

VISTA Recruiting

Explanation of file:

This file is to provide information to the organization wishing to hire an AmeriCorps*VISTA Member.

It is required that you create your project description using Word with spell check, grammar, etc. and cut and paste the information on the AC*RPS AmeriCorps online recruiting system since there is no way of checking spelling on the system. The instructions for using the AC*RPS system is on this CD in the VISTA Recruiting file. If you need help please contact your Project Coordinator. It may take some time to complete the AC*RPS description—start early in your recruiting process and be patient since you will need to receive a unique project number from CNCS.

VISTA candidate On-line Application

All interested VISTA candidates will apply through an on-line application process. A search for the project will be made first. After applying on-line the project sub-site will need to accept the application. The VISTA candidate is then able to go to “My AmeriCorps” and fill out appropriate paperwork. **CALL YOUR PROJECT COORDINATOR OR STATE DIRECTOR FOR MORE INFORMATION.**

Segal Education Award

This benefit is one of the most powerful recruiting benefit tools. Please contact your Project Coordinator or go online at www.americorp.gov if more information is needed than provided within this file. There are many educational institutions that will match or provide additional scholarship to National Service members. See the list of schools in the document “**Education Award Match List-Educational Institutions.**”

Cash Stipend

A VISTA Member can choose a cash stipend of \$1,200.00 at the end of their term of service instead of the Education Award. If the Education Award was the first choice at the beginning of the term the VISTA Member will have 10 months to change their mind to Education Award one time. The *Second Choice Benefits Election Form* is found within this file. Please make sure the form is filled out and sent to the Project Coordinator by the 9th month of the VISTA’s term if the VISTA Member has decided to change.

Child Care Benefit

Included in this file is a memo from CNCS that explains a change in child care benefits as well as the VISTA Care Child Care Benefit. Please ask the Project Coordinator for additional information and how to get the child care benefit if needed by your VISTA hire. In some cases the State of Michigan Child Care Program may be more beneficial.

Emergency Assistance

In some cases CNCS State Office can help with emergency assistance (see “Other VISTA Benefits.doc”). Reimbursement may be required by filling out a “**Payment Voucher V531**” form. Please speak with your Project Coordinator for more information.

Second Choice Benefit Form

A VISTA member has 10 months to change their mind regarding the Education Award (\$4725) or Cash Stipend (\$1200). The form needs to be completed (within 10 months of service) if original choice has changed.