SERVE IDAHO
SITE VISIT TESTING GRID
Member files

Member	A	B	C	D	E	F	G	H	I	J	K

Test Legend:

A. Member Application
B. Citizenship has been verified in eGrants or staff has reviewed and verified citizenship
C. High School diploma or equivalent (or written agreement to pursue)
D. Enrollment Form
E. Member Contract (signed prior to service) with position description and grievance procedure
F. Publicity Release Form
G. Emergency notification
H. Parental Consent form (if applicable)
I. Exit or change of status forms (if applicable)
J. Loan Forbearance/deferment forms (if applicable)
K. Proof of offer of health insurance/childcare to full time members

Tick mark Legend:

_____ Met testing criteria
_____ Document missing
_____ Incomplete document, unsigned or signed after service began
_____ Incorrect document or insufficient documentation
_____ Not applicable at time of testing

Sampling Plan:
The universe for this sample is all member files for the _____ AmeriCorps program.

There are _____ members serving with this program.

We decided that a sample size of ____ would sufficiently determine if internal controls are adequately working. A member roster was printed and we selected every _____ member for testing.