**Governor’s Office of Volunteer Services**

Compelling Personal Circumstance versus Cause Exits and Slot Refill Determination Flowchart

**Did the member complete at least 15% of the minimum hours required for their term?**

|  |  |
| --- | --- |
| Full-time (≥ 255 hours) | Reduced-half-time (≥ 101.25 hours) |
| Three-quarter-time (≥ 180 hours) | Quarter-time (≥ 67.5 hours) |
| Half-time (≥ 135 hours) | Minimum-time (≥ 45 hours) |

No

Yes

No

**Did the member otherwise perform satisfactorily?**

**Then Exit the member for CAUSE**

No Prorated education award

Yes

**Did the member complete at least 30% of the minimum hours required for their term?**

Full-time (≥ 510 hours)

Three-quarter-time (≥ 360 hours)

Half-time (≥ 270 hours)

Reduced-half-time (≥ 202.5 hours)

Quarter-time (≥ 135 hours)

Minimum-time (≥ 90 hours)

No

**Can the program document that the member was unable to complete their service due to circumstances beyond their control?**

**Examples of Non-Compelling Personal Circumstance Exits**

* To enroll in school
* To obtain employment, other than in moving from welfare to work or in leaving a program that includes in its approved objectives the promotion of employment among its participants; or
* Because of dissatisfaction with the program

**Examples of Compelling Personal Circumstance Exits from CFR § 2522.23**

* A participant's disability or serious illness
* Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or
* Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that make completing a term unreasonably difficult or impossible;
* Military service obligations
* Acceptance by a participant of an opportunity to make the transition from welfare to work

No

Yes

Yes

**Slot CANNOT** **be refilled**

**Slot CAN be refilled**

**Then Exit the member for Compelling Personal Circumstances**

Prorated education award

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**To determine the amount of the pro-rated education award earned**

Hours Completed ÷ Minimum Hours Required × Maximum Value of Ed. Award