



AmeriCorps New York

NEW YORK STATE OFFICE OF NATIONAL & COMMUNITY SERVICE

AMERICORPS PORTAL MEMBER SLOT CONVERSION FORM

The New York State Office of National and Community Service Portal Policy and Procedure Document govern this section. The AmeriCorps Portal provides grantees of the New York State Commission on National & Community Service (“Commission”) with increased control of member management and changes to program structure. To help programs remain compliant with all Corporation for National and Community Service (“Corporation”) and Commission regulations, the New York Commission is implementing the following policies and procedures with respect to the functionality of the AmeriCorps Portal.

The AmeriCorps Portal does not serve as a compliance check for all grant requirements or policies. For example, it is possible that the system will allow programs to perform actions that are not compliant with grant requirements. Therefore, it is important to stay apprised of and follow all requirements rather than rely on the system for compliance checks.

Member time records are not a function of the AmeriCorps Portal. All AmeriCorps State subgrantees must establish a member time management system outside of the AmeriCorps. Quarterly member service hours must be aggregated using your approved member time management system into the Member Activity Report which must be included when submitting your Expenditure Reports/Claims in the Contract Management System (CMS).

Slot conversions that **do not require** prior approval from the State Commission

- Slot conversions that involve less than 10% or less of the award MSY. For example, if a program is awarded 10 MSY and would like to convert 1 FT MSY into 2 HT MSY, prior approval would not be required. However please inform your Commission Program Administrator when it is completed to keep them informed. The calculation of the slot conversions is cumulative within a single program year. For example, a program with 10 MSY award may convert 1 FT MSY without prior approval, but any subsequent conversion within the same program year will cause the 10% limit to be exceeded.

Slot conversions that **require** prior approval of the State Commission:

- Slot conversions that involve more than 10% of the awarded MSY. Please contact your State Commission Office Program Administrator for approval by submit attachment below.

New York State Office of National and Community Services

AMERICORPS MEMBER SLOT CONVERSION

Program Name:		Date:	
Contract Number:		Grant Year:	
Contact Person:		Phone:	

Slot Type	Living Allowance Type	Current Allocation	New Allocation
Full Time	With Living Allowance		
	No Living Allowance		
Three Quarter Time	With Living Allowance		
	No Living Allowance		
Half Time	With Living Allowance		
	No Living Allowance		
Reduced Half Time	With Living Allowance		
	No Living Allowance		
Quarter Time	With Living Allowance		
	No Living Allowance		
Minimum Time	With Living Allowance		
	No Living Allowance		
Abbreviated Time	With Living Allowance		
	No Living Allowance		

Note: eGrants will not accept new slot conversions where:
a) New total MSY exceeds your approved MSY; or
b) New total MSY is less than 0.2 MSY of the approved MSY.
While you may only need one (1) half-time slot, you will have to convert one (1) Full-Time slot into two (2) Half-time slots for the request to be accepted by the system. The calculation of each slot types is list to the right:

Full Time	1
Three Quarter Time	0.7
Half Time	0.5
Reduced Half Time	0.3809524
Quarter Time	0.26455027
Minimum Time	0.21164022
Abbreviated Time	0.05627705

Justifications:

Requestor Name:		Commission PA Name:	
Signature:		Signature:	
Date:		Date:	
		Approval / Denied	