

Appalachia CARES / AmeriCorps Enrollment Packet



Paperwork Checklist and Additional Instructions:

- Agreement of Participation:** Return ALL Pages.
- Enrollment Form:** *Step 1:* Complete and return *Pages 1 and 2* of the printed form. *Step 2:* Once the enrollment paperwork has been reviewed by program staff, an invitation to participate will be emailed from the National Service Trust. Members must follow the links and email directions to finalize the enrollment procedure. COMPLETE ENROLLMENT ONLY. *Note: If you have trouble logging in, try typing your name in all caps.*
- Liability Release**
- Direct Deposit Form**
- Form W-4:** Return *ONLY* Page 1.
- Policy & Release Form** (includes confidentiality, media release, drug-free workplace, tobacco policy)
- Emergency Notification:** Follow instructions carefully in the “Health Insurance” section.
- Form I-9 Employee Eligibility Verification:** Return *ONLY* Page 1. You do not need to send multiple copies of citizenship/ID documents listed above.
- Email your t-shirt size** to stephani@clinchpowell.net.

Supporting Documentation: *(Copies Must Be Returned W/ Enrollment Forms)*

- Copy of Valid Driver’s License or State ID Card (Not required if you submitted with application)
- Copy of Social Security Card (or passport)
- Copy of Valid Auto Insurance (Inform us if you do not drive)
- Copy of Diploma / GED / Degree (highest level of education)
- Copy of Birth Certificate (or passport)

Please double check that all forms are filled out completely and accurately.

Additional items:

- **A fingerprint background check will be conducted to qualify you for service.** You have agreed to this requirement by signing the Certification Page of the AmeriCorps Application. Specific instructions and deadlines will be emailed. You will receive notification from the program once you have been cleared. You are not allowed to start your service and/or have access to a vulnerable population until you receive clearance directly from the Appalachia CARES program.
- **Forbearance Request:** If you have **student loans**, you have the option to apply for loan forbearance while in national service. To take advantage of this benefit, log on to your MyAmeriCorps account, select “Create Forbearance Request,” and follow the steps. It could take 2-6 weeks from your enrollment date for this option to be available. If you have extremely limited access to the internet, contact us.

Please Note: An invitation to participate in the Appalachia CARES / AmeriCorps program will be emailed from the National Service Trust toward the end of your 30 day trial/orientation period. Once you receive the invitation, you may create your My AmeriCorps account. Once the account has been established, you will have the ability to complete the forbearance form.

Enrollment Forms must be mailed to the following address:

**Appalachia CARES / AmeriCorps
Attn: Stephani McCarty
P.O. Box 396
Rutledge, TN 37861**