

**Participant Form Guide**

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
13a	Did applicant engage in volunteer work prior to participation? If yes, total number of volunteer activities_____	<ul style="list-style-type: none"> <li>• This field is used to determine if the participant is in the pool for the additional measure on volunteerism. See Form Heading 3 of the Exit Form Guide.</li> <li>• Select “yes” if the participant engaged in formal volunteer work at any time in the 30 days prior to the eligibility determination. The Final Rule defines formal volunteer work as: Activities or work that former participants perform for a public agency of a State, local government or intergovernmental agency, or for a charity or not-for-profit organization, including faith-based or community-based organizations, for civic, charitable, or for humanitarian reasons, and without promise, expectation, or receipt of compensation. It does <u>not</u> include informal volunteer work that an individual performs on his or her own and not through an organization.</li> <li>• If the participant engaged in volunteer work at any time in the 30 days prior to the eligibility determination, enter the total number of organizations for which the participant volunteered during that time. Count separate organizations, not jobs within each organization.</li> <li>• Grantees must collect this information for all new participants at the time of enrollment starting March 1, 2012. For existing participants, grantees should collect this information as soon as feasible. Grantees <u>must</u> collect this information for existing participants at the earlier of: 1) the next recertification; or 2) the time of exit.</li> </ul>
Topic X	Does serving as an usher at a church on Sunday constitute volunteering?	<ul style="list-style-type: none"> <li>• Performing work for a church falls within the definition of formal volunteering. Although one could argue that ushering, unlike many other church activities, only benefits members of the church, such activity meets the requirement that the activities or work be “for civic, charitable, or for humanitarian reasons.”</li> </ul>
Topic X	What does compensation mean? Does it include a stipend?	<ul style="list-style-type: none"> <li>• The regulation says that the work must be performed “without promise, expectation, or receipt of compensation.” Compensation is money received for performing the volunteer work. Compensation includes a stipend even if such a stipend would not be considered income for purposes of SCSEP eligibility. Compensation does not include reimbursement of or an allowance for expenses incurred in the course of volunteering.</li> </ul>

**Community Service Assignment Form Guide**

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
16d	Does participant engage in volunteer work (in addition to the community service assignment) during enrollment? If yes, total number of volunteer activities _____ (Revised)	<ul style="list-style-type: none"> <li>• This field is used solely for informational reporting. It is not used for calculating the additional measure on volunteerism. In addition to the measure, DOL will report on all exiters who volunteered before, during, or after their SCSEP enrollment. See Form Heading 3 below.</li> <li>• Select “yes” if the participant engaged in formal volunteer work at any time <b>while enrolled in any host agency assignment</b>. Formal volunteer work is defined as:                      Activities or work that former participants perform for a public agency of a State, local government or intergovernmental agency, or for a charity or not-for-profit organization, including faith-based or community-based organizations, for civic, charitable, or for humanitarian reasons, and without promise, expectation, or receipt of compensation. It does <u>not</u> include informal volunteer work that an individual performs on his or her own and not through an organization.</li> <li>• If the participant engaged in volunteer work at any time during the assignment for the host agency, enter the total number of organizations for which the participant volunteered. Count separate organizations, not jobs within each organization.</li> <li>• Answer this question for each host agency with which the participant is assigned.</li> <li>• The total number of volunteer activities is cumulative across all host agency assignments. <u>Only the number listed in the last host agency assignment will be used in the report</u>. Therefore, if the participant has a second host agency assignment (or any number of additional assignments), grantees must determine if the participant is now volunteering at another organization and, if so, must increase the count listed for the prior host agency assignment. The count is increased even if the participant has discontinued one of the volunteer activities listed for the prior assignment. If the participant is not engaging in any new volunteer work while in the new host agency assignment, then enter the same number of volunteer activities listed for the prior host agency assignment.</li> <li>• Grantees may update this information at any time. Grantees <u>must</u> collect this information for all participants at both: 1) each recertification; and 2) the time of exit.</li> <li>• A “yes” answer should never be updated to a “no” (or the cumulative number of volunteer activities decreased) unless you are correcting an error. The total number of volunteer activities should be updated as it increases.</li> </ul>

Data Collection Handbook Revisions for Additional Measure on Volunteerism

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
Topic X	Volunteering at the Host Agency	<ul style="list-style-type: none"> <li>• Topic 21 below states that a participant may not volunteer at his or her own host agency while enrolled. This applies even if the volunteer work involves different duties or a different division of the host agency from the one at which the participant is assigned. However, once the participant has left the host agency, either for another assignment or to exit the program, the participant can volunteer at a host agency at which he or she has previously been assigned.</li> </ul>
Topic X	What does compensation mean? Does it include a stipend?	<ul style="list-style-type: none"> <li>• The regulation says that the work must be performed “without promise, expectation, or receipt of compensation.” Compensation is money received for performing the volunteer work. Compensation includes a stipend even if such a stipend would not be considered income for purposes of SCSEP eligibility. Compensation does not include reimbursement of or an allowance for expenses incurred in the course of volunteering.</li> </ul>

**Exit Form Guide**

Number	Element Name/ Topic	Element Description/Explanation Plus Additional Comments
7a	Will participant engage in volunteer work after participation? If yes, number of volunteer activities _____	<ul style="list-style-type: none"> <li>• This field identifies participants with whom the grantee should definitely conduct follow-up and for whom the follow-up can be done early in the quarter after exit. It is solely for case management purposes and is not used in the formal measure or for informational reporting. In a subsequent release of SPARQ, this field will be used to provide follow-up information to the grantee.</li> <li>• Select “yes” if the participant intends to engage in volunteer activity -- formal or informal -- after exit.</li> <li>• You should update this field if you originally indicate “no” or “unknown” but subsequently learn that the participant is volunteering or is planning to volunteer and you have not yet done the follow-up.</li> <li>• If the participant intends to volunteer through an organization after exit, enter the total number of organizations for which the participant intends to volunteer. Count separate organizations, not jobs within each organization.</li> <li>• If the participant is engaging in informal volunteer work and is not volunteering through an organization, count the number of discrete volunteer activities in which the participant engages. For example, if the participant teaches sewing to neighborhood girls in her own home and also does shopping and housekeeping for a disabled neighbor, count the sewing classes as one activity and the assistance to the neighbor as a second activity.</li> </ul>
Form Heading 3	Volunteer Information	<ul style="list-style-type: none"> <li>• Fields 11-16 are required to be filled out for all exiters during the follow-up period (the first quarter after the exit quarter) except as noted below. These fields will be used to calculate the additional measure of volunteer work and the accompanying informational reports.</li> <li>• Grantees must complete this section of the Exit Form for all exiters except those for whom an exclusion has been entered at the time of exit (element VI (vii-x), after exit (element 9a (i-iv)), or during follow-up for this measure or for unsubsidized employment.</li> <li>• This measure applies only to exits as defined by the Common Measures. Participants who exercise the right of return or who re-enroll within 90 days of exit are not considered exiters for purpose of this measure; therefore, you do not need to fill out the fields 11-16 for them.</li> <li>• The additional measure of entered volunteer work only counts formal volunteering that occurs through an organization by a participant who was not volunteering in the 30 days</li> </ul>

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		<p>prior to the date of the eligibility determination. However, <u>grantees must capture information on both formal and informal volunteering by all exiters</u>, including those who were volunteering at the time of enrollment for the informational reporting that DOL will do on all aspects of volunteer work by SCSEP participants before, during, and after enrollment.</p> <ul style="list-style-type: none"> <li>• Enter the data for elements 11-15 only if the answer to element 16c is “yes.” Grantees should collect all information related to the volunteerism measure directly from the participant.</li> <li>• Because the volunteerism measure is an additional measure, it is not subject to goal setting or data validation.</li> </ul>
11	Name of primary volunteer activity (Revised)	<ul style="list-style-type: none"> <li>• If there are both formal and informal volunteer activities at exit, enter the name of the formal activity here.</li> <li>• If the participant is engaging in formal volunteer work, enter the name of the organization with which the participant is volunteering. If the participant is volunteering with more than one organization, enter the name of the organization with which the participant will spend the greatest number of hours per quarter.</li> <li>• If the participant is only doing informal volunteer work on his or her own and not through an organization, enter “Informal.”</li> </ul>
12	Activity conducted in:	<ul style="list-style-type: none"> <li>• If the participant is engaging in formal volunteer work, indicate whether that work is with a not-for-profit organization, faith-based organization, or a government organization. You may only select one type of organization. If the participant is volunteering with a faith-based organization, select that value rather than “not-for-profit organization.”</li> <li>• If the participant is not volunteering through an organization, select “Informal; no organization.”</li> </ul>
13	Is this activity conducted in a SCSEP host agency?	<ul style="list-style-type: none"> <li>• Indicate if the participant is volunteering with an entity that is a current host agency. You should first ask the participant since, in many cases, a participant who is volunteering with a host agency will be volunteering at the agency with which he or she was assigned. You can also use the Organization Search on the SPARQ home page to determine if an entity is a host agency. If you do not know whether the entity is a host agency, enter “no.”</li> </ul>
Topic X	Volunteering at the Host Agency	<ul style="list-style-type: none"> <li>• Topic 21 of the Community Service Form Guide states that a participant may not volunteer at his or her own host agency while enrolled. This applies even if the volunteer work involves different duties or a different division of the host agency from the one at which the</li> </ul>

Data Collection Handbook Revisions for Additional Measure on Volunteerism

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		<p>participant is assigned. However, once the participant has left the host agency assignment, either for another assignment or to exit the program, the participant is not precluded from volunteering at a host agency at which he or she has previously been assigned.</p>
14	Number of hours per quarter participant expects to volunteer in this activity	<ul style="list-style-type: none"> <li>• Enter the total number of hours that the participant has worked or expects to work in an average quarter. You may estimate this number based on the number of hours the participant has worked in an average week or month.</li> <li>• You may enter time in half-hour increments. Use normal rounding rules: anything .75 or higher is rounded up; anything less than .25 is rounded down.</li> </ul>
15	Total number of volunteer activities	<ul style="list-style-type: none"> <li>• If the participant is volunteering through an organization, enter the total number of organizations for which the participant is volunteering after exit. Count separate organizations, not jobs within each organization.</li> <li>• If the participant is engaging in informal volunteer work and is not volunteering through an organization, count the number of discrete volunteer activities in which the participant engages. For example, if the participant teaches sewing to neighborhood girls in her own home and also does shopping and housekeeping for a disabled neighbor, count the sewing classes as one activity and the assistance to the neighbor as a second activity.</li> </ul>
16	Follow-up (Revised)	<ul style="list-style-type: none"> <li>• The follow-up for the additional measure on volunteerism uses the same timing rules as the entered employment measure. You may enter the information as early as the first day of the quarter after the quarter of exit, but the follow-up will not be reported as a success or failure in the QPR until the first quarter after the exit quarter has ended. On the first day of the second quarter after the exit quarter, the QPR for the prior quarter will reflect the data on entered volunteer work.</li> <li>• As with the follow-up for entered employment, you can only get credit for one “yes.” Therefore, if the participant is engaging in multiple volunteer activities after exit, you only need to conduct the follow-up for one activity unless that follow-up is not successful. If the participant is not engaging in the volunteer activity listed in element 11 in the quarter after the exit quarter, but is engaging in another volunteer activity, you should change the name in element 11 and conduct the follow-up with regard to that other activity. If there are both formal and informal volunteer activities at exit, always do the follow-up for the formal activity first.</li> </ul>

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		<ul style="list-style-type: none"> <li>• If the participant indicated at exit that he or she would be volunteering post-SCSEP, you may wish to contact the participant early in the quarter after the exit quarter in order to capture information on both volunteerism and possible employment. If the participant is not volunteering at the time you make contact, you should ask whether the participant intends to volunteer so you can decide whether and when to contact the participant again. You should update element 7a of the Exit Form with this information.</li> </ul>
16a	*Scheduled date	<ul style="list-style-type: none"> <li>• This date is the first day of the first quarter after the exit quarter. SPARQ will automatically enter this date for WDCS users.</li> </ul>
16b	Completed date	<ul style="list-style-type: none"> <li>• Enter the date on which the follow-up is conducted by the sub-grantee.</li> <li>• This date is critical for the additional measures on volunteerism. SPARQ will not let you submit a follow-up record without this date or with an improper date in this field.</li> <li>• You may record the completed follow-up as early as the first day of the first quarter after the exit quarter, but the results will not be reflected in the QPR for that quarter until the first day of the second quarter after the exit quarter.</li> </ul>
16c	Engaged in volunteer work?	<ul style="list-style-type: none"> <li>• Indicate whether the participant engaged in any volunteer activity -- formal or informal -- in the quarter after the quarter of exit, regardless of whether the participant had been doing volunteer work at the time of enrollment.</li> <li>• If the answer to this question is “yes,” you must enter the data for elements 11-15.</li> <li>• If you discover during follow-up that the participant qualifies for an exclusion, you should enter that information in element 9a of the Exit Form.</li> </ul>