24-25 Program Manual Change Log

Section	Change
1.2.2B I	Added requirement for fiscal staff from programs that are high financial monitoring level to attend all financial trainings during the grant year.
1.2.2B I	Added the new trainings required annually by AmeriCorps
1.2.4B	Added ongoing or unaddressed concerns about site supervisor time as match as a risk factor in monitoring.
1.2.4B	Added vague or risky member service activities as a risk factor in monitoring
1.2.5G	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 I	New programs, including planning grants are required 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 15th to October 31st for progress reports for programs that have a closeout date beyond 10/31/25
2.1.3	Notice that an updated Whistleblower 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
2.1.5A	Notice that Volunteer Iowa will have a new policy about number of staff on the grant as a direct costs and minimum percentage of time each staff can be on the grant in 25-26
2.1.5D	New language related to training new program staff
2.2.1I	Added language that requires programs to run a "CNCS Monitoring Report" in Truescreen and Fieldprint at the end of each program year
3.1.1A	Added language about not starting members at the end of the pay period.
3.1.1B	Added language about fixed amount grantees and slot conversions
3.1.2A	Added language about programs assigning the responsibility to recruit members to the host site
3.1.2A	Added language about recruitment efforts including both general awareness building and direct appeals, including targeted messages/materials for specific audiences.
3.1.3H	Added language that requires programs to enroll members within 60-day of the start of the grant.
3.1.3H	Clarified that the NCE date may be revised if the member(s) that were serving into the extension period exit early.
3.1.5A	Parent/guardian signature dates – on or after the member signature date but before the program signature date.
3.1.5A-B	Added language that requires the program to be the signer on the official member documents including, MSA, MPD, amendments, changes, or extensions. Site

	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