

817—14.4(15H) Approval standards. The commission has established standards to certify national service corps programs. These standards are based on a combination of factors established by the Corporation for National and Community Service, the Service Year Alliance, and the existing rules for the Iowa summer youth corps program created pursuant to Iowa Code section 15H.5, the Iowa green corps program created pursuant to Iowa Code section 15H.6, the Iowa reading corps program created pursuant to Iowa Code section 15H.7, the RefugeeRISE AmeriCorps program created pursuant to Iowa Code section 15H.8, and the Iowa conservation corps created pursuant to Iowa Code section 84A.7.

14.4(1) Program design. The national service corps program should have a program design defining the impact the program will have on the community, sponsor organization, and service corps members. The program design must identify how the national service program will address a state or local need and how the program will promote a sense of civic engagement in program participants.

14.4(2) Corps member position description. The national service corps program shall have written descriptions/plans for high-quality service activities. National service corps member activities must be clearly delineated from those of employees of the sponsoring organization and host site.

14.4(3) Orientation. The national service corps program shall have an orientation for national service corps members, including clarification on how the member service activities differ from employee responsibilities.

14.4(4) Eligibility. The national service corps program shall have eligibility screening for national service corps members, commensurate to the service activities to be conducted and the population to be served. National service corps programs shall set and meet minimum requirements for checking the criminal history of national service corps member applicants and considering the following results when selecting corps members:

- a. Criminal background and sex offender registry checks for corps members over the age of 18.
- b. Reference checks for corps members under the age of 18.

14.4(5) Training and professional development. The national service corps program shall provide ongoing training and professional development to the national service corps members.

14.4(6) Member supervision. The national service corps program shall demonstrate the ability to effectively supervise the national service corps members.

14.4(7) Certification of member service. Upon successful completion of the term of service by the Iowa national service corps member, the sponsor organization shall issue a certification of service letter to the corps member. The letter should include, at a minimum, the name of the corps member, whether the corps member served in a full-time or less than full-time capacity, the dates of service (if the corps member served in a full-time capacity) or the hours of service (if the corps member served in a less than full-time capacity), the name of the sponsor organization, and a contact person at the sponsor organization.

14.4(8) Compliance process. The national service corps program shall have a process for ensuring compliance with program standards.

14.4(9) Program impact. The national service corps program should have a method for tracking progress towards the established goals of the program.

14.4(10) Organizational capacity. The sponsoring organization shall have an established history and demonstrate the staff capacity and experience to effectively oversee the national service corps program.

14.4(11) Financial capacity, cost effectiveness and budget adequacy. The sponsoring organization should demonstrate the financial capacity to administer the national service corps program, including any living allowances or stipends provided to national service corps members. The national service corps program budget should be sufficient to provide the national service corps member(s) with the tools needed to be effective in the assigned tasks.

14.4(12) Risk management. The national service corps program should practice appropriate risk management strategies for the approved national service corps positions.

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