

ASN 06-004 Policy to Revise the AmeriCorps Slot Conversion and Transfer Policy

Background: Since November of 2002, the Corporation has limited slot conversions to those on a one to one (or lesser slot-type) basis. In other words, a program can convert one full-time position into one half-time position, but not into two half-time positions.

Prior to that, grantees were allowed to convert vacant member slots to other kinds of member slots and increase the number of slots as long as the number of Member Service Years (MSYs) did not increase. For example, one full-time slot could be converted to 2 half-time slots.

Purpose of New Policy: The purpose of this change is to give more flexibility to programs, increase the usage of unfilled member positions, and deliver more service hours and members. In addition, education awards connected to unfilled AmeriCorps member positions will now be recouped and deobligated more quickly, thus reducing the liability of the Trust and making education awards available for additional members in a more timely manner.

New Policy: As of November 13, 2006, this policy allows programs to convert slot types on other than a one-to-one basis. Programs will 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. All conversions are subject to prior approval from the Office of Grants Management.

This policy allows AmeriCorps slots to be converted in accordance with the grant award (AmeriCorps General Provision, Section 8, Terms of Service) but without regard to the limitation therein on increasing the number of slots in the program. Thus, when converting a slot to one requiring fewer hours, the grantee is not limited to a one-for-one slot conversion, and may increase the number of members correspondingly. **However, 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 and a \$4,725 education award) **may** be converted into 2 half-time slots (2 x .5 members = 1 MSY) and a total education award amount of \$4,725 (2 x \$2,363).
- 1 full-time member position **may not** be converted into 4 quarter-time positions as the education awards would total \$5,000 (4 x \$1250); in this example, the maximum number of allowable quarter-time positions would be 3.

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. The table below shows hours and education awards by slot types.

Term of Service and Education Award

Term of Service	Minimum # of Hours	Education Award
Full Time	1700	\$4,725
One Year Half Time	900	\$2,362
Two Year Half Time	900	\$2,362
Reduced Half Time	675	\$1,800
Quarter Time	450	\$1,250
Minimum Time	300	\$1,000

State commissions will also be allowed to transfer slots from one formula program to another in order to maximize enrollment and cost effectiveness.

When does this policy go into effect?

November 13, 2006.

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 WBRS data system to manage slot conversions and transfer members. AmeriCorps Program Officers will approve all slot corrections and transfers in WBRS and its successor version.