



# Serve Washington Certification of Staff/Member Eligibility

Instructions: The legal applicant is required to submit a Certification of Staff/Member Eligibility form to Serve Washington each month in which the program hires new staff or enrolls a new member(s). The form must accompany the monthly invoice package. Check all that apply.

I certify that National Service Criminal History Checks for staff noted below were timely and compliant with current grant requirements. We have determined that the individual(s) are eligible to charge time to the AmeriCorps grant. Evidence is securely documented on-site.

New Staff Name: Jane Doe

New Staff Name: \_\_\_\_\_

New Staff Name: \_\_\_\_\_

I certify that eligibility documentation and National Service Criminal History Checks for each individual listed on the eGrants Member Roster were timely and compliant with current grant requirements. We have determined that they are eligible to serve as an AmeriCorps member(s) in our program. Evidence is securely documented in each member file.

See Attached Roster Dated: 9/5/16

Program Name: AmeriCorps X

Printed Name: Robyn Harris

Signature: R Harris

9/10/16  
Date Signed

For Internal Use Only  
Reviewed By: \_\_\_\_\_  
Date: \_\_\_\_\_