

## Corporation for National and Community Service

## § 2551.23

defines SCP volunteer activities, and specifies supervision arrangements.

*Memorandum of Understanding.* A written statement prepared and signed by the Senior Companion project sponsor and the volunteer station that identifies project requirements, working relationships, and mutual responsibilities.

*Non-AmeriCorps support (excess).* The amount of non-AmeriCorps cash and in-kind contributions generated by a sponsor in excess of the required percentage.

*Non-AmeriCorps support (match).* The percentage share of non-AmeriCorps cash and in-kind contributions required to be raised by the sponsor in support of the grant.

*Performance measures.* Indicators that help determine the impact of an SCP project on the community and clients served, including the volunteers.

*Project.* The locally planned SCP activity or set of activities in a service area as approved by AmeriCorps and implemented by the sponsor.

*Proprietary Health Care Agency.* Private, for-profit health care organization that serves one or more vulnerable populations.

*Service area.* The geographically defined area(s) in which Senior Companions are enrolled and placed on assignments.

*Service schedule.* A written delineation of the days and times a Senior Companion serves each week.

*Sponsor.* A public agency, including Indian Tribes as defined in section 421(5) of the Act, and private, non-profit organizations, both secular and faith-based, in the United States that have authority to accept and the capability to administer a Senior Companion project.

*Stipend.* A payment to Senior Companions to enable them to serve without cost to themselves. The amount of the stipend is set by AmeriCorps in accordance with Federal law.

*United States and territories.* Each of the several States, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, Guam and American Samoa, the Commonwealth of the Northern Mariana Islands, and the Trust Territories of the Pacific Islands.

*Volunteer assignment plan.* A written description of a Senior Companion's assignment with a client. The plan identifies specific outcomes for the client and the activities of the Senior Companion.

*Volunteer station.* A public agency; a private, non-profit organization, secular or faith-based; or a proprietary health care organization. A volunteer station must accept responsibility for the assignment and supervision of Senior Companions in health, education, social service, or related settings such as multi-purpose centers, home health care agencies, or similar establishments. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government. Private homes are not volunteer stations.

[64 FR 14115, Mar. 24, 1999, as amended at 69 FR 60094, Oct. 7, 2004; 83 FR 64644, Dec. 17, 2018; 89 FR 70541, Aug. 30, 2024]

### Subpart B—Eligibility and Responsibilities of a Sponsor

#### § 2551.21 Who is eligible to serve as a sponsor?

AmeriCorps awards grants to public agencies, including Indian tribes as defined in section 421(5) of the Act, and private, non-profit organizations, both secular and faith-based, in the United States that have authority to accept and the capability to administer a Senior Companion project.

[83 FR 64644, Dec. 17, 2018]

#### § 2551.22 What are the responsibilities of a sponsor?

A sponsor is responsible for fulfilling all project management requirements necessary to accomplish the purposes of the Senior Companion Program as specified in the Act. A sponsor shall not delegate or contract these overall management responsibilities to another entity. AmeriCorps retains the right to determine what types of management responsibilities may or may not be contracted.

[83 FR 64645, Dec. 17, 2018]

#### § 2551.23 What are a sponsor's project responsibilities?

A sponsor shall:

## § 2551.24

(a) Focus Senior Companion resources within the project's service area, on critical problems affecting the frail elderly and other adults with special needs.

(b) In collaboration with other community organizations or by using existing assessments, assess the needs of the community or service area, and develop strategies to respond to identified needs using Senior Companions.

(c) Develop and manage one or more volunteer stations by:

(1) Ensuring that a volunteer station is a public or non-profit private organization, whether secular or faith-based, or an eligible proprietary health care agency, capable of serving as a volunteer station for the placement of Senior Companions;

(2) Ensuring that the placement of Senior Companions is governed by a Memorandum of Understanding:

(i) That is negotiated prior to placement;

(ii) That specifies the mutual responsibilities of the station and sponsor;

(iii) That is renegotiated at least every three years;

(iv) That states the station will not discriminate against SCP volunteers, service beneficiaries, or in the operation of its program on the basis of race, color, national origin including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service; and

(3) Reviewing volunteer placements regularly to ensure that clients are eligible to be served.

(d) Develop service opportunities that consider the skills and experiences of the Senior Companion.

(e) Consider the demographic make-up of the project service area in the enrollment of Senior Companions, taking special efforts to recruit eligible individuals from minority groups, persons with disabilities, and under-represented groups.

(f) Provide Senior Companions with assignments that show direct and demonstrable benefits to the adults and the community served, the Senior Companions, and the volunteer station; with required cost reimbursements

## 45 CFR Ch. XXV (10–1–24 Edition)

specified in § 2551.46; with 20 hours of pre-service orientation and at least 24 hours annually of in-service training.

(g) Encourage the most efficient and effective use of Senior Companions by coordinating project services and activities with related national, state and local programs, including other AmeriCorps programs.

(h) Conduct an annual appraisal of volunteers' performance and annual review of their income eligibility.

(i) Establish written service policies for Senior Companions that include but are not limited to:

(1) Annual and sick leave.

(2) Administrative leave, meaning a temporary absence the sponsor allows in extenuating circumstances that prevent the Senior Companion from serving or serving safely.

(3) Holidays.

(4) Service schedules.

(5) Termination and appeal procedures.

(6) Meal and transportation reimbursements.

(j) Conduct National Service Criminal History Checks in accordance with the requirements in 45 CFR 2540.200 through 2540.207.

(k) Provide Senior Companion volunteers with cost reimbursements specified in this section.

(l) Make every effort to meet such performance measures as established in the approved grant application.

[64 FR 14115, Mar. 24, 1999, as amended at 67 FR 60998, Sept. 27, 2002; 69 FR 60095, Oct. 7, 2004; 74 FR 46508, Sept. 10, 2009; 77 FR 60933, Oct. 5, 2012; 83 FR 64645, Dec. 17, 2018; 89 FR 70541, Aug. 30, 2024]

### **§ 2551.24 What are a sponsor's responsibilities for securing community participation?**

(a) A sponsor shall secure community participation in local project operation by establishing an Advisory Council or a similar organizational structure with a membership that includes people:

(1) Knowledgeable of human and social needs of the community;

(2) With an interest in the field of community service and volunteerism;

(3) Capable of helping the sponsor satisfy its administrative and program responsibilities including fund-raising,