



ONBOARDING AND ENROLLMENT PROCESS

The Florida Conservation Corps Program is very unique as it is an AmeriCorps Program that functions within the Department of Environmental Protection (DEP).

FLCC AmeriCorps Members are not DEP staff or Volunteers. FLCC AmeriCorps Members are enrolled into the People First system as OPS AmeriCorps in order to receive their monthly stipend and also the eGrants system as an AmeriCorps Member. However, they are referred to as “the Member”, and are contracted to only participate in allowable service activities (see 2021 Member Contract)

Below is a detailed description of how members are enrolled. This document is meant to clarify the site supervisor and member’s role the onboarding process.

1. Once an interested applicant submits an application via my.ameriacorps.gov, it is received on the other end by FLCC staff. The application is reviewed and scored based on three areas:
 - Community Service Experience
 - Education in a related field
 - Experience (skills, knowledge, and past jobs) in a related field
 - Computer/software/virtual skills
2. If the candidate qualifies based on these categories, they are contacted by FLCC staff with a Pre-questionnaire and list of host site locations (if available).
3. Applicants are asked to state their preferred project area (A.N.T., R.O.A.R., T.R.E.C.).
 - a. if they select R.O.A.R. or A.N.T.; they are asked to pick their top three host site locations, in which their application is forwarded to the site supervisor at each location.
 - b. If they select T.R.E.C., their application is forwarded to our Assistant Program Coordinator; Kayla Hull, who handles the selection process for this project area.
4. The supervisor reviews all applications sent to them by FLCC staff. They then contact any applicant they’re interested in and schedule an interview. Depending on where the applicant is located, the interview may be over the phone or in-person.
5. Once the applicant is selected by a site supervisor, FLCC staff is notified. FLCC staff then sends the beginning paperwork to that applicant to complete (Enrollment Packet Part 1 of 2).
 - a. **Applicants must complete several background checks, which FLCC staff facilitate on their end through two systems (Truescreen and Fieldprint)**
 - b. The background checks entail the FBI (Federal Bureau of Investigation-national check), FDLE (state of Florida), state of residence (anyone who is not a resident of Florida) and the NSOPW (National Sex Offender Registry)
 - c. Applicants may be asked to complete paperwork or attend an appointment for fingerprinting.

Contact the FLCC Office with any questions or concerns. Assistance may also be provided if needed. Office Number: 352.204.4527 or 352.204.4539



6. The applicant submits the paperwork via email and FLCC staff begin the enrollment process.
7. In addition, site supervisor will be in contact with the selected applicant prior to start date in terms of:
 - housing arrangements (varies by location)
 - Preparing a housing contract is highly recommended
 - paperwork completion
 - scheduled first day of service

*Members may not start service prior to February 1st, or before the background checks are cleared.

8. On the applicants first day of service, they will be asked to complete the remaining paperwork (Enrollment Packet Part 2 of 2) which include the I-9 and AmeriCorps Member Contract.
 - a. **This paperwork is due no later than 1pm on their first day**
 - b. We ask that Site Supervisors be available to assist with this final paperwork.
9. The applicant is then officially referred to as “the Member” and may begin service at that location.