after PSO, dress codes, lunch breaks, what’s expected from both sides of the table throughout the VISTA’s term and everything else.

Applicant: BEFORE your PSO go back online to your portal where you applied and complete the following: (remember to hit the “SAVE” button after completing each one of these)

- ✓ Trainee Registration Profile
- ✓ End of Service Options: * “Segal AmeriCorps Education Award” or * “Stipend”
- ✓ Living Allowance
- ✓ Direct Deposit
- ✓ Tax Statements
- ✓ Unpaid Compensation Information
- ✓ W2
- ✓ Service Letters
- ✓ Travel form (only if you are relocating & or attending PSO Classis Trainees)

Site and Applicant: Keep in contact and up to date with Pam Dugan and VISTA Leader as to how things are going and Reports! Learn a lot and Take a lot of Pictures! Then share them with Pam and the VISTA Leader!

For Questions during the application process:

Call the VISTA Hotline: 1-800-942-2677

OR VISTA Leader: Neha Butani, 1-505-306-8263, neha.vistas@gmail.com

OR Pam Dugan pdugan@frontiernet.net 304-661-1460

Site Supervisor & Applicant PSO (Pre-Service Orientation) Information:

- **Summer Associate VISTAs 2016:** Before Pre-Serve Orientation (PSO) (date TBA) applicant and Site Supervisor will also need to complete the Terms, Conditions and Benefits online training at www.VISTAcampus.org. Once you have completed the Terms, Condition and Benefits (please allow 90 minutes to complete) Please send an email stating you have completed TCB. SA VISTA’s if there is a certificate please print and take a copy to PSO.
- **2016 Yearlong VISTA opportunities:** There are two types of PSO’s, Classic & Blend.

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1. **Classic** (old style-candidate travels to training for 4 days, Candidates who do not have the necessary skills or resources to succeed in an online learning environment will attend the PSO Classic.)

2. **Blend** (the candidate training consist of 5 weeks, at Site, no travel necessary, which allows more frequent start dates)Pre-Service Period:

- My AmeriCorps Portal
- Fingerprinting
- 4 X Online Tutorials

Report to Site:

- Day 1: Live Webinar
- Week 1-2: On Site Orientation & Training, Coursework
- Week 3: Live Webinar
- Week 4: Coursework
- Week 5: Coursework

• Pre Service Orientation dates:

PSO Date and Kind	Concept Papers Due	VADs Due	Applicants Due to State Office
PSO Blend, VISTA Start Date: 06/13/2016 *Webinar at 3pm EST on Day one	Already approved projects only	Already approved VADs only	5/20/2016
PSO Blend, VISTA Start Date: 06/27/2016 *Webinar at 3pm EST on Day one	5/18/2016	5/25/2016	6/3/2016
PSO Blend, VISTA Start Date: 07/11/2016 *Webinar at 3pm EST on Day one	6/1/2016	6/10/2016	6/17/2016
PSO Classic: 7/18/2016-7/21/2016- Orlando, FL	6/15/2016	6/25/2016	ASAP-If you have someone you think can get into the PSO, please provide us their names and status no later than Friday, June 10 th at NOON
PSO Blend, VISTA Start Date: 07/25/2016 *Webinar at 3pm EST on Day one	6/15/2016	6/25/2016	7/1/2016
PSO Classic: August 1-4 *Location To Be Determined	7/1/2016	7/11/2016	7/15/2016
PSO Blend, VISTA Start Date: 08/05/2016 *Webinar at 3pm EST on Day one	7/1/2016	7/11/2016	7/15/2016
PSO Classic: August 15-18 *Location To Be Determined	7/1/2016	7/11/2016	7/15/2016
PSO Blend, VISTA Start Date: 08/22/2016 *Webinar at 3pm EST on Day one	7/10/2016	7/20/2016	7/29/2016

- **Site Supervisor and Applicant:** will also need to complete the Terms, Conditions and Benefits online training at www.VISTAcampus.org. You will need to establish an account; a user name and password. Once you have

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- **Site Supervisor:** Host Site Supervisor Orientation <http://www.vistacampus.gov/resources/sub-site-supervisor-orientation-0>

Below are some webinars that may be of interest to site supervisor are:

- [Retaining VISTAs Throughout the Project Lifecycle](#)
- [Supporting the Whole VISTA](#)
- [Retention: Maximizing VISTA Success and Satisfaction Throughout the Project Lifecycle](#)
- [Beyond VISTA: Project Sustainability Approaches & Strategies](#)

Applicant:

Citizenship Documents

The eligibility requirements are more stringent for the education award.

To qualify for an education award, an individual must be a U.S. citizen, a U.S. national or a lawful permanent resident alien.

To qualify for a post service cash stipend, an individual need only be a legal resident of a state.

Any member that re-enrolls will need to submit documentation that meets the new requirements. The Site will send an email confirming that they reviewed the required documentation for the re-enrollee and send the confirmation to the VMSU.

Lists of Acceptable Documents

Required Documentation for a U.S. Citizen of U. S. National (education award eligible)

- **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, OR (*A U.S. birth certificate alone fully meets the requirements to serve in AmeriCorps SA SA SA VISTA and to receive an education award.*) OR,
- US Passport- (*a passport is issued only to U.S. citizens; it may be accepted as proof of U.S. citizenship even after its expiration date. In addition, accepting a U.S. passport is consistent with AmeriCorps State and National policy.*) OR
- A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department, OR
- A certificate of birth-foreign service (FS 545) issued by the State Department, OR
- A certification of report of birth (DS-1350) issued by the State Department, OR
- A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service, OR
- A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

Required Documentation for a Lawful Permanent Resident Alien (education award-eligible)

- The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:
- Permanent Resident Card, INS Form I-551 ("Green Card"); OR
- Alien Registration Receipt Card, INS Form I-551, OR
- A passport indicating that the Immigration and Naturalization Service has approved it as temporary evidence of lawful admission for permanent residence. OR,
- A Departure Record (INS Form I-94) indicating that the Immigration and Naturalization Service has

Required Documentation for Persons Legally Residing in a State (cash stipend-eligible)

An individual who does not provide documentation of eligibility for the education award as stated above may still demonstrate eligibility to serve in AmeriCorps SA SA SA VISTA by providing proof of legal residency in a state. Previously this was satisfied by providing a copy of a Government issued photo ID (e.g, drivers license) and a social security card. On the effective date of this procedure change, an individual must provide government-issued photo identification and an immigration document demonstrating legal residency in a state. Examples include refugee status, asylum status, and temporary protected status. Consult with the State Office to ensure appropriate documentation for such individuals.