



Most Common Findings Noted During Last Monitoring Cycle

Findings	Possible Consequences	Corrective Action
Exit forms for members were submitted late.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that you will be able to meet the requirements to exit members within 30 days of the last day of service.
The program does not submit the required reports within the established timeframes.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that all required reports are submitted in a timely manner.
The program uses incorrect education award amount in member service agreements.	If programs fail to comply with federal grant provisions, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure member service agreements include correct information including education award amounts.
The program does not meet all of its program goals as stated in the contract.	If programs fail to meet its program goals as stated in the contract, they could be subject to a range of consequences including suspension from eligibility for future grant awards.	Develop protocols to ensure that program meets its goals.
<p>Criminal History Checks The program did not conduct the nationwide NSOPW check before member/staff service/work start date.</p>	Auditors question costs based on the Enforcement Guide effective at the time of monitoring.	Establish written monitoring procedures to check files and ensure all related personnel understand the background check requirements and develop written policies/procedures for conducting background checks. Maintain documentation that a background check was done on all covered

		positions.
First and last name on government issued photo ID does not match check.	Auditors question costs based on the Enforcement Guide effective at the time of monitoring.	Establish written monitoring procedures to check files and ensure all related personnel understand the background check requirements and develop written policies/procedures for conducting background checks. Maintain documentation that a background check was done on all covered positions.
The program did not document the members' accompaniment when their checks were pending and/or did not document it contemporaneously.	Auditors question costs based on the Enforcement Guide effective at the time of monitoring.	Establish written monitoring procedures to check files and ensure all related personnel understand the background check requirements and develop written policies/procedures for conducting background checks. Maintain documentation that a background check was done on all covered positions.
Member timesheets revealed discrepancies and/or were not always signed by both the member and supervisor, and, in some instances, were dated prior to the service dates.	Auditors question the portion of unearned living allowance and the entire education award earned by those members because they did not meet the requirements.	Review timesheets and perform periodic reconciliations of completed timesheets with My AmeriCorps Portal certifications of hours completed.
Staff salaries were charged based on budget estimates and/or did not account for all time worked by the employees whose salaries were charged to the grant and/or to the match	Auditors question total salary costs because they can't determine how much time was actually spent on the different grants.	Ensure staff salaries charged to the grant/match based on actuals. Ensure timesheets record hours by activity or cost center to track the actual time.
Expenses were not supported	Auditors question	Ensure expenses charged



with sufficient documentation.	unsupported/inadequately supported expenses charged to the grant/match.	to the grant/match adequately supported.
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