



## AMERICORPS POLICY UPDATE

TO: 2010-11 New York State AmeriCorps Grantees  
2011-12 New York State AmeriCorps Grantees

FROM: Mark J/ Walter, Executive Director  
New York State Office of National & Community Service  
*New Yorkers Volunteer*

RE: Grantee Incident Notification to State Commission Office

DATE: July 22, 2011

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The purpose of this memo is to convey information related to a new policy or procedure for AmeriCorps State Grantees of the New York State Commission on National and Community Service. If you have specific questions after reading the following please contact your AmeriCorps Program Administrator at the State Commission Office at (518) 473-8882.

The following language is being added to Appendix A-1 of the New York State Contract Template. As a provision of a contract currently in development with your agency, upon execution of the contract, all 2011-12 AmeriCorps\*State grantees must comply throughout the duration of your contractual relationship with the State Office of National & Community Service/State Office of Children & Family Services.

All 2010-11 AmeriCorps grantees with a fully executed New York State Contract in place, and who have not closed their current year grant program are strongly advised to make note of and immediately comply with the policy below.

- 4.b.ii. The Contractor shall immediately notify the Office of National & Community Service/Office of Children & Family Services Program Manager assigned to this contract of any unusual incident, occurrence or event that involves the staff, volunteers or officers of the Contractor or AmeriCorps members funded through this contract, including but not limited to, the death or serious injury of any member; the arrest of any staff or member; possible criminal activity on the part of any staff or member; destruction of property by any staff or member; significant damage to the physical plant of the Contractor; or other matters of a similarly serious nature.

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