



TAY AmeriCorps Program Memorandum of Understanding April 1, 2024 – December 31, 2024

This Memorandum of Understanding (MOU) is between _____ (Host Site) and **iFoster** for the period of **April 1, 2024 through December 31, 2024** (Term) for activities of the TAY AmeriCorps Program, subject to availability of funds, satisfactory compliance with AmeriCorps regulations, and a determination by AmeriCorps that continued funding would be in the best interest of the Federal government.

About the program: TAY AmeriCorps is program targeted at providing peer support to transition-age foster youth (TAY, ages 14 to 26) to help them achieve self-sufficiency and successfully transition to independence. In 2024, TAY AmeriCorps will deploy 133 MSY trained current and former foster youth (ages 18-26) from March through December to support TAY achieving key life goals of: academic persistence, employment, and self-sufficiency. TAY AmeriCorps members will come from CA, KY, NV, NY, OH, and WA and serve their peers in their communities. Over time, this program seeks to meaningfully impact the self-sufficiency readiness, employment and educational outcomes for transition-age foster youth in these states. Based on its success, the program has the potential to be renewed and expanded. iFoster's vision is to develop a national service solution to increasing TAY access to existing community resources to enable them to achieve self-sufficiency and to build career pathways into the public sector for TAY who serve as AmeriCorps members. To that end, the following outlines the responsibilities of iFoster and participating Host Sites.

1. As the Legal Applicant, iFoster will:

- a. Serve as the Fiscal Agent and overall administrator for the program and provide overall supervision of the program, provide assistance to the **Host Site** and TAY AmeriCorps in support of program implementation, and be the liaison between **Host Sites** and TAY AmeriCorps members.
- b. Lead the recruitment, screening, interviewing, and selection of TAY AmeriCorps candidates.
- c. Facilitate a 3 background checks (FBI, State, and NSOPW) for the TAY AmeriCorps prior to the TAY AmeriCorps's first day of service.
- d. Train Site Supervisors prior to the TAY AmeriCorps's start date including providing them the Prohibited and Unallowable activities. Additional trainings as needed.
- e. Train all TAY AmeriCorps prior to Host on AmeriCorps and National service benefits and roles, basic job skills focus on soft skill development, effective communications including peer-to-peer communications with beneficiaries and team members, as well as communications with supervisor, peer resource navigation service role and activities, specific suite of resources for TAY, and secondary trauma and self-care.
- f. Host and facilitate ongoing trainings and professional development for TAY AmeriCorps members. These sessions will cover 6 professional development modules that are core building blocks to achieving professional careers and self-sufficiency: 1) self-efficacy and leadership; 2) financial literacy; 3) communications and professional and social skills; 4) building your community network; 5) education planning; 6) career exploration.



- g. Coordinate TAY AmeriCorps midyear and end of year performance evaluations.
 - h. Weekly check-ins with Host Sites to provide direct support to Host Supervisors and Site regarding Member engagement, performance, and any resource needs of either Host or Member
 - i. Member payroll management
 - j. Member HR management support including managing performance, dealing with secondary trauma, supporting Host/Member with Member life issues, providing resources as needed, disciplinary issues and resolution
 - k. Monthly collaborative meetings for Host Sites to share lessons learned and continuously improve programming
 - l. Facilitate service projects with TAY AmeriCorps and community partners.
 - m. Allow TAY AmeriCorps to request time away for personal activities, illness, holidays, etc. All requests must be made to the Site Supervisor in accordance to the **Host Sites** time-off procedures.
 - n. Provide corrective action for TAY AmeriCorps as needed in partnership with the **Host Site**.
 - o. Ensure the TAY AmeriCorps program remains in compliance with all AmeriCorps regulations including the Prohibited and Unallowable activities.
 - p. Coordinate data collection and analyze data for performance. Provide reports to **Host Sites** and other key stakeholders on the progress and outcomes of the project.
 - q. Coordinate and facilitate monthly collaborative team meetings involving **Host Sites** and other key stakeholders.
2. As a **Host Site**, commits to:
- a. Host __ TAY AmeriCorps Member(s) _____ (_____ **hours per week**) at its organization for approximately a 10 month commitment (**April 2024 through December 2024**), with the option to extend in extenuating compelling personal circumstances encountered by the TAY AmeriCorps member.
 - b. Designate a Site Supervisor, a staff person at the **Host Site**, who is dedicated to fulfilling the following:
 - Participate in the match selection of the TAY AmeriCorps
 - Participate in Site Supervisor training provided through iFoster
 - Supervise Member on a day-to-day basis, and meet with the Member on **at least once** a week basis to provide mentoring and support
 - Provide appropriate direct supervision of Members based on Member capabilities and activities assigned
 - Review and approve TAY AmeriCorps's timesheet
 - Provide updates on TAY AmeriCorps performance to iFoster during weekly check-ins
 - Evaluate the TAY AmeriCorps Midyear and End of Year
 - Facilitate Member orientation during the first week of Host at the Host Site
 - Communicate regularly with iFoster
 - Uphold the rules and regulations of the TAY AmeriCorps program
 - c. Ensure Member is engaged in the activities outlined in the approved TAY AmeriCorps Job Description.



- d. Provide the Member with regular access to a desk, phone, computer and any other materials needed to at the **Host Site**.
- e. Train other staff about the TAY AmeriCorps program and the roles and responsibilities assigned to the TAY AmeriCorps.
- f. Contact iFoster immediately whenever the Member's performance is less than satisfactory and work alongside iFoster to implement disciplinary and corrective actions for the TAY AmeriCorps.
- g. Ensure Member does not promote any religious viewpoint, influence legislation, organize protests, petitions, voter registration, boycotts, or strikes, or participate in any political activity or in fund-raising in accordance to the AmeriCorps Prohibited Activities (see Attachment A).
- h. Refrain from recruitment of the TAY AmeriCorps to join **Host Site** as a permanent employee until the TAY AmeriCorps's term of service is complete.
- i. Publicize the support of TAY AmeriCorps in all written or other materials whenever the TAY AmeriCorps has been involved.
- j. Post the AmeriCorps logo in a visible location at **Host Site**. Consider including it on the **Host Site** website should that be an option.
- k. Allow TAY AmeriCorps to attend required weekly trainings and learning sessions, as well as National Days of Service, and other required TAY AmeriCorps trainings and conferences as outlined in the attached program calendar.
- l. Ensure ongoing data collection and remittance of client, output and outcome measures using the data capture system provided by iFoster.
- m. Allow TAY AmeriCorps to request time away for personal activities, illness, holidays, etc. All requests must be made to the **Host Site** Supervisor in accordance to the **Host Sites** time-off procedures.
- n. Weekly check-in with iFoster to discuss Member performance, resolve issues, revise/enhance service activities, review program goals and metrics, and share best practices and lessons learned
- o. Monthly collaborative meetings of all Host sites facilitated by iFoster to share program progress, resolve issues that cross Host Sites, provide recommendations to enhance the program and program impact, suggested trainings and development activities for Member weekly workshops, share best practices and lessons learned, and review and discuss program performance both in helping TAY achieve self-sufficiency goals, as well as developing Member work skills

3. Joint Responsibilities

Both parties to the MOU agree to the following:

- a. The **Host Site** shall make every reasonable effort to ensure that the health and safety of the TAY AmeriCorps(s) are protected during the performance of their assigned duties. Neither the Project Sponsor nor the **Host Site** shall assign or require TAY AmeriCorps to perform duties which would jeopardize their safety or cause them to sustain injuries.
- b. No person with responsibilities in the operation of the project shall discriminate against any TAY AmeriCorps, member of the staff of, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.



- a. As a recipient of federal financial assistance from AmeriCorps, the Project Sponsor and **Host Site** are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur against the TAY AmeriCorps.
- c. The **Host Site** does not have the discretion or authority to dismiss or separate a TAY AmeriCorps from service; iFoster is the sole authority that can terminate a TAY AmeriCorps’s term of service. **The Host Site** should document any performance or behavior issues and immediately report them to iFoster. Host Site has the right to exclude an intern from their premises and must notify iFoster immediately if they plan to do so or have done so. Termination from the program is the responsibility of iFoster.
- d. Furthermore, the **Host Site** certifies that the TAY AmeriCorps will not displace, duplicate, or supplant the current employees or volunteers. iFoster may withdraw the TAY AmeriCorps from Host with the **Host Site** immediately if the **Host Site** fails to comply with any regulations set out by AmeriCorps (see list of prohibited activities, attached), including but not limited to failure to communicate with iFoster staff when requested, failure to uphold duplication guidance, utilization of TAY AmeriCorps for non-approved activities, or otherwise jeopardizing iFoster’s funding from the Corporation for National and Community Service. In the event that the Member is withdrawn due to **Host Sites** failure to comply, no refund will be given.
- e. iFoster may withdraw the TAY AmeriCorps from Host with **Host Sites** immediately if the program is withdrawn from CaliforniaVolunteers, KY Serve, Serve WA, or AmeriCorps National. If **Host Sites** wish to retain the Member after such an event, such a decision and details of the new agreement will remain between **Host Site** and former TAY AmeriCorps.

4. Modifications

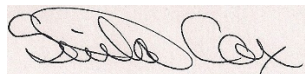
This MOU may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and **Host Site**.

By signing this MOU we agree to the above for the Term (4/1/2024 to 12/31/2024).

Name of Host Site Authorized Signor

Signature

 Date



 Serita Cox
 CEO & Co-Founder, iFoster

April 1, 2024



Attachment A: AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.



**Attachment B:
TAY AmeriCorps Member Position Description**

Member Name	
Service Position Title	TAY AmeriCorps Member
Term of Service and Service Hours:	
Dates of Service:	
Host Site Location	
Host Site Supervisor	

TAY AmeriCorps Program Overview

TAY AmeriCorps is program targeted at providing peer support to transition-age foster youth (TAY, ages 14 to 26) to help them achieve self-sufficiency and successfully transition to independence.

In 2024, TAY AmeriCorps will deploy 133 MSY trained current and former foster youth (ages 18-26) from March through December to support TAY achieving key life goals of: academic persistence, employment, and self-sufficiency. TAY AmeriCorps members will come from CA, KY, NV, NY, OH, and WA and serve their peers in their communities. Over time, this program seeks to meaningfully impact the self-sufficiency readiness, employment and educational outcomes for transition-age foster youth in these states.

Based on its success, the program has the potential to be renewed and expanded. iFoster’s vision is to develop a national service solution to increasing TAY access to existing community resources to enable them to achieve self-sufficiency and to build career pathways into the public sector for TAY who serve as AmeriCorps members.

TAY AmeriCorps Members Role

Members will connect TAY to the resources they need to achieve academic, employment, and self-sufficiency success through: outreach, resource navigation, follow-up, and check-ins.

a. Outreach (~40% of time)

Conduct outreach activities to TAY virtually, at host placement site and at specific events in the community. Outreach activities may include: presentations to TAY, placement site staff, caregivers, and/or other supportive adults; staffing booths at resource fairs; creating flyers, informational newsletters, social media postings about the program and/or specific resources; and/or engaging TAY in discussions about their resource needs.



- b. Resource Navigation (~40% of time)
Complete a resource needs assessment with TAY clients, determine resource solutions to meet each need and determine eligibility. Connect TAY clients to resources by submitting applications, signing TAY up for workshops or trainings, and/or scheduling meetings for TAY clients with appropriate subject matter experts (i.e. counselors).
- c. Follow Up (~10% of time)
Follow Up with TAY client via phone, email, text, or in person to ensure TAY received the resource and to check if other resources are needed.
- d. Check-Ins (~20% of time)
Conduct monthly check ins with TAY clients via phone, email, text, or in person to inform them of new resources, such as upcoming trainings or workshops. Complete check-in report, including final assessment.

Principal Working Relationships

Members work under the direct supervision of their placement Site Supervisor who provides day-to-day guidance and support either in person or virtually. In addition, Members are also supported by an iFoster Trainer/Coach who checks in with them multiple times each week regarding additional issues and support as needed.

Knowledge, Skills, and Abilities

Members must be comfortable using computers and technology including the Internet and smartphones, know how to work in a team, demonstrate basic job skills, effective communications skills, be able to write and edit at a grade 6 level, and be comfortable with public speaking.

AmeriCorps Eligibility Academic and Experience Qualifications

- Members must have or be pursuing a high school degree. Preference will be given to applicants who are pursuing post-secondary education.
- Members must be between the ages of 18 and 26 during their service year.
- Members must be current or former foster youth from the county, region or state in which they serve verified by their state ward of the court letter or county/regional dependency letter.
- Members must have the maturity, placement stability, and commitment to serve their full service commitment.
- Members must have a passion for serving their peers (current and former foster youth) and ensuring their peers gain access to the resources they need to be successful.
- Members must be a US citizen or lawful permanent resident alien in the United States which is verified during onboarding. DACA residents are unfortunately not eligible to serve.
- Members must pass a background check, murder conviction and being on the national sexual predatory registry are disqualifications. All other felonies or other crimes will be reviewed on a case-by-case basis and are not necessarily exclusionary.



Commitment Requirement

Members will serve either 1700 hours (full-time) or 900 hours (part-time) through 10 months of service. During the school year, Members will serve a minimum of 20 hours a week with 4 hours a day from Monday to Thursday at their placement site and under direction of their Site Supervisor and 1.5 hours on Friday with their Coach and Trainer in their training cohort. Friday training sessions will be a combination of service training and learning. Outside of the school year or if serving full-time, Members can serve up to 40 hours a week with 8 hours a day from Monday to Thursday at their placement site and under direction of their Site Supervisor, 1.5 hours on Friday with their Coach and Trainer in their training cohort. In addition, Members can make up and take on extra hours by serving at program approved community TAY events.

Orientation and Training

Members undergo 30 hours of training covering AmeriCorps and National Service programs, benefits and prohibited activities; iFoster Jobs Program basic jobs skills training focused on development of 7 critical soft skills with a focus on effective communication with peers as clients, with peers as service colleagues, with supervisors, and with other stakeholders; Resource Navigation training on the resources that exist for TAY in their community and how to engage peers using evidence-based information and referral service techniques standardized by AIRS (Alliance for Information and Referral Systems); and Self-Care training on dealing and managing secondary trauma. Members will be provided with secondary-trauma and self-care training during Core Training prior to commencing their placement site service as well as in ongoing trainings offered throughout the year.

Members will also have the opportunity to continuously learn and build their skills with weekly and monthly Member training and learning workshops on coaching, cohort team building, service training, and learning activities.

Benefits

For their service:

- Members in KY and WA will receive \$2,700.00 for full-time or \$1,350.00 for part-time in living allowance stipend, allocated throughout member term of service as program requirements are met (min 60 hours/month for part-time, min 120 hours/month for full-time).
- Members in CA, NV, NY and OH will receive \$2,800.00 for full-time or \$1,400.00 for part-time in living allowance stipend, allocated throughout member term of service as program requirements are met (min 60 hours/month for part-time, min 120 hours/month for full-time).
- \$7,395 for full-time or \$3,697.50 for part-time in Segal AmeriCorps Education Award based on the successful completion of all program requirements.
- Participation in a unique service opportunity to help peer foster youth achieve self-sufficiency
- Ongoing coaching and support to ensure Member successfully completes their service and gains valuable personal and professional development
- Valuable professional development and workforce skills development training on a weekly basis



- Access to resources and supportive services (i.e. Life Coach) to help Members deal with life issues and learn to handle these issues while still successfully serving their peers
- Ability to participate in AmeriCorps alumni programming including: networking, job opportunities, volunteer opportunities, and alumni services

Evaluation and Reporting

Members will be evaluated on a quarterly basis with a final performance evaluation at the end of their term of service. Performance evaluations are to help Members develop their workforce skills and serve as a measure of improvement through their year of service, as well as a guidepost for ongoing coaching and support from their Supervisor and their Trainer/Coach and Member Support Specialist. Members will be evaluated on Basic Job Skills: work ethic, attitude, time management, professionalism, motivation, knowledge, performance and work quality, critical thinking, willingness to learn, ability to accept critical feedback, team work, customer service, and effective communication. Members will also be evaluated on specific TAY AmeriCorps role activities including: outreach, client needs assessment, resource navigation, follow-up, check-ins, as well as data collection and documentation for performance measurement and time sheet management.

Members will also be responsible for daily completion of data reports for outreach, connection (needs assessment and resource navigation), follow-up, and check-ins, as well as weekly timesheet completion.

Service Conditions

Members will serve virtually, both indoors and outdoors at their placement site, their training site, and at specific events in the community. Every effort will be made to ensure Members serve within 5 to 10 miles of their home, unless they desire to serve outside of that zone.

Physical, Emotional, and Intellectual Demands

Members will spend time both sitting at a desk and standing. Members use electronic devices which may include desktop, laptop, tablet, or smartphone to review, complete and submit client forms.

Since Members are serving peers with similar backgrounds and experiences in the foster care system and with aging out, Members may encounter instances where they are triggered or react emotionally to something a TAY client says or does. In these instances, Members are directed to employ their secondary-trauma training techniques and Members inform their Site Supervisor, Trainer/Coach, or Members Support Specialist for additional support as needed. In a situation where a Member is unable to provide support to a client, they will consult with their site supervisor and transfer the client to someone else who is able to.

All Supervisors, Trainers/Coaches, and Member Support Specialists are trauma-informed and will refer members to counselors and mental health specialists as needed.

This TAY AmeriCorps Member Position Description was most recently updated on 10/24/23.



Attachment C: TAY AmeriCorps Host Site Supervisor Description

TAY AmeriCorps Program Overview

TAY AmeriCorps is program targeted at providing peer support to transition-age foster youth (TAY, ages 14 to 26) to help them achieve self-sufficiency and successfully transition to independence.

In 2024, TAY AmeriCorps will deploy 133 MSY trained current and former foster youth (ages 18-26) from March through December to support TAY achieving key life goals of: academic persistence, employment, and self-sufficiency. TAY AmeriCorps members will come from CA, KY, NV, NY, OH, and WA and serve their peers in their communities. Over time, this program seeks to meaningfully impact the self-sufficiency readiness, employment and educational outcomes for transition-age foster youth in these states.

Based on its success, the program has the potential to be renewed and expanded. iFoster's vision is to develop a national service solution to increasing TAY access to existing community resources to enable them to achieve self-sufficiency

Role Responsibilities

Member Recruitment, Member Training and Host Site Training

- Participates in the match selection of the TAY AmeriCorps to ensure Members selected for your host site are the best match for your site needs and supervisor capabilities
- Participates in Site Supervisor training provided through iFoster
- Facilitates Member orientation during the first week of Host at the Host Site
- Trains other staff about the TAY AmeriCorps program and the roles and responsibilities assigned to the TAY AmeriCorps

Member Supervision and Support

- Oversees TAY AmeriCorps program activities at host sites including: compliance with all California Volunteers, KY Serve, Serve WA, AmeriCorps National, or CNCS requirements including host and member conduct, training and adherence to member service role performance; ensure host site adherence to California Volunteers, KY Serve, Serve WA, AmeriCorps National, or CNCS signage and member outfit requirements; assists in the timeliness of data collection, timesheet reporting and any other programmatic or fiscal reporting requirements
- Ensures ongoing programmatic excellence of the TAY AmeriCorps Program at the host site
- Supervises Member on a day-to-day basis, and meet with the Member on a weekly basis to provide mentoring and support
- Provides appropriate direct supervision of Members based on Member capabilities and activities assigned with a ratio of 1 Supervisor to 2 Members for ~780 hours (part-time) or ~1,500 hours (full-time) from April 2024 through December 2024
- Ensures Member is engaged in the activities outlined in the approved TAY AmeriCorps Job Description.



- Provides the Member with regular access to a desk, phone, computer and any other materials needed to at the Host Site.
- Allows TAY AmeriCorps to attend required weekly trainings and learning sessions, as well as National Days of Service, and other required TAY AmeriCorps trainings and conferences as outlined in the attached program calendar.
- Allows TAY AmeriCorps to request time away for personal activities, illness, holidays, etc. All requests must be made to the Host Site Supervisor in accordance to the Host Sites time-off procedures
- Upholds the rules and regulations of the TAY AmeriCorps program
- Ensures Member does not promote any religious viewpoint, influence legislation, organize protests, petitions, voter registration, boycotts, or strikes, or participate in any political activity or in fund-raising in accordance to the AmeriCorps Prohibited Activities.
- Refrains from recruitment of the TAY AmeriCorps to join Host Site as a permanent employee until the TAY AmeriCorps's term of service is complete.
- Publicizes the support of TAY AmeriCorps in all written or other materials whenever the TAY AmeriCorps has been involved.
- Posts the AmeriCorps logo in a visible location at Host Site. Consider including it on the Host Site website should that be an option.

Documentation and Reporting

- Reviews and approves Member's timesheet and ensures they are remitted to iFoster in a timely manner per timesheet remittance schedule
- Provides updates on Member performance to iFoster during weekly check-ins
- Completes written performance evaluation of Member quarterly
- Evaluates the TAY AmeriCorps Midyear and End of Year
- Ensures ongoing data collection and remittance of client, output and outcome measures using the data capture system provided by iFoster

Communications with iFoster and Collaboration

- Communicates regularly with iFoster
- Conducts weekly check-ins with iFoster to discuss Member performance, resolve issues, revise/enhance service activities, review program goals and metrics, and share best practices and lessons learned
- Contacts iFoster immediately whenever the Member's performance is less than satisfactory and work alongside iFoster to implement disciplinary and corrective actions for the TAY AmeriCorps.
- Attends monthly collaborative meetings of all Host sites facilitated by iFoster to share program progress, resolve issues that cross Host Sites, provide recommendations to enhance the program and program impact, suggested trainings and development activities for Member weekly workshops, share best practices and lessons learned, and review and discuss program performance both in helping TAY achieve self-sufficiency goals, as well as developing Member work skills
- Works with Host Facilitator on any member or host site performance improvement plans or disputes



AmeriCorps Rules and Regulations

While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps Program or CNCS, members may not engage in the following activities (see 45 CFR § 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a Program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to the following:
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the CNCS may prohibit.

Qualifications

- Successfully pass: a) Nationwide name-based National Sex Offender Public Registry Check, b) statewide criminal history registry check, and c) FBI National Fingerprint-based Check
- Commitment to the TAY AmeriCorps program, its mission and goals
- Empathy for and support of transition-age foster youth
- Experience working with, supervising, and coaching transition-age foster youth
- Strong written and verbal communications skills
- Exhibit professionalism and provide superior customer service at all times, even under intense or negative situations
- Ability to multi-task and ensure that every member is served, their questions answered and issues resolved to the best of their ability



- Curious, innovative, ask questions and help generate new ideas and solutions
- Eager to learn, willingness to ask for help and able to admit mistakes or inexperience
- Ability and desire to take ownership

This TAY AmeriCorps Host Supervisor Position Description was most recently updated on 10/26/23.



Attachment D Sample Member Timesheet

Example – an electronic version will be provide to Host Supervisors



Host Site Service Hours	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	Month							
Approved Task #1																									0							
Approved Task #2																									0							
Approved Task #3																									0							
Approved Task #4																									0							
Hours performed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0

 Team Member Signature Date Host Site Supervisor Signature Date

Training/Learning Hours	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	Month							
Approved Task #5																									0							
Approved Task #6																									0							
Hours performed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0

 Team Member Signature Date Trainer/Coach Signature Date

Service Event Service Hours	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	Month							
Approved Task #7																									0							
Hours performed	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	0

 Team Member Signature Date Program Manager Signature Date

Total Hours Performed	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	Month							
Service Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Learning Hours	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	992
Hours performed	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60	63	66	69	72	75	78	81	84	87	90	93	992