



Corporation for National and Community Service
Policies and Procedures

Policy Number: ASN 2009-01-2011-2 **Effective Date:** March 7, 2011
Revision Number: 2

Subject: Program Officer Approvals and Slot Conversion and Transfer Policies

Purpose: To streamline policies for approvals and slot transfers in the My AmeriCorps portal.

1. Who is Covered: This policy applies to all grantees of AmeriCorps State and National.
2. Policies Cancelled: AmeriCorps State and National Slot Conversion and Transfer Policy (effective 11/13/2006)
3. Originating Office: AmeriCorps State and National
5. Location of Revised Text: NA

Corporation employees can access this document electronically at intranet.cns.gov

Approved By:

[Signed version on file with Policy Coordinator]

Kristin McSwain
Chief of Program Operations

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ASN 09-01-2010-1

Revised AmeriCorps State and National Approvals for Slot Conversion, Slot Transfer, Member Change of Term of Service After 90 Days, and State Competitive Slot Transfer Policy

Purpose of New Policy: Release 3 of the My AmeriCorps Portal makes concrete several policy changes designed to devolve authority and responsibility to grantees and afford state commissions additional flexibility in managing their portfolios.

New Policy: As of the day of Release 3 of the My AmeriCorps portal, Program Officers will no longer be required to provide prior approval for unfilled slot conversions and slot transfers, and for member changes of term of service that take place over 90 days from the first day the member serves.

In addition, state commissions will be able to transfer slots **among** their state formula and competitive subgrantees without prior approval. They will not be allowed to transfer slots **between** competitive and formula grantees or vice versa. Commissions may not transfer funds among their competitive subgrantees. Slots are not allowed to be transferred across grant type or grant year. Slots eligible for refill are not allowed to be transferred.

Programs will continue to be allowed to convert one full-time position to up to three quarter-time positions. All conversions will be Trust neutral, are subject to availability of funds in the Trust, and will comply with all assumptions on which Trust prudence and continued solvency are predicated. **The total number of MSYs and education award amounts in the grant may not increase as a result of the slot conversion.**

For example:

- 1 full-time member position (1 MSY) **may** be converted into 2 half-time slots (2 x .5 members = 1 MSY).
- 1 full-time member position **may not** be converted into 4 quarter-time positions as the education awards would total more than the original (4 X .2646); in this example, the maximum number of allowable quarter-time positions would be 3.

Here is a chart of MSY values:

Term of Service	MSY
Full-time	1.000
Half-Time	0.500
Reduced Half Time	0.3810
Quarter Time	0.2646
Minimum Time	0.2116

Grantees may also combine and convert less than full-time positions to full-time positions as long as such changes do not increase the total MSYs or total education award amounts awarded in the grant.

When did this policy go into effect?

December 21, 2010.

Administering the Policy: State Commission and National AmeriCorps grantees will be responsible for administering the slot conversion and transfer policy and assuring appropriate implementation by any sites and subgrantees. Grantees and subgrantees will use the AmeriCorps electronic system to manage slot conversions and transfer members.