



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

November 20, 2017

Laura Murphy, Program Director
NRCA AmeriCorps
1093 E. Main Street
Radford, VA 24141-1747

Re: CVS 15-055-07
AmeriCorps Monitoring Evaluation

Dear Laura:

As of November 20, 2017, the Virginia Department of Social Services (VDSS), Office of Volunteer and Community Services (OVCS), AmeriCorps Program completed New River Community Action, Inc. - NRCA AmeriCorps programmatic monitoring review for the 2016 - 2017 program year.

The assessment of your program included a review of fiscal reports, statistical and narrative reports, objectives, staffing, AmeriCorps member agreements, the number of individuals served, case record reviews and program compliance with contract terms and conditions and federal regulations/guidance as applicable. Thank you for the supporting documentation that you provided and for the time spent in updating me on the services provided.

In regards to performance measures, your program was not fully achieving the outcomes and results that were agreed upon in the contract. Your agency is maintaining acceptable member enrollment and shared positive feedback regarding recruitment strategies and outreach mythology.

Areas of Non-Compliance

Based on the information reviewed during my desk review for the NRCA AmeriCorps program, NRCA failed to comply with federal regulations by not reviewing FBI, state criminal history, and VA Child Protective Services (CPS) checks prior to member starting service as required by CNCS and federal regulations. Please see federal regulations as related to this matter below:



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2645g. Criminal history checks

(a) In general

Each entity selecting individuals to serve in a position in which the individuals receive a living allowance, stipend, national service educational award, or salary through a program receiving assistance under the national service laws, shall, subject to regulations and requirements established by the Corporation, conduct criminal history checks for such individuals.

§ 2540.204 When must I conduct a National Service Criminal History Check on an individual in a covered position?

(a) Timing of the National Service Criminal History Check Components. (1) You must conduct and review the results of the nationwide NSOPW check required under § 2540.203 before an individual in a covered position begins work or starts service.

Case Record Review:

The case records that were reviewed during the visit were found to be current and did contain all of the required documentation (*with the exception of failure to review and initial all results; noted in the non-compliance section of this letter*) including dates service began, dates of subsequent contacts, member agreements, background checks/requirements, and all other documentation set forth by VDSS and CNCS. Four case records were reviewed and identified as acceptable.

Utilization of AmeriCorps Grant funding:

It appears that the AmeriCorps grant is being used for authorized purposes and is in compliance with program requirements. The AmeriCorps required postings/logos were in place as required in the AmeriCorps contract.

Fiscal Review:

Fiscal review has been completed and the fiscal summary will be sent via email.



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Summary:

Overall, your agency's performance was acceptable, Acceptable Performance: Sub-Recipient demonstrates an acceptable understanding of most CNCS rules, regulations, goals and objectives that governs the AmeriCorps. One or more weaknesses exist. Performance measures outcomes were considered acceptable. There were two significant organizational, operational or fiscal weaknesses that existed; noted above. Your program has satisfied the area of non-compliance within the request timeframe.

Please be mindful that failure to comply with all criminal background checks, and federal guidance could result in disallowances and or corrective action plans. Due the fact that your program was being reviewed for a "close out", there is no further action required on behalf of your program.

Again I want to thank you for your timely responses and the preparations that you made for this review. I wish you continued success in your program. Please feel free to contact me at 804.726.7925 or joy.wade@dss.virginia.gov.

Sincerely,

Joy Wade
AmeriCorps Program Officer