

## RSVP – Previous Change Logs 2017-2022

This table lists all changes made in previous revisions of the RSVP Operations Handbook, beginning with January 2017 to 2021. For the most recent changes, please see the Change Log in the front of the current RSVP Operations Handbook. All page numbers are accurate at the time of the original revision. Some content may shift in future revisions.

### EDITS MADE IN VERSION 2017.1

(JANUARY 2017)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	A new method of tracking versions has been implemented, labeling each revision by the calendar year and calendar quarter of the publication. For example, CNCS published this revision in January (Quarter 1) of 2017, so this is Version 2017.1
2	This change is not related to a specific chapter.	We have combined the appendices of each program’s handbook (the SCP Operations Handbook, FGP Operations Handbook and RSVP Operations Handbook) and introduced a new numbering system. This simplifies the use of appendices for sponsors with multiple programs, allows for greater consistency among the programs, and will enable CNCS to update them quickly and accurately in the future. We have added a new chapter, Chapter 14: Description and List of Appendices, with more information. Internal references to specific appendices have been updated accordingly.
3	This change is not related to a specific chapter.	This change log was added.
4	This change is not related to a specific chapter.	This version contains several formatting changes to allow for more accurate, consistent updates. This includes the formatting of the Preface, the Table of Contents, and page headers.
5	This change is not related to a specific chapter.	The capitalization of the names of the Senior Companion Program and Foster Grandparent Programs have been standardized to include a capital “P.”
6	This change is not related to a specific chapter.	All dates are written out in full, without ordinal suffixes. For example: March 31, <b>not</b> 3/31. Years are included as necessary on a case-by-case basis.
7	Chapter 1: Introduction and Overview (pg. 1)	Minor edits for grammar and style were made to the CNCS Overview section.

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
8	Chapter 1: Introduction and Overview (pg. 10)	Information has been added about Litmos, CNCS' learning management system. Links have also been updated.
9	Chapter 2: Project Operations (pg. 17), Chapter 6: Volunteer Stations (pg. 38), Chapter 8: RSVP Volunteers (pg. 47), Appendix B.1: Sample Memorandum of Understanding (formerly Appendix 1)	Language describing the anti-discrimination responsibilities of a sponsor has been updated to align with the language included in the RSVP Terms and Conditions. (See "CNCS Grant Program Civil Rights and Non-Harassment Policy.")
10	Chapter 2: Project Operations (pg. 18)	A link has been added to the Davis-Bacon Act.
11	Chapter 6: Volunteer Stations (pg. 37)	A sentence has been added to specify that the effective date of a memorandum of understanding must be on or after the date it is signed.
12	Chapter 9: RSVP Volunteer Cost Reimbursements (pg. 58)	Minor changes were made to Section 9.2.2 on Meal Reimbursements for clarity. These changes do not change the substantive meaning of this section.
13	Chapter 9: RSVP Volunteer Cost Reimbursements (pg. 59)	The text of Section 9.2.3 on insurance requirements for volunteers has been edited to more clearly identify minimum insurance requirements. It also now incorporates relevant information that was previously in a stand-alone memo titled "Senior Corps Insurance Requirements." Specific coverage requirements are now in a new appendix, Appendix A.13.
14	Chapter 10: Grants Management (pg. 70)	A statement on interest earned on advances has been amended to indicate that projects may retain the first \$500 of interest per year to cover administrative expenses, not \$250 as originally stated.
15	Chapter 11: Reports and Record Keeping (pg. 78)	Information has been added to clarify the application of record retention requirements to volunteer files.
16	Chapter 13: RSVP Handbook Cross Reference Index (pg. 91)	A link to information on Indirect Cost Rates has been updated.
17	Appendix A.3 (formerly Appendix 14): Guidance on Recognition Costs	This document has been edited to clarify the fact that costs associated with special guests at recognition events are generally allowable, whereas costs associated with guests of volunteers are not.

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
18	Appendix A.5: Guidance on Closing Out Your CNCS Grant (Formerly Appendix 16)	A reference to a grant ending on April 30 has been changed to March 31.
19	Appendix A.12: NSCHC Supplement (Formerly Chapter 14)	Chapter 14, a supplement on the National Service Criminal History Checks, has been converted to an appendix, A.12, and its contents updated to apply to all programs. Information clarifying the applicability of the NSCHC requirements to non-federally funded Senior Demonstration Grants has also been added. Several links have also been updated.
20	Appendix B.1 (formerly Appendix 1)	A sentence in the sample Station Memorandum of Understanding regarding its effective date has been edited.
21	Appendix B.3: Sample Timesheet and Mileage Reimbursement Form	Sample text concerning meals has been updated to align with the guidance in Section 9.2.2.
22	Appendix 12: Sample Office Space Cost Allocation Worksheet	This appendix has been removed.

EDITS MADE IN VERSION 2017.2  
(APRIL 2017)

Change Number	Chapter and Page Number	Change
1	Change Log, Appendix B.9 and Chapter 14: Description and List of Appendices (pg. 95)	The Change Log from the previous version of this Handbook (2017.1) has been moved to a new Appendix, Appendix B.9. This Appendix will collect all Change Logs going forward for historical reference. The Change Log at the front of this publication contains only the updates made in this revision of the Handbook. We have updated Chapter 14: Description and List of Appendices to reflect this change.
2	Chapter 2: Project Operations (pg. 17) and RSVP Handbook Cross Reference Index	Links to CNCS’s Frequently Asked Questions on Lobbying and Partisan Political Activity have been added to this chapter and the Cross Reference Index.
3	Chapter 3: Performance Measurement and Evidence-Based Programming (pg. 25), Appendix A.14 and Chapter 14: Description and List of Appendices (pg. 95)	We have added a new appendix, Appendix A.14, which lists evidence-based programs and registries known to Senior Corps at the time of publication. We have also added a reference to this appendix in Chapter 3: Performance Measurement and Evidence-Based Programming. We have updated Chapter 14, “Description and List of Appendices” to reflect this change.
4	Chapter 5: Project Staff (pg. 28)	An erroneous reference to the Foster Grandparent Program has been corrected to refer to the RSVP Program.
5	Chapter 6: Volunteer Stations (pg. 37)	Information on Letters of Agreement for In-Home Assignments has been edited to refer readers to the more complete information provided in Chapter 7. (See next edit for more information.)
6	Chapter 7: RSVP Volunteer Assignments (pg. 44) and Appendix B.5: Letters of Agreement for In-Home Assignments	Information on Letters of Agreement for In-Home Assignments located in Chapter 7: RSVP Volunteer Assignments, Chapter 6: Volunteer Stations, and Appendix B.5 has been consolidated into this Chapter. We have also added information indicating that assignment plans and letters of agreement may be combined in appropriate situations. Appendix B.5 has been simplified so that it only contains an editable sample letter of agreement.
7	Chapter 7: RSVP Volunteer Assignments (pg. 44)	Guidance on an appropriate teleservice policy has been added.

Change Number	Chapter and Page Number	Change
8	Chapter 9: RSVP Volunteer Cost Reimbursements (pg. 63)	Information on recognition has been updated to clarify that recognition may include informal recognition methods throughout the year, in addition to formal, public recognition.
9	Chapter 10: Grants Management (pg. 66)	Text concerning the allowability of costs related to optional criminal history checks on RSVP volunteers has been amended to clarify that this refers only to these optional, supplementary checks, <i>not</i> the mandatory National Service Criminal History Check process required by law for RSVP staff.
10	Chapter 11: Reports and Record Keeping (pg. 84)	The beginning of Section 11.3 on Project Compliance Monitoring Site Visits has been edited to clarify that a compliance monitoring visit to a project must occur <b>at least</b> once every six years and may occur in the interim years as well for a variety of reasons.
11	Appendix A.7: Quick Reference Guide for Senior Corps Reports	Information on the PRS (formerly known as the PPVA) has been updated.

EDITS MADE IN VERSION 2017.3  
(JULY 2017)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	The spelling of “recordkeeping” has been standardized throughout this handbook.
2	Chapter 1: Introduction and Overview (pg. 1)	Minor changes were made to the “CNCS Overview” section for clarity.
3	Chapter 3: Performance Measurement and Evidence-Based Programming (pg. 23), Chapter 6: Volunteer Stations (pg. 39) Chapter 14: Description and List of Appendices (pg. 97), Appendix A.16	Appendix A.16, a sample data sharing agreement has been added. A reference to this document has been added to Chapter 3 and Chapter 6. The appendix also been added to the cross-reference index and list of appendices in Chapter 14.
4	Chapter 4: Community Participation (pg. 27)	Text has been added to clarify the allowability of costs related to advisory councils.
5	Chapter 8: RSVP Volunteers (pg. 54)	Text has been added to clarify sponsors’ responsibility to review the age eligibility of RSVP volunteers.
6	Chapter 11: Reports and Recordkeeping (pg. 80-81)	Additional information on the confidentiality of volunteer records has been added, including information on grantees’ responsibility to safeguard confidential volunteer information and how to respond to potential breaches, with links to additional resources and information.
7	Appendix A.3: Guidance on Recognition Costs	References to the Code of Regulations have been added. In addition, text on the use of leave as a form of recognition has been added, with a link to pre-existing guidance on using leave as a form of recognition. Finally, guidance on “Special Volunteer Recognition” has been clarified to indicate that special volunteer recognition may include milestones in service or other special achievements.
8	Appendix A.15: Guidance on Prohibition of Fee-for-Service Activities	Pre-existing guidance on the prohibition on fee-for-service activities has been incorporated into this handbook as Appendix A.15. The content of the document has not been edited. Internal references have also been edited to refer to this appendix.

EDITS MADE IN VERSION 2017.4  
(OCTOBER 2017)

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	This change is not related to a specific chapter.	A link to a list of all appendices, including editable versions of samples and templates, has been added to the bottom of each appendix and Chapter 14.
2	Chapter 8: RSVP Volunteers (pg. 55)	An overview of basic adult learning principles has been added to this chapter.
3	Appendix A.17	A sample in-kind contribution form has been added as Appendix A.17.

**EDITS MADE IN VERSION 2018.1  
(JANUARY 2018)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	Chapter 6: Volunteer Stations (pg. 37)	Additional information has been added about how to document volunteer station cash or in-kind support, particularly with regards to how to distinguish such support from a fee-for-service relationship.
2	Chapter 11: Reports and Recordkeeping (pg. 81)	Further guidance on electronic records, including electronic “signatures,” has been added.
3	Appendix B.1: Sample Memorandum of Understanding	Text has been added to #2 in “Other Provisions” to more fully explain the requirement for a Letter of Agreement for in-home assignments. A reference to a blank Letter of Agreement has been removed.
4	Appendix A.18, Appendix B.9, and Appendix B.10	Guidance on Senior Corps and RSVP in times of disaster has been updated and expanded. This information, formerly in Appendix A.18, has been moved to Appendix B.9. The Previous Change Log, which was formerly Appendix B.9, is now Appendix B.10. References within this document to any of these appendices have also been updated.



**EDITS MADE IN VERSION 2018.2  
(APRIL 2018)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	Chapter 1: Introduction and Overview (pg. 6) and RSVP Handbook Cross Reference Index	Information on CNCS' Office of External Affairs has been updated, including a link to its new Communications Resource page.
2	Chapter 1: Introduction and Overview (pg. 11) and RSVP Handbook Cross Reference Index	A link to the Federal Register has been added.
3	Chapter 2: Project Operations (pg. 16)	Language has been updated to clarify that policies regarding prohibited activities are required, not encouraged.
4	Chapter 5: Project Staff (30)	A reference to staffing appropriately to implement "evidence-based programming" has been broadened to reflect other ways programs can strengthen how they build and use evidence.
5	Chapter 5: Project Staff (31)	Information on engaging volunteers in staff activities has been updated to clarify that up to 5% of the total number of RSVP volunteers may be assigned to administrative and support activities.
6	Chapter 6: Volunteer Stations (pg. 36)	A link to CNCS's Superintendent's/Principal's Toolkit has been added.
7	Chapter 10: Grants Management (pgs. 70-71)	Information on the required non-federal share for RSVP programs that occurred in two paragraphs has now been condensed to only appear in one paragraph. In addition, more information on how to calculate the required non-federal share, including a formula, has been added.
8	Appendix A.4 and A.11	Minor typos in these two appendices have been corrected.

**EDITS MADE IN VERSION 2018.3  
(JULY 2018)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	Chapter 1: Introduction and Overview (pg. 11)	More detailed instructions have been added for signing up to Litmos, including information on how to sign up for courses relevant to more than one Senior Corps programs. Information about the Senior Corps New Project Curricula have also been added.
2	Chapter 9: RSVP Volunteer Cost Reimbursements (pg. 63)	Language addressing the specific allowability of congregate meals as non-federal share has been edited to redirect grantees to guidance in Chapter 10 of this handbook, which addresses when federal funds granted by an agency other than CNCS can be used as non-federal share generally.
3	Chapter 10: Grants Management (pg. 73)	Links have been added to the portions of the Uniform Guidance that stipulate that funds used as non-federal share for another federal grant may not be included as non-federal share for a CNCS grant and that identify when funds from another federal agency may be included as non-federal share ( <a href="#">2 CFR 200.306</a> ). In addition, more detail has been added to the discussion of using funds from another federal program as non-federal share.

**EDITS MADE IN VERSION 2018.4  
(OCTOBER 2018)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	Appendix A.12 NSCHC Supplement	This appendix has been removed. All references to this appendix now route users to the CNCS Knowledge Network page on Criminal History Checks <a href="https://www.nationalservice.gov/resources/criminal-history-check">https://www.nationalservice.gov/resources/criminal-history-check</a> .
2	Appendix A.12 Senior Corps Minimum Insurance Coverage Requirement (Formerly Appendix A.13)	Senior Corps Minimum Insurance Coverage Requirement, previously named “Appendix A.13” has been renamed “Appendix A.12.”
3	Appendix A.13 Evidence-Based Programs and Registries (Formerly Appendix A.16)	Evidence-Based Programs and Registries, previously named “Appendix A.14” has been renamed “Appendix A.13.”
4	Appendix A.14 Guidance on Fee-for- Service Prohibition (Formerly Appendix A.15)	Guidance on Fee-for-Service Prohibition, previously named “Appendix A.15” has been renamed “Appendix A.14.”
5	Appendix A.15 Sample Data Sharing Agreement (Formerly Appendix A.16)	The Sample Data Sharing Agreement, previously named “Appendix A.16” has been renamed “Appendix A.15.”
6	Appendix A.16 Sample In-Kind Contribution Form (Formerly Appendix A.17)	The Sample In-Kind Contribution Form, previously named “Appendix A.17” has been renamed “Appendix A.16.”
7	This change is not related to a specific chapter	Broken hyperlinks were updated throughout the document.

**EDITS MADE IN VERSION 2019.1  
(JANUARY 2019)**

**A Note on Changes Resulting from the Final Rule:**

On December 17, 2018, the [Final Rule](#) for the Foster Grandparent Program (FGP), Senior Companion Program (SCP), and RSVP was posted to the Federal Register. After a 45-day public review period, updated regulations for all three programs became effective on January 31, 2019.

These regulations affect many aspects of program operations described in this handbook. Due to the scope of the changes, it is not practical to identify each change by page number. Instead, the major changes in each chapter are listed below. In addition, the changes in this Handbook focus on compliant, effective practice going forward, so that this document remains relevant in the future. In general, they do not make explicit before-and-after comparisons of regulation prior to and following the effective date of the Final Rule. Additional resources that do focus on this transition are available at Senior Corps’ [Final Rule Headquarters](#).

You may suggest additional changes or guidance by emailing [SeniorCorpsHandbooks@cns.gov](mailto:SeniorCorpsHandbooks@cns.gov).

This update also contains some changes that are not directly related to the Final Rule. As a result, the changes below are presented in two sections. The first outlines the changes directly related to the Final Rule. The second contains all other changes. Changes that are not directly related to the Final Rule are identified by page number, as in prior change logs.

**A. Changes Relating to the Final Rule**

<b>Chapter</b>	<b>Changes</b>
Chapter 1: Introduction and Overview	Annual volunteer physical examination requirement was removed. Excess Automobile Liability Insurance was added to program definitions. Minimum requirement of volunteer service hours was reduced.
Chapter 2: Project Operations	Annual service plan and annual assessment requirements was removed. Guidance surrounding project staff compensation was updated. A new definition of “Proprietary Health Care Organization” was added.
Chapter 4: Community Participation	Annual service plan and annual assessment requirements were removed.
Chapter 5: Project Staff	Guidance surrounding project staff compensation was updated.
Chapter 6: Volunteer Stations	A new definition of “Proprietary Health Care Organization” was added. Text referring to “no more than 5% of the total number of volunteers budgeted for a project are assigned to it I administrative or support positions” has been removed.

Chapter 9: RSVP Volunteer Cost Reimbursements	Text was added to clarify that cost reimbursements such as recognition and insurance must be provided; meals and transportation may be provided.
Appendix A	References to the Direct Benefit Ratio or “80/20 rule” were removed (A.3 and A.7). Annual Project Assessment was removed (A.5).
Appendix B	Text was added to clarify that insurance must be provided (B2).

**B. All Other Changes**

Change Number	Chapter and Page Number	Change
1	Chapter 2.2.1 (pg. 15), Chapter 2.3.4 (pg. 19), Chapter 6.3.3 (pg. 41), and Chapter 8.1.2 (pg. 52)	Non-discrimination language was updated to align with CNCS’ non-discrimination policy.
2	Chapter 2: Project Operations (pg. 18)	Text has been added to provide clarification on religious activities and transportation assignments.
3	Chapter 10: Grants Management (pg. 75)	Text has been added to specify the current Simplified Acquisition Threshold amount and its role in budget amendments that require prior approval from CNCS.
4	Chapter 11: Reports and Recordkeeping (pg. 83-84)	Salary and Wage documentation guidance has been updated to reflect the new Uniform Guidance requirements. Additionally, a link to the Uniform Guidance has been added.
5	Appendix A	Appendix A.1- Assurances and Appendix A.2- Certifications have been removed. All references to these appendices now route users to the <a href="#">CNCS Terms &amp; Conditions and Certifications &amp; Assurances for CNCS Grants</a> page. As a result of removing A.1 and A.2, the remaining Appendix A appendices have been renumbered. References within this document to any of these appendices have also been updated.
6	Appendix A.5- Quick Reference Guide for Senior Corps Reports and Due Dates	References to Q1 and Q2 grants and their report due dates have been removed.
7	Appendix A.11- Evidence- Based Programs and Registries	Examples have been updated to reflect new Performance Measures.
8	Appendix A.13: Sample Data Sharing Agreement	Examples have been updated to reflect new Performance Measures.

RSVP - Previous Change Logs 2017-2022

9	Appendix B	Appendix B.8- Sample Annual Safety Assurance Email has been removed. As a result, the remaining Appendix B appendices have been renumbered. References within this document to any of these appendices have also been updated.
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EDITS MADE IN VERSION 2019.2  
(APRIL 2019)

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	This change is not related to a specific chapter	Broken hyperlinks were updated throughout the document.
2	Chapter 1- Introduction and Overview (pg. 11)	Litmos Technical Support Contact Information was added.
3	Chapter 10- Grants Management (pg. 74)	Text has been added to specify the current Simplified Acquisition Threshold amount and to clarify non-federal share.

**EDITS MADE IN VERSION 2019.3  
(JULY 2019)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	Chapter 1: Introduction and Overview (pg. 5)	Information on the Final Rule was added to the 'History of RSVP' section.
2	Chapter 2: Project Operations (pg. 15)	The definitions of vulnerable populations and proprietary healthcare organizations were added to section 2.2 Sponsor Responsibilities.
3	Chapter 6: Volunteer Stations (pg. 38)	The definition of proprietary health care organizations including tips on where to find a state's regulatory agencies and licensing requirements was added.
4	Chapter 10: Grants Management (pg. 70)	Text was added to clarify cost allowability with respect to association and other board membership.
5	Chapter 10: Grants Management (pg. 71)	Guidance on establishing an Indirect Cost Rate and definitions of Direct and Indirect Costs were updated.
6	Chapter 10: Grants Management (pg. 81)	The '10 Tips to Help Avoid Common Audit Findings' were updated with language from the Final Rule.
7	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.
8	This change is not related to a specific chapter.	References to the Social Innovation Fund were removed.
9	This change is not related to a specific chapter.	References to 'CNCS State Office' were changed to 'CNCS Program Officer'.
10	This change is not related to a specific chapter.	Hyperlinks to and citations for regulations were added throughout the handbook.



EDITS MADE IN VERSION 2019.4  
(OCTOBER 2019)

Change Number	Chapter and Page Number	Change
	This change is not related to a specific chapter.	During the week of October 7, 2019, grantees located in states within CNCS’s new Mountain, North Central, and Northeast regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located <a href="#">here</a> . References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
	Chapter 8 : RSVP Volunteers (pg. 55)	The Senior Corps Pathfinder- the new national recruitment tool was introduced along with a link with instructions for how to update contact information.
	Chapter 10: Grants Management ( pg. 81)	The OMB definition of grant was added.
	Appendix A.15- Final Rule Overview	The Final Rule overview on the <a href="http://www.nationalservice.gov">www.nationalservice.gov</a> website has been converted to Appendix A.15, and its contents have been updated to apply to all programs.
	Appendix A.16- Final Rule FAQs	The Final Rule FAQs on the <a href="http://www.nationalservice.gov">www.nationalservice.gov</a> website has been converted to Appendix A.16, and its contents have been updated to apply to all programs.
	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.

EDITS MADE IN VERSION 2020.1  
(JANUARY 2020)

Change Number	Chapter and Page Number	Change
	This change is not related to a specific chapter.	During the week of October 7, 2019, grantees located in states within CNCS’s new Mountain, North Central, and Northeast regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located <a href="#">here</a> . References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.

EDITS MADE IN VERSION 2020.2  
(APRIL 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	In May 2020, grantees located in states within CNCS’s new Midwest, Southeast, and West regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located <a href="#">here</a> . References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
2	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.

EDITS MADE IN VERSION 2020.3  
(AUGUST 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	In May 2020, grantees located in states within CNCS’s new Mid Atlantic and South Central regions, will have their grants transitioned from existing Program and Grants Officers to their newly assigned Portfolio Managers. A map of the regions is located <a href="#">here</a> . References to CNCS Program and Grants Officers were updated to also include these new CNCS Portfolio Managers throughout the handbook.
2	This change is not related to a specific chapter.	Broken hyperlinks were fixed throughout.
3	Chapter 7: RSVP Volunteers (pg. 46)	Information and links on COVID-19 Programming was added to the “Selection of Assignments” section.
4	Appendix A.17: COVID-19 Resource Toolkit	This appendix was added to provide general information regarding safe volunteering, preparing your volunteers to serve during COVID-19 and other resources which may help guide grantees during the unprecedented times.

EDITS MADE IN VERSION 2020.4  
(NOVEMBER 2020)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	As of September 29, 2020, The Corporation of National Community Services and Senior Corps will shift to AmeriCorps and AmeriCorps Seniors. The handbook has the following updates to reflect this rebranding: <ul style="list-style-type: none"> <li>• Updated Senior Corps to AmeriCorps Seniors.</li> <li>• Updated CNCS to AmeriCorps.</li> <li>• RSVP to AmeriCorps Seniors RSVP</li> <li>• Updated RSVP volunteer to AmeriCorps Seniors volunteers.</li> <li>• Updated Twitter handles for both AmeriCorps and AmeriCorps Seniors (pg. 55)</li> </ul>
2	This change is not related to a specific chapter.	As of October 2020, all Program Officer and Grant Officer roles and responsibilities have transitioned to Portfolio Managers
3	This change is not related to a specific chapter.	Removed SeniorCorpsHandbooks@cns.gov email address. All questions or suggestions for handbook should be submitted to portfolio managers.
4	Chapter 1: Introduction and Overview (pg. 2)	Provided information on AmeriCorps' Transition and Sustainability Plan.
5	Chapter 1: Introduction and Overview (pg. 6)	Updated name of Office of External Affairs to Office of Strategic Engagement and Governmental Affairs
6	Chapter 1: Introduction and Overview (pg. 13)	Add comment about rebranding and regulations. As of September 29, 2020, CNCS and Senior Corps are doing business as AmeriCorps and AmeriCorps Seniors, respectfully. The eCFR will continue to use the legal names CNCS and Senior Corps
7	Chapter 2: Project Operations (pg. 14)	Removed Invitation to Apply, as only NOFOs will be created and used moving forward for Continuations, Renewals and Competitions.
8	Chapter 6: Volunteer Station Roster (pg. 40)	Added newly award grantee requirement to have Station Roster completed with PPR Lite.
9	Chapter 8: Volunteers in AmeriCorps	Added information on Facebook as a resource for recruitment.

Change Number	Chapter and Page Number	Change
	Seniors SCP (pg. 55)	
10	Chapter 10: Role of the AmeriCorps Office of Grant Administration (pg. 72)	Updated transition of FFMC to OGA and Grant Officer duties to Portfolio Manager.
11	Chapter 14 Description and List of Appendices (pg. 103)	Added to Section A: All Programs. Appendix A.18 Technology Support Training- A list of technology focused training companies that are contractable for services to support training needs for volunteers. This information is provided for the convenience of grantees, and <b>AmeriCorps Seniors does not endorse these or any other vendors.</b>

EDITS MADE IN VERSION 2021.1  
(JANUARY 2021)

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	This change is not related to a specific chapter.	Updated links throughout the document
2	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (PG. 48)	Update language in teleservice and link to AmeriCorps Seniors resources

EDITS MADE IN VERSION 2021.2  
(APRIL 2021)

Change Number	Chapter and Page Number	Change
1	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources are in the process of being transferred from NationalService.gov to AmeriCorps.gov.
2	Chapter 1: AmeriCorps Overview (PG 9)	AmeriCorps Seniors Week will not be held in 2021, AmeriCorps Seniors will highlight AmeriCorps Seniors Program during the month of May, Older Americans Month.
3	Chapter 5: Project Staff (PG 34)	AmeriCorps has published a new National Service Criminal History Check (NSCHC) regulation that will be effective May 1, 2021. Updates and additional resources provided
4	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (46)	Provided link to updated <a href="#">AmeriCorps Seniors Pandemic Recovery a Pathway to Service (updated March 2021)</a>
5	Chapter 7: AmeriCorps Seniors SCP Volunteer Assessments (PG. 48)	Update language in teleservice to state approval from portfolio manager
6	Chapter 11.3 Project Compliance Monitoring (PG 91)	Office of Monitoring provides additional information on Monitoring Activities Types and Monitoring Results and Corrective Actions plans



EDITS MADE IN VERSION 2021.3  
(JULY 2021)

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1.	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources are in the process of being transferred from NationalService.gov to AmeriCorps.gov.
2.	Appendix A	Added Appendix A. 19 Respite Survey Added Appendix A. 20 Independent Living Survey
3.	Appendix A.1: Guidance on Recognition Costs	Removed link to AmeriCorps Seniors Guidance on Leave as a Form of Volunteer Recognition. Added AmeriCorps Seniors Guidance on Leave as a Form of Volunteer Recognition as Appendix C.14.

**EDITS MADE IN VERSION 2021.4  
(OCTOBER 2021)**

<b>Change Number</b>	<b>Chapter and Page Number</b>	<b>Change</b>
1	This change is not related to a specific chapter.	Update links throughout document. AmeriCorps and AmeriCorps Seniors resources are in the process of being transferred from NationalService.gov to AmeriCorps.gov.
2	Chapter 10: Budget Management (PG 70)	Limitation on Indirect Cost has been removed, it is no longer applicable.
3	Chapter 10: Budget Management (PG 73)	Updated match waiver guidance to include documentation requirements and method for processing.
4	Chapter 11: Project Compliance Monitoring (PG 90-91)	Added image of the AmeriCorps monitoring activity lifecycle Added new section with monitoring resources.
5	Appendix A. 21 Disaster and Emergency Response	Transitioned and updated Appendix E. 3 AmeriCorps Seniors and the AmeriCorps Senior Companion Program in Times of Disaster to Appendix A. 21 Disaster and Emergency Response.