

## Bristol Town Administrator

---

**From:** Brian LaClair <brianlaclair@gmail.com>  
**Sent:** Wednesday, September 12, 2018 9:08 AM  
**To:** Bristol Town Administrator; Recreation Director  
**Subject:** AmeriCorps / VYDC  
**Attachments:** Tayler Goodwin, Bristol Hub.pdf; 4-VYDC 18-19 Financial Matters, 30 Apr 18.pdf

Hi Valerie,

As you are aware, the Hub has had a long standing partnership with the Vermont Youth Development Corps which is a grantee of AmeriCorps.

Over the last month, we've been in the usual "recruitment" period of VYDC and have found a candidate that would be a fantastic fit at the teen center (who is equally excited about the opportunity!)

Tayler Goodwin is 23 years old from North Carolina. She studied Music Therapy at East Carolina University. Tayler can bring a wide range of experiences, new programing, and incredible new opportunities to the youth we serve. We believe she would be a fantastic placement at the Hub because of her life experiences (living her life as part of a marginalized community, raising her siblings as a parental figure), her education in music therapy, and previous experiences working with youth. I've included Tayler's application / resume that was sent to AmeriCorps below.

This is the process that we have gone through so far:

I initially interviewed Tayler via a phone call. After being incredibly impressed with her candor, qualifications, and how incredibly in touch she is with the needs of youth (and The Hub in general), Meridith and Alex performed an interview with her via Skype and were equally impressed.

We forwarded our recommendation to VYDC. They additionally performed an interview with Tayler and are recommending her for service through VYDC at the Hub.

Financially, we would be funding this position through two United Way grants that need to be spent out. UWAC 13/14 and UWAC-Hub with any additional funds needed coming from PREP '18 (as Tayler will be trained in our Personal Responsibility / Sexual Education programing through the VT Department of Health). We are responsible for 50% of the stipend paid to the AmeriCorps Member by AmeriCorps.

AmeriCorps members are paid through the town's payroll. CNCS (the organization that funds VYDC) dictates that that the entire living allowance be divided by the number of pay periods for the entire term of service and that the amount be the same each pay period, regardless of the number of hours served. The one exception would be the final pay period if the living allowance amount does not divide evenly, and in that case, the final living allowance check would be adjusted to ensure that the VYDC member received the exact amount of the living allowance. We are reimbursed for 50% of the expense quarterly.

Tayler would be considered a "Reduced Fulltime Member" with a total of 1210 hours to serve at the Hub over a period of 8 months (or less).

I've included VYDC's entire funding sheet below (and have discussed it with Jen, who has experience in paying AmeriCorps members in the past) however, the total amount we would be responsible for during her service would be right around **\$6,216**.

We would like the approval of both yourself and the Select Board in having Tayler serve as the AmeriCorps member at the Hub Teen Center. We believe our partnership with AmeriCorps is incredibly valuable to the teen center and the positive impact that we have on our community.

Additionally, if it would help with your recommendation, I can organize a Skype meeting between Tayler and yourself for this week.

**Brian LaClair**

Director of [The Bristol Hub Teen Center & Skate Park](#)

M - F / 12PM to 6PM / **(802) 453-3678**



Cell Phone / **(802) 324-3620**

## Application - *Taylor Goodwin*

---

**Name:** Taylor Goodwin  
**Preferred Name:** Tayler  
**Applicant ID:** 1517758  
**SSN:** \*\*\*\*\*5348

**Date of Birth:** 04/14/1995

**Username:** taylergood  
**E-mail:** taylergood08@gmail.com  
**SSN Status:**   
**Citizenship Status:** 

**Current Mailing Address:**  
490 S Peace Haven Rd  
Winston Salem, NC 27103 - 5973  
**Preferred Phone:** 336-391-6837  
**Other Phone:**

**Permanent Address:**  
490 S Peace Haven Rd  
Winston Salem, NC 27103 - 5973  
**Preferred Phone:** 336-391-6837  
**Other Phone:**  
**Preferred Method of Communication:** E-m

---

### Residence Informatio

**Status:** U.S. Citizen  
**City:** Winston-Salem  
**State:** NC  
**Country:** United States of America

---

### Additional Informatio

**Earliest Availability Date:** 07/02/2018

---

**Interes**

I have completed most of the music therapy degree at East Carolina University. There, I had practicums with children with special needs and teens in rehabilitation.

**Highest Level of Education:** Some college

---

### East Carolina University

**Location of School:** Greenville, NC

**Attended from:** 08/2013

**Attended through:** 05/2017

**Major:** Music Therapy

**Type of degree or certificate:** Bachelor of Arts

**Date received or expected:**

### Skills

- **Counseling :** In my 4 music therapy practicums I worked with geriatrics, children with average and special needs, and teens who were rehabilitating from substance abuse.
- **Fine Arts/Crafts :** I started band in the 7th grade on trumpet. After 3 years I switched to french horn and played that throughout college. I am on intermediate level on guitar and piano.
- **Team Work :** I have 10 years experience playing in a variety of instrumental ensembles. There I learned

how and when it is appropriate to lead or follow.

- **Leadership :** I participated in marching band all 4 years of high school. There I was a section leader for 2 years and drum major for 1. I did college marching band for 2 years and section leader for 1.
- **Public Speaking :** Along with my leadership positions in ensembles, I was the vice president of the ECU Music Therapy Club and the ECU Horn Club. I developed my skills to direct and provide information to large groups.
- **Computers/Technology :** I am proficient in using Microsoft Office, emails, and social media. I am also a moderately fast typist.
- **Writing/Editing :** I am able to find credible sources online and print for research. I can read different kinds of data and research, then present information in a concise fashion. I also understand basic grammar.
- **Communications :** After my experience in practicums, I am confident that I can speak to any age group in an articulate and appropriate way. I am an empathetic listener who can also look at an issue from all angles.

## Certifications

---

**Name**  
Basic Life Support for Healthcare  
Providers

**Expiration Date**  
06/19/2020

**Languages**

---

■ Applicant does not speak any foreign languages.

## Experience

---

### Production Assistant

**Artwear Embroidery , Kernersville, NC 07/2017 to 01/2018**

■ *examining products, maintaining cleanliness, quality control* 40 hours per week.

**Supervisor:** Heidi Miller  
**Phone:** 336-389-8787  
**E-mail:** accounting@artwearinc.com

**Reason for leaving:** Laid Off

---

### Sales Associate

**Panera Bread, Greenville, NC**

■ *cashier, barista, costumer service*

**06/2016 to 07/2017**

24 hours per week.

**Supervisor:** Phil Muir  
**Phone:** 252-327-8553  
**E-mail:** pjmuir@hotmail.com

**Reason for leaving:** Moved out of Greenville

---

### Student Associate

**ECU Joyner Library:NC Special Collection, Greenville, NC 09/2015 to 05/2017**

■ *catalog research, shelving of books and other resources, clean maintenance* 18 hours per week.

**Supervisor:** John Lawrence  
**Phone:** (252) 328-4088

**E-mail:** lawrencej@ecu.edu

**Reason for leaving:** Moved out of Greenville

- **Not applicable**

**Motivational Statement:**

I would like to be part of AmeriCorps because I believe they provide services to those whom need it most in our country, and as someone who once needed it most, I resonate deeply with that. As a child growing up in a lower class and separated family, I was always conscious life expenses and stress that it put on my family. When there were after school club, tutoring, or events I could not attend because I had to ride the bus home for my parents worked well into the evening and could not pick me up. I remember struggling with homework and getting low test scores because my family either could not help or were too tired to have the patience needed to help me. Even through high school, when I asked teachers for extra tutoring or test corrections, they would say come early before the bell or after school. They would be upset with me when I told them I couldn't come because my overpacked bus was late every morning and if I stayed after school I wouldn't have a way to get home. I always felt left behind my peers because I couldn't do seemingly simple things like they could. Financial stress not only affected my education, but also hindered me from living as a normal child. I have a younger brother who is 8 years younger than me and a sister who is 13 years younger than me. Most of my free time was raising them, especially my sister. My older sister and I bathed, fed, and taught our siblings. We had the responsibility to care for them as older siblings, but because of our family dynamics, we took on the roles of parental figures. Because of my experience with my family and socio-economic struggles, I can empathize with others in a comparable situation. My whole life I have loved children, so it would be such an honor and joy to do something that would help a child even if it is just one. The main thing that attracted me to AmeriCorps is all the services that are targeted to the wellbeing of children; joining AmeriCorps would give me the opportunity to give the support that I never had. While providing children with basic needs is important, I feel that emotional and psychological needs are equally as important. I am someone who stressed the importance of mental health and I have the empathy and patience to those battling it. Children should always feel comfortable and heard. If I join this organization, I feel that I could directly provide comfort to a person in need and that would make me extremely happy.

**Why Do I Volunteer:**

Due to financial struggles, I was unable to participate in community service as much as I would have liked to. In lieu of that, I did my best to help fellow colleagues and friends to my best ability. Whether it was giving rides to someone who lost their car keys or just being a source of emotional support, I made myself available. In my third year of college, a close friend of mine was in an abusive relationship. Upon hearing about this, I gather

mutual friends and colleagues and mutual friends to help move her things out of her apartment and into mine. Over the next few months, she stayed in my room and I was her caretaker. I provided her with emotional support, protection, and helped her handle logistical needs until moved to the next phase of her life. To this day we are very close friends.

---

## **Agape Faith Church**

**City:** Clemmons  
**State:** NC  
**Phone:** 336-766-9188

### **Description of Involvement:**

I volunteered in the church nursery and kindergarten level class; infants to six year olds. My responsibilities included working as a team with leaders and other assistants to create a safe, organized, and enriching environment. Along with this is further developed my abilities to take directions and criticisms. I am able to care for multiple infants and children's hygiene simultaneously.

### **Dates of Involvement and Hours:**

<b>From (mm/yyyy):</b>	08/2007
<b>To (mm/yyyy):</b>	10/2011
<b>Hours/month:</b>	8

---

Applicant has not been convicted of any criminal offense and is not facing any pending charges or on probation/parole.

### **References**

---



## Mary Burroughs

**Title:** Professor of Horn  
**Organization:** East Carolina University  
**E-mail:** burroughsm@ecu.edu  
**Work Phone:** 252-328-6341

### Reference Information

**Name:** Mary Burroughs  
**E-mail:** burroughsm@ecu.edu  
**Organization:** East Carolina University

**Address:**  
102 A.J. Fletcher Music Center  
East Carolina University  
Greenville, NC 27858 - 4353  
Is this a foreign (non-US) address? Check here.

**Home Phone Number:** 252-341-5987  
**Work Phone Number:** 252-328-6341

**How long have you known the applicant?** Years: 4 Months: 0

**In what capacity have you known applicant?**

- Job Supervisor       High School Teacher       Clergy  
 Volunteer Supervisor       College Instructor       Coach  
 Other(specify):

**\*In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one.**

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Unsatisfactory performance

**\*KNOWLEDGE OF THE APPLICANT:**

**Please describe the situation in which you know the applicant.**

---

I was Tayler's instructor on the French horn for her 4 years of undergraduate study. We met one-on-one once a week and as a class once a week. She also performed in a horn ensemble that I conducted for a few semesters.

**\*WORK PERFORMANCE**

**Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.**

---

Tayler was always there when I asked her to help out in a situation. She also took the initiative to work on projects without my suggestion and was always able to work with her peers. I observed her showing very much concern and caring for one of her colleagues who needed a friend. Tayler went above and beyond to help this person deal with a very difficult situation in her life.

**\*RELATIONSHIPS WITH OTHER PEOPLE**

**AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.**

---

From my observations, Tayler got along with everyone. She was often the cheerleader to encourage her peers or a pacifier when there was conflict. I also observed her working with music therapy clients, many

of whom had some type of mental and/or physical deficiency. She was very kind and upbeat with them.

**\*EMOTIONAL MATURITY:  
Please comment on the applicant's ability to adapt and work under difficult and changing conditions.**

Taylor seemed always to be able to go with the tide. Her musical studies often challenged her, but she never gave up. Receiving a music degree in 4 years is a challenging tasks because of the large number of hours necessary to spend practicing one's major instrument and to master difficult classes. Taylor not only learned to play her major instrument, the horn, but learned many other instruments to be able to work with her future clients.

**ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**

**If you wish, use additional comments to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps - such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.**

Even when Taylor was struggling to fit all of her work in, she never gave up. I think that one of her strongest points is her cheerfulness and ability to relate to others. I can't think of any reason why she would not be successful in AmeriCorps and I wish her all the best.

**Overall recommendation  
What is your overall recommendation?**



I recommend the applicant for AmeriCorps service.



I have some reservations, but I believe the applicant will succeed in serving with the AmeriCorps.



I do not recommend this applicant for AmeriCorps service.

**I AUTHORIZE** the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.

**I DO NOT** authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.

---

---

**John Raynor Moore Lawrence**

**Title:** Assistant Director for Special Collections  
**Organization:** East Carolina University Joyner Library  
**E-mail:** lawrencej@ecu.edu  
**Work Phone:** 252-328-4088

**Reference Information**

---

**Name:** John Raynor Moore Lawrence  
**E-mail:** lawrencej@ecu.edu  
**Organization:** East Carolina University  
Joyner Library

**Address:**  
1000 E 5th St  
3300 J.Y. Joyner Library  
Greenville, NC 27858 - 4353

Is this a foreign (non-US) address?

Check here.

**Home Phone Number:**

**Work Phone Number:**  
252-328-4088

**How long have you known the applicant?** Years: 2 Months: 9

**In what capacity have you known applicant?**

- Job Supervisor       High School Teacher       Clergy  
 Volunteer Supervisor       College Instructor       Coach  
 Other(specify):

**\*In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one.**

- Outstanding performance  
 Above average performance  
 Satisfactory  
 Below average performance  
 Unsatisfactory performance

**\*KNOWLEDGE OF THE APPLICANT:**

**Please describe the situation in which you know the applicant.**

---

Taylor worked with me two academic years and a summer session as a student employee in the North Carolina Collection of Joyner Library. During that time, I was her direct supervisor.

**\*WORK PERFORMANCE**

**Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.**

---

Student library assistants usually begin with basic tasks associated with the maintenance of the collection. As they become familiar with the collection and our services, we entrust more complicated assignments. Taylor learned the basic tasks quickly and was soon

helping us with duties. This was a time when we were undertaking major projects that included inventorying 75,000 items in the collection, correcting catalog records and shifting major parts of the collection. These were team projects that required attention to great amounts of detail. The inventory required handling every volume in the collection, scanning each item into the catalog, and noting a wide range of corrections that needed to be made. Tayler complete her share of the work with great care. Since she often worked during the late afternoon or evening, she often worked independently. She recorded hundreds of needed corrections with great accuracy helping us to improve accounting for all of our materials. She always completed her share of the work in a timely manner and then helped others complete theirs. She was equally conscientious in reporting any changes to her schedule and making up any time lost.

**\*RELATIONSHIPS WITH OTHER PEOPLE**

**AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.**

---

Though quiet Tayler is not withdrawn. She is quite friendly and takes a genuine interest in others. Her calm, concerned and deliberate manner inspires trust and in a team environment helped coworkers to focus on their respective tasks. They learned to depend on her knowledge and assistance; and several formed close personal relationships with Tayler. In her volunteer work for her program, Tayler worked with a wide range of clients from kindergartener to the elderly and infirm. It was clear that she got along well with people in all these situations.

**\*EMOTIONAL MATURITY:**

**Please comment on the applicant's ability to adapt and work under difficult and changing conditions.**

---

For the entire time that Tayler worked with me, she was also a major in ECU's music therapy program. That program required that students volunteer 10-15 hours a week during every semester that they were in the program. Those internships were unpaid, and in order to support herself, Tayler needed to work an additional 10-15 hours a week for the library. This meant she was essentially working two jobs for up to

30 hours a week on top of a full time course load. Tayler easily handled the stress of juggling these multiple commitments. Her workload was far higher than most students that I have encountered in recent years, yet she was always cheerful and fully focused on the tasks in front of her.

**ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**

**If you wish, use additional comments to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps - such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.**

---

I would recommend Tayler Goodwin for almost any sort of employment. She is extremely conscientious of her responsibilities and quite dependable. She is invariably calm and respectful. Her clear concern for others and for the quality of her own work inspires trust. My own son having worked for and with AmeriCorps programs for five years after graduation from college, I am well aware of the sorts of commitments your programs require. I am confident that Tayler is more than equal to those demands and will prove capable and beneficial wherever you place her.

**Overall recommendation**

**What is your overall recommendation?**



I recommend the applicant for AmeriCorps service.



I have some reservations, but I believe the applicant will succeed in serving with the AmeriCorps.



I do not recommend this applicant for AmeriCorps service.

**I AUTHORIZE** the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.

**I DO NOT** authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant.



**VERMONT YOUTH DEVELOPMENT CORPS AMERICORPS STATE PROGRAM**  
 A PROGRAM OF THE WASHINGTON COUNTY YOUTH SERVICE BUREAU/BOYS & GIRLS CLUB  
 P.O. Box 627 / 38 ELM STREET MONTPELIER, VERMONT 05601-0627

TELEPHONE: 802.229.9151    FACSIMILE: 802.229.2508    E-MAIL: VYT.VYDC@WCYSB.ORG    WEBSITE: VERMONTYOUTHAMERICORPS.ORG

**IMPORTANT!! Please Read Thoroughly---DRAFT**

**TO:** Host Site Supervisors  
**FROM:** M. Kadie Schaeffer, Director of National Service Programs  
**DATE:** 15 February 2018  
**RE:** Information regarding the **2018-2019** VYDC Grant

For the program grant year (**2018-2019**), the Vermont Youth Development Corps AmeriCorps State Program (VYDC) will place fulltime, halftime, reduced halftime, quarter-time, and minimum-time members around Vermont at organizations that, promote healthy futures, support youth in military families, assist youth in developing academic and job skills, and build developmental assets and resiliency in youth.

**Site Supervisor Meeting**

During the year, there will be three or four **mandatory** meetings and training session for all VYDC site supervisors. Dates will be sent out later.

**OVERVIEW OF FY 2018-2019 COSTS FOR HOST SITES**

Type of AmeriCorps State Position	Minimum # of Hours	Time Frame (# Months)	Member Living Allowance	Site's Contribution to Living Allowance: 1/2 Total	≈ FICA --Site Pays 100% (rate of 7.65%)	Worker's Comp Site pays 100%	Health Insurance Site Pays 100% if member chooses coverage	Operating Match, Cash or In-kind (supervision, space, mileage, equipment, etc.)—Based on Actuals Reported by Sites	Cash Contribution	Approximate <sup>4</sup> Total Cash Contribution <u>without</u> AmeriCorps Insurance; and <u>with</u> estimated Workers' Comp of \$100	Education Award Paid By National Service Trust
Fulltime	1,710 Hrs.	10-12 Mos.	\$13,800	\$6,900	≈\$1,056	Determined by Site's rate	For members serving in a fulltime capacity. <b>\$281.92</b> per month (as of 1 Sep 2017) Check w/VYDC; premium may change as of 1 Sep 2018	\$10,000	\$550	\$8,606	\$5,920.00
Reduced Fulltime	1,210 Hours	8-12 Mos.	\$9,742	\$4,871	≈\$745			\$8,000	\$500	\$6,216	\$4,414.00
Halftime	910 Hrs.	5-12 Mos.	\$7,306	\$3,653	≈\$559			\$6,000	\$450	\$4,762	\$2,960.00
Reduced Halftime	680 Hrs.	4-12 Mos.	\$5,480	\$2,740	≈\$419			\$5,000	\$350	\$3,609	\$2,255.24
Quarter Time	455 Hrs.	3-6 Mos.	\$3,654	\$1,827	≈\$279			\$2,000	\$250	\$2,456	\$1,566.14
Minimum Time	305 Hrs.	3-6 Mos.	\$2,436	\$1,218	≈\$186			\$1,000	\$150	\$1,654	\$1,252.91

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



This year, program year **2018-2019 (1 September 2018 through 30 September 2019)**, host sites will be responsible for paying **fifty percent (50%)** of each member's living allowance.

Host sites will be responsible for paying **one-hundred percent (100%)** of the following for each member: the employer's **FICA** costs; the **Worker's Compensation** costs; **health insurance** costs for members serving in a fulltime capacity, if the members choose the health insurance offered through AmeriCorps; and mileage reimbursement costs.

**Host sites will need to provide an operational match. (See chart above. Operational match includes supervisor's time, space, equipment use, travel/mileage, etc.)**

## Host Site Cash Match

### Living Allowance

*See chart on page 1 for amounts for each type of position.*

The amount of the AmeriCorps living allowance cannot be altered in any way.

A grant from the Corporation for National and Community Service (CNCS) pays for fifty percent (50%) of the living allowance, and the host site pays the additional fifty percent.

VYDC strongly suggests that the host sites' portion of the living allowance **(50%)** be from **non-federal cash dollars. In addition to the match for the living allowance, VYDC suggests that, if possible, HSOs NOT to use other federal funds for match for FICA, Worker's Compensation, AmeriCorps health insurance, as well as any other match.** CNCS has allowed the use of federal funds, however it is not the preference. Sites using other federal funds as match for the member living allowance, may run the risk of having CNCS disallowing those funds as match. The Frequently Asked Questions (FAQs) provided by CNCS seem to indicate that other federal funds can be used as match for the member living allowance. (source: [CNCS FAQs](#)). FAQs do not carry the same weight as regulations or law.

Host sites seeking to use other federal funds for match must obtain approval in writing from the granting agency, that written approval is sent to VYDC to review prior to the host site using the funds as match, and VYDC approves the use of those other federal funds as match. Host sites should understand that CNCS might not honor this as match. [Risk: if CNCS disallows using federal dollars as match, then the HSO might be responsible for reimbursing the federal agency from which the payments were made.]

**How VYDC members are paid:** Host sites put VYDC AmeriCorps members on the host sites' payroll and pay the VYDC AmeriCorps members according to the established pay periods (weekly, bi-weekly, bi-monthly). CNCS dictates that the entire living allowance be divided by the number of pay periods for the entire term of service and that the amount be the same each pay period, regardless of the number of hours served. The one exception would be the final pay period if the living allowance amount does not divide evenly, and in that case, the final living allowance check would be adjusted to ensure that the VYDC member received the exact amount of the living allowance.

**What is needed for reimbursement:** Although host sites initially pay the full amount of the living allowance each pay period, VYDC will reimburse host sites for half of the living allowance paid on a quarterly basis. In order for the host site to receive a quarterly reimbursement, the following must be on file at the VYDC:

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



- 1] A current W-4 form for each member
- 2] Approved timesheets for each member for all weeks in the quarter (period covered by reimbursement request)
- 3] All member forms [e.g., application, enrollment, and member forms (including but not limited to signed Member Agreement and Member Position Description, National Service Criminal History Check results, copy of a birth certificate or passport, copy or driver's license, copy of Social Security Card, and mid-term and end-of-term evaluation—in applicable quarters)]
- 4] The complete quarterly program report with required documentation
- 5] The complete financial report with required documentation
- 6] A printout of the detail for each living allowance check paid for that quarter
- 7] A printout of payments made for **Health Insurance** (if member has insurance through AmeriCorps)
- 8] Facesheet of Worker's Compensation Policy (and acknowledgement that member is covered by policy), if sites policy is prorated
- 9] Up-to-date Certificate of Liability Insurance (and automobile insurance if members are covered under the site's policy)
- 10] All required site forms (e.g., Site Information Form, Host Site Agreement, Supervisor NSCHC form)
- 11] **Complete National Service Criminal History Check for VYDC members, supervisor, and any other staff whose time is used as match.** [VT Criminal Information Center (VCIC) check; FBI fingerprint check; criminal background check in the state where covered person was living when applied; National Sex Offender Public Registry Website (NSOPRW) check; VT Child Abuse and Adult Abuse Registry Checks]
- 12] The a copy of W-2 form (2018), due to VYDC by **15 February 2019**; a copy The W-2 form (2019) must be received by VYDC by **15 February 2020**.

### FICA, Federal Unemployment Taxes, and State Unemployment Taxes

**Federal Insurance Contributions Act (FICA):** AmeriCorps living allowances are subject to FICA (Social Security and Medicare) tax withholding. The host is responsible to pay one hundred percent (**100%**) of the **FICA** costs for each member. [That means that 7.65% of the living allowance check is withheld and the site pays the additional 7.65% on behalf of the member.]

**Federal Unemployment Insurance Tax (FUTA):** "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists. The grantee may not charge the cost of unemployment insurance taxes to the grant unless mandated by state law." [source: *AmeriCorps State and National Policy Frequently Asked Questions (FAQs)* # C.23]

**State Unemployment Tax (SUTA):** Members **are not** subject to State Unemployment Insurance (SUI). Therefore, **SUI should not be charged against an AmeriCorps member's living allowance.** [In a letter to all AmeriCorps members, dated 30 June 2009, The VT Department of Labor, stated that, "... For unemployment purposes, you are considered to be a volunteer. As such, your living allowance checks is (sic)

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



not considered wages and can not (sic) be used to find eligible (sic) for unemployment compensation when you finish your term of service.”]

**Income taxes.** HSO must withhold personal income taxes from the member living allowance; and the HSO must ensure that each member completes the IRS W-4 form at the beginning of the term of service and providing the IRS W-2 form at the close of the tax year. HSOs must send a copy of the W-2 form to VYDC; the copy of the W-2 form is due VYDC by 15 February of the year following the close of the year in which the member was paid.

### Worker’s Compensation

The State of Vermont requires that AmeriCorps members be covered by worker’s compensation. Host sites must ensure that the AmeriCorps members are covered under their policies.

Rates for worker’s compensation will vary from agency to agency. The host site will need to send a copy of the face sheet of the worker’s comp policy to the VYDC, and the site must ensure that current face sheets are sent to VYDC when they become available. If the host site does not prorate worker’s compensation costs, the host site must make sure that members are covered under its policy.

### Health Insurance

CNCS requires that all fulltime AmeriCorps members have health coverage; halftime members are not eligible for health care coverage through AmeriCorps, unless they serve in a fulltime capacity (i.e., 35-40 hours a week). Host sites will be responsible for **one hundred percent (100%)** of the health insurance premium for each member who chooses the AmeriCorps health plan.

Members may have health coverage through a different source such as a family member, private insurance, school, federal or state government coverage (Medicaid, Medicare). Members may waive AmeriCorps insurance if they are covered under a different plan. If that is the case, then the host site **DOES NOT** need to pay the cost of health insurance.

The Affordable Care ACT (ACA) went into effect in January 2014; in Vermont, compliant coverage is provided through Vermont Health Connect (VHC). If members choose this option for health insurance, then the host site **DOES NOT** pay the premium.

For **2018-2019**, all Vermont AmeriCorps programs, including all VYDC sites, partnered with The Corps Network making all qualifying VYDC members eligible for the plan offered through the Corps Network. If the member chooses this option, then **the monthly premium is paid by the site.**

**See chart on page one for premium amount.**

### **Liability and Automobile Insurance**

Each host site must provide liability insurance that covers each AmeriCorps member. Sites must send certificate of insurance directly to the VYDC Director, and sites must ensure that the certificate of insurance is kept current.

VYDC strongly encourages sites to have automobile insurance and include members under that policy, especially members who are required to drive for service. Sites should send the certificate of insurance to VYDC and make sure that the certificate is kept current.

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



## Non-Cash Match Requirements

*See chart on page 1 for amounts.*

Each host site will need to provide a minimum operational, or non-cash, match. While match from private funds is preferred, host sites may use other federal funds for operational match. Host sites seeking to use other federal funds for match must obtain approval in writing from the granting agency, that written approval is sent to VYDC to review prior to the host site using the funds as match, and VYDC approves the use of those other federal funds as match. Host sites should understand that CNCS might not honor this as match.

Sites must record **ALL** operational match associated with the VYDC member. Sites **must** continue to submit **ALL** operating match, even after the minimum has been satisfied.

Match for supervision must be documented as to date, hours, and supervisor's signature along with a copy of the supervisor's pay stub to reflect the rate of pay (**includes salary and all benefits**). This must be sent to the VYDC each quarter along with the financial report.

**Operating match must include the following:** any health insurance premium paid for health insurance through AmeriCorps; any mileage related to member's service; costs associated with criminal background checks of members, supervisors, and other staff whose time is counted as match; travel/mileage related to member service; member training; space (rent or depreciation, insurance, janitorial); office systems (internet, phone, fax, postage, copying, computer programs); office supplies; youth program supplies and expenses; supervisor's time--formal supervision time with member (1 hour per week) and attending any VYDC events; supervisor travel to VYDC events; time of other staff for VYDC-related work; in-kind (donated) professional services for training members, maintenance, or accounting; any mileage and time for other staff attending VYDC required events. All operating match must be reasonable, allowable, documented, and allocated.

Host sites will need to provide an **operating match pursuant to the chart on page 1**.

## FORMS

### W-4

A W-4 form must be signed and on file at the host site. The host site must send a copy to the VYDC with the member's enrollment materials.

### I-9

The I-9 form must be signed and on file the host site. The host site must send a copy of the I-9 together with a photocopy of the document(s) used with the member's enrollment materials; the photocopy must be signed by the member.

### W-2

A copy of the W-2 form is due to VYDC by 15 February in the year following the close of the year in which the member was paid.

### AmeriCorps Member Living Allowance Allocation

The AmeriCorps Member Living Allowance Allocation form must be filled out and the original sent to the VYDC with the member's enrollment materials. This form helps host sites calculate the amount of the living allowance payments.

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



**IMPORTANT:** If members change their projected end date, there are restrictions on whether and how the living allowance can be recalculated. Please check with VYDC.

### Member Timesheets

Weekly timesheets need to be complete and submitted on time. Hours will not be counted until the VYDC receives, reviews, and approves the timesheet.

The VYDC will be sending periodic reminders stating the hours served and missing timesheets.

If a member will be finishing earlier or later than the time listed in the member agreement, then host sites and members can request this through a Member Agreement Amendment form (obtain from VYDC). VYDC will make the determination whether to grant the request. (See also Member Living Allowance Allocation above)

SerVermont, the state agency through which VYDC received its CNCS grant, has instituted a regarding timesheets that are consistently submitted late by a host site. If SerVermont institutes a cash penalty, then the amount of the penalty will be subtracted from the quarterly reimbursement to the host site.

### National Service Criminal History Check

A National Service Criminal History Check (NSCHC) must be completed for each member, supervisor, and staff member counting time as match; the NSCHC must be on file with VYDC. Check with VYDC for more details

### Quarterly Financial Reports

In order to be reimbursed, sites must submit reports with documentation. The **first quarter financial report is due no later than 5 January**. If the VYDC has not received the report by the due date, then the host site will have to wait until the next quarter to be reimbursed. A signed scanned or fax copy is okay to meet the deadline, but it must be followed up by sending the original in the mail. If a report is emailed or faxed in, someone must be available on the day it is sent in case the copy received is incomplete or illegible. **(Second report due no later than 5 April; third report due no later than 5 July; fourth report due no later than 5 October; no cost extension report (for members serving past 30 September), due no later than 30 November.)**

Incomplete reports will be treated the same as reports sent in late. Host sites will not be reimbursed until all the proper verification has been filed, and if that information comes after the due date, the host site will not be reimbursed until the next quarter.

If you have general questions, please contact me, Christine Hartman, Office Manager, or Ginger Bartlett, Associate Director of Finance. You can reach us at the Washington County Youth Service Bureau/Boys & Girls Club.

### Education Award

*See chart on page 1 for amounts for each service type.*

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



**2018-2019: Projected estimated cost for a Fulltime member (1710 hours)**

ITEM	AMOUNT
Living Allowance Match @ 50% of <b>\$13,800</b>	<b>\$6,900</b>
FICA (7.65% of <b>\$13,800</b> ); Site pays all	≈ <b>\$1,056</b>
Worker's Comp; Site pays all	≈ <b>\$ 100*</b>
Cash Contribution	\$ 550
<b>Approximate Minimum Cash Match TOTAL</b> (If member <b>does not choose</b> AmeriCorps Health Insurance)	<b>≈\$8,606</b>
<b>AmeriCorps Health Insurance</b> (281.92 per month, if chosen by member; <b>10 months ≈\$3,819; 11 months ≈ \$3,101; 12 months ≈\$3,383</b> ). Member can elect this coverage or waive for other coverage. Sites are only responsible to pay the premium if members choose the AmeriCorps Insurance. Premium rate as of <b>1 September 2017</b> ; subject to change each September.	varies
<b>Approximate Maximum Cash Match TOTAL</b> (if member serves <b>12 months and</b> chooses <b>AmeriCorps Health Insurance</b> )	≈\$11989
<b>Minimum Operational Match</b> (Can use amount paid for health insurance premium, as well as office space, equipment use, supervision time, etc.; based on average of actuals site reports)	\$10,000

\*This amount will vary for each site. This is a guess based on information from one site.  
**Please note that this calculation is per each member.**

**2018-2019: Projected estimated cost for a Reduced Fulltime member (1210 hours)**

ITEM	AMOUNT
Living Allowance Match @ 50% of <b>\$9,742</b>	<b>\$4,871</b>
FICA (7.65% of <b>\$9,742</b> ); Site pays all	≈ <b>\$745</b>
Worker's Comp; Site pays all	≈ <b>\$ 100*</b>
Cash Contribution	\$ 500
<b>Approximate Minimum Cash Match TOTAL</b> (If member <b>does not choose</b> AmeriCorps Health Insurance)	<b>≈\$6,216</b>
<b>AmeriCorps Health Insurance</b> (281.92 per month, if chosen by member; <b>9 months ≈\$2,537; 10 months ≈\$2,819; 11 months ≈ \$3,101; 12 months ≈\$3,383</b> ). Member can elect this coverage or waive for other coverage. Sites are only responsible to pay the premium if members choose the AmeriCorps Insurance. Premium rate as of <b>1 September 2017</b> ; subject to change each September.	varies
<b>Approximate Maximum Cash Match TOTAL</b> (if member serves <b>10 months and</b> chooses <b>AmeriCorps Health Insurance</b> )	≈\$9,035
<b>Minimum Operational Match</b> (Can use amount paid for health insurance premium, as well as office space, equipment use, supervision time, etc.; based on average of actuals site reports)	\$8,000

\*This amount will vary for each site. This is a guess based on information from one site.  
**Please note that this calculation is per each member.**

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



**2018-2019: Projected estimated cost for a Halftime member (910 hours; 52.94% of fulltime)**

ITEM	AMOUNT
Living Allowance Match @ 50% of \$7,306	\$3,653
FICA (7.65% of % \$7,306); Site pays all	≈ \$ 559
Worker's Comp; Site pays all	≈ \$ 100*
Cash Contribution	\$ 450
<b>Approximate Minimum Cash Match TOTAL</b> (NO health insurance is offered to most halftime members. For halftime members serving in a fulltime capacity (i.e., at least 35 hours per week on average), there is the option of AmeriCorps health insurance, and amount that would be calculated at the monthly premium rate, which is \$281.92; the total amount for 5 months would be ≈\$1,410; the total amount for 6 months would be ≈\$1,692). Premium rate as of 1 September 2017; subject to change each September.	≈ \$4,762
<b>Minimum Operational Match</b> (space, equipment use, supervision time, etc.; based on average of actuals site reports.)	\$6,000

\*This amount will vary for each site. This is a guess based on information from one site.

**Please note that this calculation is per each member.**

**2018-2019: Projected estimated cost for a Reduced Halftime member (680 hours)**

ITEM	AMOUNT
Living Allowance Match @ 50% of \$5,480	\$2,740
FICA (7.65% of % \$5,480); Site pays all	≈ \$ 419
Worker's Comp; Site pays all	≈ \$ 100*
Cash Contribution	\$ 350
<b>Approximate Maximum Cash Match TOTAL</b> (NO health insurance is offered to reduced halftime members.)	≈ \$3,609
<b>Minimum Operational Match</b> (space, equipment use, supervision time, etc.; based on average of actuals site reports.)	\$5,000

\*This amount will vary for each site. This is a guess based on information from one site.

**Please note that this calculation is per each member.**

**2018-2019: Projected estimated cost for a Quarter-time member (455 hours)**

ITEM	AMOUNT
Living Allowance Match @ 50% of \$3,654	\$1,827
FICA (7.65% of % \$3,654); Site pays all	≈ \$ 279
Worker's Comp; Site pays all	≈ \$ 100*
Cash Contribution	\$ 250
<b>Approximate Maximum Cash Match TOTAL</b> (NO health insurance is offered to quarter-time members.)	≈ \$2,456
<b>Minimum Operational Match</b> (space, equipment use, supervision time, etc.; based on average of actuals site reports.)	\$2,000

\*This amount will vary for each site. This is a guess based on information from one site.

**Please note that this calculation is per each member.**

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service





**2017-2018: Projected estimated cost for a Minimum-time member (305 hours)**

ITEM	AMOUNT
Living Allowance Match @ 50% of \$2,436	\$1,218
FICA (7.65% of % \$2,436); Site pays all	≈ \$ 186
Worker's Comp; Site pays all	≈ \$100*
Cash Contribution	\$ 150
<b>Approximate Cash Match TOTAL</b> (NO health insurance is offered to quarter-time members.)	<b>≈ \$1,654</b>
<b>Minimum Operational Match</b> (space, equipment use, supervision time, etc.; based on average of actuals site reports.)	\$1,000

\*This amount will vary for each site. This is a guess based on information from one site.

**Please note that this calculation is per each member.**

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



Match Requirements	
Line Item	Acceptable Documentation
<b>Living Allowance</b> (use non-federal funds) <b>REQUIRED</b>	Copy of accounting ledger for the quarter or check stubs showing gross pay. Must show the detail for each individual check paid during the reporting period.
<b>FICA (7.65%) REQUIRED</b>	No additional documentation required (should be included in the detail of each check paid; —see Living Allowance above) NOTE: <u>No</u> FUTA or SUTA should be withheld.
<b>Worker's Compensation REQUIRED if site pays per person for WC. If not, then site must submit explanation.</b>	Copy of Invoice and amount paid on behalf of the member. If Workers' Comp is not paid per person, then a written assurance that members are covered is required.
<b>Health Insurance</b> premium paid	Copy of monthly invoices (Only for AmeriCorps Health Insurance premiums, if chosen by member)
<b>National Service Criminal History Checks</b> and Criminal History Checks (NSCHC) conducted by site for member, supervisor, or other related staff	Receipts for fingerprints and any other cost related to the check.
<b>Travel/Mileage</b> related to member's service <b>REQUIRED</b> if site reimburses travel	Copy of document showing miles traveled; amount per mile; & total paid, or receipt for bus ticket or a statement that no travel reimbursements were made
<b>Training</b> related to member's service <b>REQUIRED</b> for any training costs for members	Copy of receipt of payment for registration & materials or a statement that no training costs were incurred
<b>Space</b> (Fully Loaded Fair Share Allocation or amount per square footage: rent or depreciation; insurance; janitorial; other reasonable and allowable costs) <b>REQUIRED</b>	The calculation method: either fair share allocation or amount per square footage calculation. If not counted, must explain why.
<b>Office Systems and Equipment</b> (Fair Share or actual: internet, phone, fax, postage, copying; computer programs) <b>REQUIRED</b>	The calculation method or copies of invoices (if site does not count this as match, then site must provide an explanation.)
<b>Office Supplies</b> (pens, paper, computer; actual or fair share) <b>REQUIRED</b> for office supplies for members	Copy of invoices or statement that no costs were incurred
<b>Youth Program Supplies/Expenses</b> (supplies, food, admission costs & travel for field trips, etc.) <b>REQUIRED</b> for supplies & expenses for member-led programs	Copies of Invoice (date; name of event; and total paid) or statement that no costs were incurred
<b>Supervisor Time: direct supervision of member</b> (should be at least 1 hour per week) <b>plus required VYDC training REQUIRED (NSCHC required)</b>	Document date & hours; supervisor signs; copy of pay stub or payroll register that reflects rate of pay (includes salary and all benefits)
<b>Supervisor Travel:</b> Mileage to VYDC events (training, meeting, etc.) <b>REQUIRED if costs incurred</b>	Sheet documenting mileage paid for required VYDC events or statement that no costs were incurred
<b>In-kind Professional Services</b> (e.g., training members or staff; maintenance; accounting). These types of expenses are VERY rare. You count when a professional, such as an accountant provides services in support of the AmeriCorps member, these are not the site staff or contractors that support the organization as a whole.	In-kind Donation Form ( <b>THIS IS NOT for regular accounting services or professional services, but for services donated in support of the members' service.</b> )
<b>Other:</b> (salaries or travel to VYDC events for staff who are not supervisor; other expenses not coded to another line item). <b>REQUIRED</b> if costs incurred. <b>NSCHC (criminal check) required for any person whose time is</b>	For staff: Document date & hours; supervisor signs; copy of pay stub or payroll register that reflects rate of pay (includes salary and all benefits). For other costs, check with Director of National Service Programs for appropriate

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service



counted as match	documentation.
------------------	----------------

The Vermont Youth Development Corps AmeriCorps Program (VYDC) is a program of the Washington County Youth Service Bureau/Boys & Girls Club and receives funding from the Corporation for National and Community Service

