

**The Governor’s Office of Volunteer Services**

COMPELLING PERSONAL CIRCUMSTANCE (CPC) FORM

Members may be exited for a CPC, which is a situation or incident that affects the Member or occurs to the Member that is not within the Member’s control. This may include, but is not limited to injury, illness, military leave, or other circumstance(s).

**Please note the following:**

* Members who have completed 15% or more of their required minimum hours who are exited based on compelling personal circumstances may receive a pro-rated, partial education award.
* Members with less than 15% can request early release based on compelling personal circumstance and it will not count as one of their two (2) opportunities to earn an education award.

**In order to properly exit a member for a CPC, the following must occur:**

1. The Commission must be notified in writing (using this form) of the program’s decision to exit a member for a compelling personal circumstance (CPC) prior to the member being exited out of eGrants and OnCorps.
   1. Not notifying the Commission prior to or at all of a CPC exit may impact a program’s risk level for the following program year.
2. Proper documentation to support a CPC exit must be in the member’s file. The documentation (timesheets, performance reviews, documentation of compelling personal circumstances, etc.) should support the program‐certified CPC exit. **The supporting documentation must be in a separate, locked file from all other member files.**
   1. When exiting a member for a CPC, please note the following in regard to documentation:
      1. There should be internal documentation supporting the program’s approval of the partial education award resulting from the CPC.
         1. Documentation such as the member’s exit form, emails between the member and program staff/site supervisor communicating the reason for exit, the program director authorizing the CPC exit, resignation letter, etc. are acceptable.
      2. There should be sufficient external supporting documentation to validate the member’s CPC exit.
         1. External documentation should be typed or hand-written on professional letterhead or a physician prescription notepad, dated, and signed. **Programs should not accept documents that are in editable form.**
         2. Documentation such as a physician or other health professional’s note should cite an illness, mental health issue, or disability in accordance with Title 45 C.F.R. §2522.230; court orders; new employment letters; death certificates; etc.
         3. If the member is providing health related documentation, there should be a statement confirming the member’s or immediate family member’s condition and how it prevents the member from completing their full term of service.
         4. External documentation should be completed by a licensed professional who is qualified to evaluate and diagnose the condition or at a minimum a qualified assistant to the health professional who is aware of the condition and has the authority to represent the health professional in this capacity.
         5. Letter from a spouse’s place of employment regarding a required move.
         6. Copy of military orders.
         7. Proof of Welfare Benefits.
         8. In order for a member to be exited for a Welfare to Work CPC exit, the participant must have been previously enrolled on welfare prior to becoming an AmeriCorps member. If the member was not on welfare prior to the start of service and he or she becomes employed, that **does not qualify for a Welfare to Work CPC exit**. You must have the member provide documented proof of the welfare benefits to maintain in their file to exit for a Welfare to Work CPC.
         9. **It is recommended the program have a policy on what is considered welfare benefits.**

**SECTION ONE:** Program CPC Policy and Procedures

List and/or attach the AmeriCorps program’s policies and procedures for compelling personal circumstance(s) that the member must adhere to in order to be released from service for a compelling personal circumstance.

List your AmeriCorps Program’s CPC policies and procedures here.

**SECTION TWO:** Member Certification – To be completed by the member

I, Enter Member Name Here , request to be released from Enter Program Name Here due to the following compelling personal circumstance(s): Please list the compelling personal circumstance here.

The member does not have to disclose to the Commission on this form. But, the member should disclose to the appropriate party to receive a CPC exit.

My last day of service is Enter a date and my total number of hours is Enter total number of hours served here.

**Member Provided Documentation of Compelling Personal Circumstance:**

All documentation must be in line with the **45 CFR § 2522.230**and the AmeriCorps program’s policies and procedures listed above and/or attached. Member provided documentation concerning the release of the member for compelling personal circumstance, such as doctors note, emails, etc. should be listed below. The member is only required to list the items. There is no need to attach documentation.

**Documentation provided to the program:**

1. Enter name of attachment here
2. Enter name of attachment here
3. Enter name of attachment here

**I certify/agree that:**

* the circumstance(s) described above prevent me from completing my AmeriCorps term of service commitment within the time limits permitted and
* my last day of service is Enter a date with a total of Enter total hours served here.

I understand that I may be eligible for a partial education award based on the percentage of hours I have served and my having performed my service satisfactorily.

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| --- | --- | --- | --- | --- |
| Member Name: |  | | | |
|  | | |  |  | |  | |
| Member Signature: | |  | |  | Date: | |  |

**SECTION THREE:** Program Certification – To be completed by the program director

I, Enter Program Director’s Name Here , Program Director of Enter Name of AmeriCorps Program Here am aware of Enter AmeriCorps Member’s Name Here compelling personal circumstance and agree that the circumstance(s) are outside of the member’s control and prevent him or her from completing their AmeriCorps term of service commitment within the time limits provided. I understand the definition of compelling personal circumstances, as previously described, and certify that due to the member’s compelling personal circumstance(s), he or she is eligible for a partial education award. I have attached documentation to this form to demonstrate these compelling personal circumstance(s). At this time, the member has completed Enter the Member’s total hours served here. The hours match in OnCorps and eGrants.

|  |  |  |  |
| --- | --- | --- | --- |
| Program Director’s Name: |  | | |
|  |  | |  | |  |
| Program Director’s Signature: | |  |  | Date: |  |

**SECTION FOUR:** Code of Federal Regulations

**§ 2522.230   Under what circumstances may an AmeriCorps participant be released from completing a term of service, and what are the consequences?**

An AmeriCorps program may release a participant from completing a term of service for compelling personal circumstances, as determined by the program, or for cause.

(a) *Release for compelling personal circumstances.*

(1) An AmeriCorps program may release a participant upon a determination by the program, consistent with the criteria listed in paragraphs (a)(6) and (a)(7) of this section, that the participant is unable to complete the term of service because of compelling personal circumstances, if the participant has otherwise performed satisfactorily and has completed at least fifteen percent of the agreed term of service.

(2) A participant who is released for compelling personal circumstances and who completes at least 15 percent of the required term of service is eligible for a pro-rated education award.

(3) The program must document the basis for any determination that compelling personal circumstances prevent a participant from completing a term of service.

(4) Compelling personal circumstances include:

(i) Those that are beyond the participant's control, such as, but not limited to:

(A) A participant's disability or serious illness;

(B) Disability, serious illness, or death of a participant's family member if this makes completing a term unreasonably difficult or impossible; or

(C) 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;

(ii) Those that the Corporation, has for public policy reasons, determined as such, including:

(A) Military service obligations;

(B) Acceptance by a participant of an opportunity to make the transition from welfare to work; or

(C) Acceptance of an employment opportunity by a participant serving in a program that includes in its approved objectives the promotion of employment among its participants.

(5) Compelling personal circumstances do not include leaving a program:

(i) To enroll in school;

(ii) 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

(iii) Because of dissatisfaction with the program.

(6) As an alternative to releasing a participant, an AmeriCorps\*State/National program may, after determining that compelling personal circumstances exist, suspend the participant's term of service for up to two years (or longer if approved by the Corporation based on extenuating circumstances) to allow the participant to complete service with the same or similar AmeriCorps program at a later time.