

PSO PAPERWORK CHECK-OFF SHEET

PLEASE RETURN THIS CHECK-OFF SHEET WITH EACH APPLICATION THAT YOU SEND TO THE STATE OFFICE.

____ Registration and Travel Authorization Form

____ Vehicle Form #81 (*If they do not drive, put N/A on the form & return*)

____ Project has accepted & approved online application with references through the online recruitment system. Applicant has to go in & accept after project approves

____ Certification Page from ACRPS system that applicant has to print off and sign

____ “What To Know Before Beginning Service” Form

____ A copy of the **VISTA Work Plan** or **Assignment Description** signed by the applicant. **One copy sent along with application and one copy to be given to the applicant to take to PSO.**

____ Applicant has been interviewed by the Sponsor/Supervisor

____ Applicant **knows** the **dates** of the PSO he/she will be attending

____ Applicant/Supervisor **knows** the monthly subsistence allowance

____ Proof of Citizenship or Lawful Permanent Residency

____ If Childcare is needed, go to www.naccrra.org/vista to apply

Signature of Sponsor/Supervisor

Date

