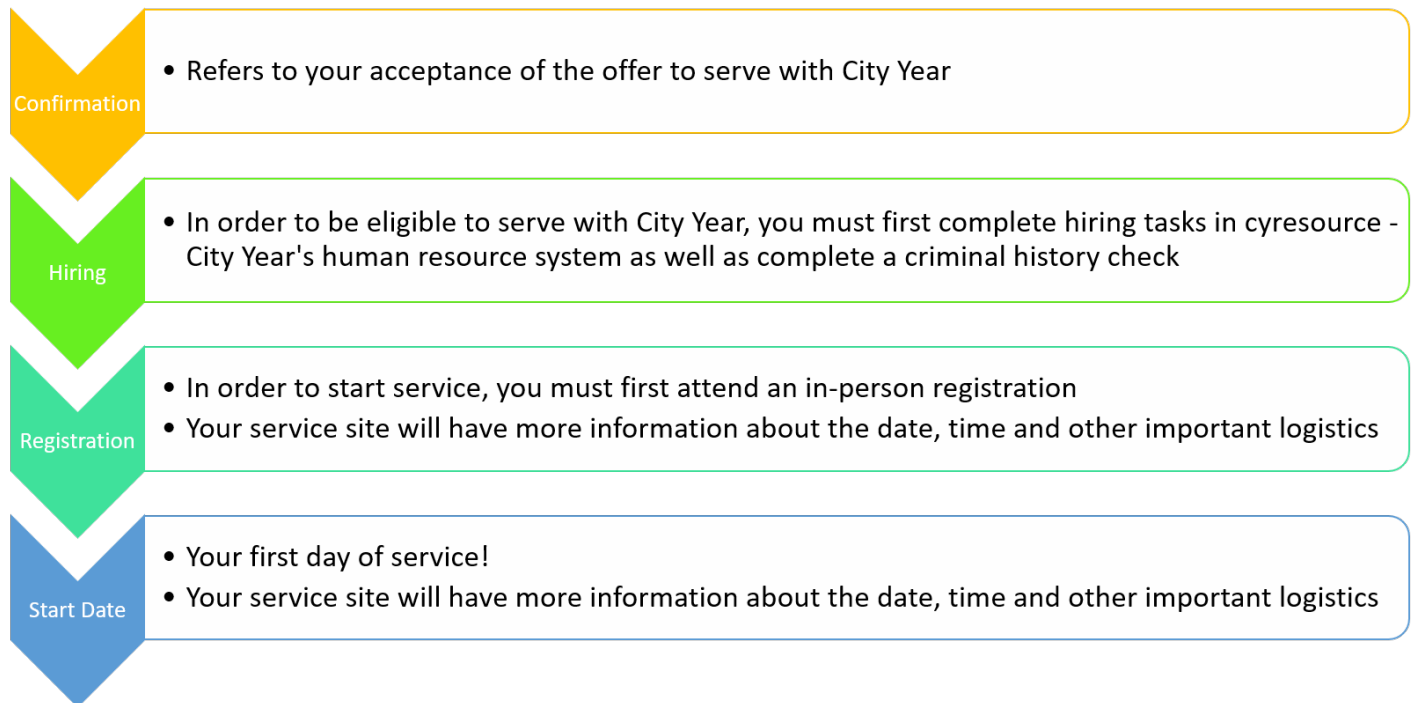


CITY YEAR HIRING & REGISTRATION GUIDE

Introduction & Overview

On behalf of the students, schools and communities you will be serving, thank you for your commitment to serving as a City Year AmeriCorps member. This guide walks you through steps that are necessary to complete to get you from confirmation to your start date. Please review all of the information carefully.



Getting Prepared: Documentation

Documentation Requirements

You will need to gather and present documentation to verify your AmeriCorps eligibility and to complete your Form I9, the U.S. Government's employment eligibility form. All documents must be current and unexpired. School IDs cannot be used in place of a Government Issued ID. Birth certificates must be issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal. Birth abstracts/extracts are not acceptable.

Documentation Required for AmeriCorps Eligibility

An AmeriCorps member must be a U.S. Citizen/National or Legal Permanent Resident. In order to be hired and serve as a City Year AmeriCorps member you will need present the following documents in-person at Registration:

- 1) Social Security Card
- 2) Government-Issued Photo ID
- 3) Proof of U.S. Citizenship or Legal Permanent Residence (bring one of the following listed below)

Proof of U.S. CITIZENSHIP:

- A United States passport
- A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands
- A certificate of birth-foreign service (FS 545) issued by the State Department
- A certification of report of birth (DS-1350) issued by the State Department
- A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service
- * *A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department*
- * *A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service*

Proof of LEGAL PERMANENT RESIDENCE:

- Permanent Resident Card or Alien Registration Receipt Card (INS Form I-551)
- A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence
- * *A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence*

Documentation Required for Form I9

In addition to verifying your eligibility to serve with AmeriCorps, you will need to complete a Form I9 which verifies your identity and employment authorization. In order to complete the Form I9 you will need to present one form of identification that establishes both identity and employment authorization as outlined in [List A](#) OR a combination of one form of identification that establishes identity as outlined in [List B](#) and one form of identification that establishes employment authorization as outlined in [List C](#)

In most cases, your AmeriCorps eligibility documentation will also suffice for I9 documentation requirements, but it is important to review and confirm that you have the appropriate documentation to bring to Registration.

Accessing cyresource

Accessing cyresource

Starting in April, cyresource emails will be sent with username and a temporary password in separate email messages. Check your inbox and spam folder for any emails from cyresource@cityyear.org. We may have your school email address on file as well your personal email address, so please check all email inboxes that you have access to.

Set Password and Security Questions

After logging in using your temporary password, set your permanent password and security questions when prompted. It is important to remember your permanent password as you may need to log in more than once between now and your Start Date. If you forget your password, on the log in page, click the "Forgot Password?" tab. Enter your full username, including the "@cityyear.org" at the end. Answer the challenge questions to get a new temporary password sent to your personal email address. When you use the temporary password to sign in, you will be required to set a new password, using the temporary password from the email as your "old" password. Your new password must be at least 7 characters, contain both letters and numbers, and must not be the same as one of your 4 most recently used passwords.

If you don't know your challenge question answers, if you cannot find the welcome email or if the password reset is being sent to an email address you no longer have access to (e.g. university email) please contact City Year's Service Desk by calling 617-927-2456 between the hours of 8:30am and 6:00pm (EST). If you leave a voicemail please spell your first and last name, leave your request and a call back number.

cyresource Mobile Access

It's easiest to access cyresource on a desktop or laptop computer, as opposed to a tablet or smartphone. However, mobile access to cyresource is available through a Mobile browser allowing you access to many of cyresource's features and functions. Type this address in your device's browser: <https://www.cityyear.org/cyresource-login>.

Introduction to cyresource Tasks

When you log in, you will see the **cy**resource homepage – a landing page with resources to help with your hiring & registration tasks. Either select the **Onboarding Icon** or go to the **Inbox** in the upper right corner of the homepage.

Here are some key tips for navigating and completing the tasks in your inbox:

- Tasks are organized into 4 groups. Tasks groups 1-3 must be completed at least 6 business days prior to your start date. They will take 15-30 minutes to complete. This guide provides instructions for these task groups.
- Task group 4 will be completed on or after your Start Date.
- Most tasks are self-explanatory. Some specific guidance is provided in the task group sections below.
- Tasks may populate in a different order than what is outlined below.
- When you complete a task, be sure to click **Submit** (or **Save For Later** if you want to return to the tasks at another time) and **Done** to prompt the next tasks to appear.
- If tasks do not automatically populate or appear, you may need to refresh your inbox. To do so, click the orange alert at the top of the inbox.
- Complete tasks using your legal name exactly as it appears on your Government Issued Photo ID.
- Complete all required information (indicated by *). If you receive an alert message when submitting tasks, check all required to ensure they are completed.
- Some information may already be pre-populated. If so, review for accuracy and make edits if needed. If not, enter all required information.

Task Group 1

- **Under Age 18 (If Applicable)**
 - If you will be under 18 years old when you are completing your hiring tasks, this task automatically appears. Review all information including the [Under 18 Years of Age](#) document. You must print this document, have your parent or legal guardian sign it, and upload a copy to complete this task.
- **Review Documents**
 - Review the [Member Service Agreement](#) (MSA) document, the contract between you and City Year that outlines your relationship with AmeriCorps as an AmeriCorps member.
- **Confirm Name and Contact Information**
 - Please ensure that your legal first and last name match your Government Issued photo ID. This includes any hyphens, spaces, apostrophes or other punctuation. Common errors include missing punctuation or not including the full last name. If the information does not match exactly this may result in a delay in starting service.
 - If you prefer to go by another name, you can enter it in the preferred name section.
- **Update Your Personal Information**
 - Here you will update your Gender*, Date of Birth, Marital Status, Race & Ethnicity, Citizenship, Gender Identity**, Disability and Military Status.
 - *Please enter your gender as it appears on your Government Issued ID. To respond to requirements of our benefits providers and government civil rights reporting obligations, City Year is required to collect certain demographic information from our community members, including a binary gender value.
 - **City Year recognizes that individual gender expression is unique to each person and may or may not align with what appears on an individual's Government Issued ID. This field is optional.
- **Edit Government IDs**
 - Here you will input your Social Security Number. If you do not have a Social Security Card, you must apply for a new card through your local [Social Security Office](#).
- **Background Check Authorization**
 - Closely read and review all information in full including the [Disclosure Regarding Background Screening](#), [Additional State Law Notices](#), [Summary of Your Rights Under the FCRA](#), and [Background Check Authorization](#) documents. Any questions or concerns regarding these documents should be directed to backgroundcheck@cityyear.org.

Task Group 2

- **Change Emergency Contacts**
- **AmeriCorps Member Eligibility Form**
- **High School Completion**
- **Corps Member Policies**
 - Review the [AmeriCorps Prohibited Activities](#), and Student Data policy documents.
- **City Year AmeriCorps Member Policies and Standards Handbook**

- Review the [City Year AmeriCorps Member Policies and Standards Handbook](#) document.
- **AmeriCorps Profile and Food Stamps**
 - Review important information outlined in the [AmeriCorps Profile](#) and [Food Stamps](#) documents.

Task Group 3

Task group 3 includes one task, **Complete Form I-9**. The Form I-9 is the U.S. Government’s employment eligibility form. You can find the [Form I-9 Instructions](#) from the Department of Homeland Security at the top of the page.

You will need to complete your portion, [Section 1. Employee Information and Attestation](#), stating your citizenship status. The rest of the form will be completed at Registration. Please review to make sure everything is spelled correctly and that your Social Security Number is correct. Complete all required fields and scroll to the bottom of the page. Under the Signature of Employee select the I Agree* checkbox. Assuming you are completing the task for yourself and not on behalf of someone else, you must select the I did not use a preparer or translator and you *should not* select I Agree checkbox under the Preparer and/or Translator Certification section.

MyAmeriCorps

MyAmeriCorps is the federal database that all serving AmeriCorps members need to be enrolled in. Starting in late June, once you complete the hiring tasks outlined above, you will receive an email with a MyAmeriCorps invitation. If this is your first time serving with AmeriCorps you will receive an email from “MyAmericorps”. If you have previously served with an AmeriCorps program you will receive an email from “EPayments”. You must accept your invitation no later than the day of registration.

Background Checks

The safety of our students is our priority. Therefore, all AmeriCorps members must undergo a criminal history check. Your eligibility to serve with City Year is contingent upon successful completion of these required background checks.

One business day after completing your cyresource hiring tasks, you will receive an email from backgroundcheck@cityyear.org that will contain the instructions needed in order complete your background check. The subject line will be ‘City Year Required Background Check’. If you do not see the email in your inbox, please check your spam and junk mail folders and confirm that you completed your cyresource hiring tasks. If you are still unable to locate it, reach out to backgroundcheck@cityyear.org.

Please complete these steps as soon as possible to ensure enough time for processing prior to your Start Date. Should a criminal offense appear, the circumstances will be reviewed on a case-by-case basis.

Truescreen

The first background check requirement is conducted through a vendor called Truescreen. All steps will be completed online – there is no in-person appointment. You will receive an email from ApplicationStation@truescreen.com with the subject line ‘Background Investigation Forms Requested’. Click the link provided in the email to start the process. The link is specific to you as an applicant so do not share it with anyone else. Please follow the instructions provided in the email from backgroundcheck@cityyear.org in order to complete the Truescreen check.

There are two situations to be aware of that could delay clearance of your background check. The legal first and last name you provide must match exactly what is on your government-issued photo ID including spelling and punctuation (including spaces, hyphens and apostrophes). If it does not match, you will need to complete the Truescreen check again. In addition, if you do not upload a legible copy of your photo ID during the required step, the review of the Truescreen check will be delayed.

Fieldprint

The second background check requirement is conducted through a vendor called Fieldprint. An appointment will need to be scheduled and attended in-person in order to complete the fingerprinting process. In the email you receive from backgroundcheck@cityyear.org, follow the link and use the code provided to start the process of scheduling your Fieldprint appointment. This email will also contain detailed instructions to complete the process. Please be sure you do not miss your appointment – if you do, you will need to go through the process to re-schedule and attend a new appointment. It is possible that missing an appointment would delay clearance of your background check.

Local Requirements

Depending on where you are serving, you may need to go through additional fingerprinting or other processes in order to be cleared to enter your school. If you are required to complete any additional checks, you will be instructed to do so through the email you receive from backgroundcheck@cityyear.org or from someone at your site.

Registration

You must attend an in-person Registration in order to start service*. Registration days are scheduled for no later than 3 business days prior to your Start Date in order for City Year to properly prepare for your Start Date. Your service site will have more information about the date, time and other important logistics. Please refer to the *Getting Prepared: Documentation* section for a list of documents you must bring with you for Registration.

What to Expect

Your Registration day will include:

- In-person identification review and AmeriCorps eligibility verification
- Completion of your Form I-9
- A Member Service Agreement training
- A City Year Benefits training
- Other programmatic elements to help prepare you for your Start Date
- Accepting your MyAmeriCorps invitation if you have not done so already

*Due to COVID-19, City Year is currently offering Registration virtually in some locations. Please check with your site contact to determine your Registration date, time, location and virtual options.