## 24-25 Program Manual Change Log

1.2.28   Added requirement for fiscal staff from programs that are high financial monitoring level to attend all financial trainings during the grant year.  1.2.28   Added the new trainings required annually by AmeriCorps  1.2.48   Added ongoing or unaddressed concerns about site supervisor time as match as a risk factor in monitoring.  1.2.48   Added vague or risky member service activities as a risk factor in monitoring.  1.2.56   Clarified the language about the 10% buffer in minimum hours served as part of the anticipated service schedule.  1.2.5G   Added language that requires fiscal staff from high financial monitoring level programs to attend all financial trainings.  1.2.5H II d   Added language that requires fixed amount grants to submit monthly claims.  1.2.5H II d   Added language that requires fixed amount grants to submit member payroll ledgers as the desk review.  1.2.5L II   Late responses (not meeting the deadlines established or not requesting an extension prior to the due date) are a factor in establishing monitoring levels  1.4   Changed the due date from November 15h to October 31s for programs that have a closeout date beyond 10/31/25  2.1.3   Notice that an updated Whistieblower policy will be required in 25-26  2.1.4J   Clarified language around remote service and weekend service, when not part of the anticipated service schedule  2.1.5A   Clarified language about the minimum number of staff required on a grant, and provided criteria for a waiver to the minimum number of staff can be on the grant as a direct costs and minimum percentage of time each staff can be on the grant as a direct costs and minimum percentage of time each staff can be on the grant as a direct costs and minimum percentage of time each staff can be on the grant as a direct costs and minimum percentage of time each staff can be on the grant as a direct costs and minimum percentage of time each staff to the pay period.  3.1.1A   Added language about programs assigning the responsibility to recruit members to the host si	Section	Change
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	supervisors may also sign, but programs must be consistent in its application of a third signature.
3.1.5D	Clarified language about uploading MSA/MPDs into the timekeeping system
3.1.5H	Added language about the major federal holidays to be listed on the MPD as days
	when members cannot serve.
3.1.6 A. IV.	Added language about federal work study
3.1.6 A. V.	Clarified language about withholding member living allowance
3.1.6 E. V.	Clarified that member healthcare may be provided for members during suspensions
	that are less than 3 months in length
3.1.6 F	Added language about the Member Assistance Program requirement
3.1.7 A	Added requirements related to programs requesting approval to use an alternative
	timekeeping system and Volunteer Iowa's ability to revoke that approval
3.1.7 A	Added language about all programs using site supervisor and member certification
	language on timesheets
3.1.7 A	Added language about member service on weekends, and not checking email,
	completing timesheets, or doing a self-directed training without a teleservice
	agreement
3.1.7 A	Clarified language about required unpaid mealtimes.
3.1.7 C	Clarified language about member class and homework time
3.2.3 B	Added information about Member Professional Development
4 throughout	Added/clarified information regarding fixed amount grants