



# Host Site Portal Manual

Thank you for using the National Health Corps Host Site Portal. This portal will be replacing the PDF version of host site applications and position descriptions that sites have completed and submitted in previous years. Please use this step-by-step manual to submit a host site application and position description(s) for review by NHC operating site staff. Each site must submit a host site application for each service year and a position description should be submitted for each member position to be filled.

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## Creating an account

my.nationalhealthcorps.org

These members serve the communities that they reside in, therefore acceptance is limited to residents of select counties in Delaware, California, and Pennsylvania. All NHC Community Health Fellowship members complete 1,700 hours of service during a 42-46 week service term in one of NHC's program locations.

**National Health Corps Host Sites:**

To be eligible to apply to be an NHC Host Site, an organization must, at a minimum, be a state-recognized nonprofit organization that complies with the restrictions outlined in Section 501(c)(3) of the IRS code pertaining to political activities and lobbying; an institution of higher education; a government entity within a state or territory; Indian Tribe; or a partnership/consortium. These may include hospitals, schools, federally qualified health centers and other community health centers, primary care associations, health center-controlled networks, and regional consortia. Other requirements and restrictions are listed in the Request for Proposal from each NHC Operating Site.

Email \*

Password \*

Log in

[Create new account](#)  
[Reset your password](#)

Visit <https://my.nationalhealthcorps.org/> to log in. If this is your first time to the site, select "Create new account".

my.nationalhealthcorps.org/user/register

### Create new account

Log in **Create new account** Reset your password

Email \*

The email address is not made public. It will only be used if you need to be contacted about your account or for opted-in notifications.

Password \*

**I am applying for the NHC Leadership Program**

I acknowledge I am applying for the NHC Leadership program and understand that I will be serving in one of the following locations: Central California, Chicago, Florida, Philadelphia, Pittsburgh, and San Francisco.

**I am applying for the NHC Community Health Fellowship**

Please check the area below where you are currently a resident (You must be a resident to serve in that region)

NHC Community Health Fellowship

Central California: (San Joaquin and Fresno Counties)

Northeast Pennsylvania: (Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Wayne or Wyoming County PA)

Delaware: (New Castle County)

Southern California Inland: (Riverside and San Bernardino Counties)

here to search

Rain com

2. When you create a new account, you will be prompted to enter your email and select a password.



my.nationalhealthcorps.org/user/register

### I am applying for the NHC Community Health Fellowship

Please check the area below where you are currently a resident (You must be a resident to serve in that region)

- NHC Community Health Fellowship
- Central California: (San Joaquin and Fresno Counties)
- Northeast Pennsylvania: (Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Wayne or Wyoming County PA)
- Delaware: (New Castle County)
- Southern California Inland: (Riverside and San Bernadino Counties)

#### NHC Host site

I am applying to be an NHC Host Site

Enter Host site name

CAPTCHA

I'm not a robot

reCAPTCHA

[Privacy - Terms](#)

[Create new account](#)

3. At the bottom of the page, select that you are applying to be a host site and fill out your organization's name.

## Viewing Your Dashboard



### Host Dashboard

Welcome to the NHC Host Site Dashboard. Each host site is required to submit a host site application for each service year, which you can do by clicking "Submit a new Application" below. When applying to be an NHC host site, sites should also submit a position description for each member position they are looking to host. You can do this by clicking "Submit a new Position Description" below. If you have multiple member positions that are exactly the same, you can submit one position and then duplicate it after it is marked as "complete" by NHC staff

[Submit a new Application](#) | [Submit a new Position Description](#)

#### In Progress

Status	Created	
<a href="#">Edit</a>	Draft	01/09/2024 Host Site Application

4. Once you create an account, you will be brought to your dashboard. From here, you will be able to submit a host site application and position description(s), as well as view any submissions that you have created and see their status.

*\*Note: the available position statuses are: draft, submitted – pending, edits required, completed, and signed.*



## Adding a Host Site Application

### National Health Corps (NHC) Host Site Application

Organization Information

Organization Name \*

What is your NHC program location? \*

PHL - Public Health Leadership  
CHF - Community Health Fellowship

Central California - CHF  
 Central California - PHL  
 Chicago - PHL  
 Delaware - CHF  
 Florida - PHL  
 Greater Philadelphia - CHF  
 Northeast Pennsylvania - CHF  
 Philadelphia - PHL  
 Pittsburgh - PHL

5. After selecting “Submit a new Application”, you will be brought to a page with a blank host site application. All fields marked with a red asterisk must be completed before a draft can be saved. All fields with a blue asterisk must be completed before the application is submitted.

- Participate with NHC program staff in strategies for problem solving, program evaluation, and program improvement in a timely manner within reasonable deadlines provided by NHC staff.
- Inform and guarantee other Host Site staff understand the role of AmeriCorps and the NHC member, including restricted and prohibited activities as communicated by NHC program staff and outlined in the NHC Member Handbook.
- Participate in and assist with data collection and reporting for NHC performance measures and evaluation activities within timely, reasonable deadlines requested by NHC.
- Participate in and assist with the NHC communications/public relations work plan as necessary, including but not limited to: using the AmeriCorps and NHC logos (provided by NHC) on all promotional material discussing the Host Site's partnership with AmeriCorps and NHC, and including the NHC boilerplate (provided by NHC upon request) in all press releases/promotional material discussing the Host Site's partnership with NHC.
- Inform NHC staff and provide documentation of any concerns, problems, or issues related to a member's performance or conduct at the site immediately, and in accordance with the NHC performance improvement/corrective action procedures.
- Inform NHC staff immediately of any developments or delays that have an impact on NHC activities, any significant problems relating to the administrative aspects of the partnership, or any suspected misconduct or nonfeasance related to this partnership.
- Comply with all NHC and AmeriCorps monitoring activities and agree to provide NHC and AmeriCorps authorized representatives access to program documentation, organizational procedures, and other information as may be reasonably required.
- Comply with all NHC required improvement/corrective actions in the time frame stipulated by the NHC as may be reasonably required.
- Confirm that the proposed member position(s) will not violate AmeriCorps member activity restrictions and prohibited activities as outlined in the 2023-2024 NHC Host Site RFP.

I agree with the above information \*

Save as Draft Submit

6. Once you have finished filling out the application, you may save it as a draft to access later or submit it for review by NHC staff.

\*Note: the host site application asks for the information for the authorized representative at your organization. This person is responsible for signing applications, contracts, etc. If you are the authorized representative, you do not need to fill out this information.



## Adding a Position Description

### National Health Corps (NHC) AmeriCorps Member Position Description 2023-2024

Instructions - please review these instructions carefully prior to completing this document:

- Please complete one service position description for EACH NHC member who will serve at the Host Site organization. All required elements below must be completed in full.
- The position description provides key information about the NHC AmeriCorps member service position. This is an auditable document, and must accurately reflect the NHC member's activities. Should the member's activities need to change, an updated position description must be provided to and approved by the NHC Operating Site Director prior to any changes in member activities occurring.
- Note: Throughout this document, the member must be referred to as a "member" or "AmeriCorps member," NOT "staff," "intern," "employee," etc. Use appropriate National Service terminology, including "serve," "service position" etc. instead of "hire," "work," "job," etc.
- Note: if you are a returning site AND you are requesting the same position with no changes to member service activities from the previous year, you will still need to provide the requested information on this 2022-2023 template, which requests information that may differ from information provided in previous years.

Host Site

What is this position's title?\*

What is the name of your organization (host site) as stated in your RFP/application?\*

7. When you click "Submit a new Position Description", you will be brought to this page. Please read the instructions before proceeding. Add the name of your host site as it appears on your application.

Host Site

What is this position's title?\*

What is the name of your organization (host site) as stated in your RFP/application?\*

What is your NHC program location?\*

PHL - Public Health Leadership  
CHF - Community Health Fellowship

- Central California - CHF
- Central California - PHL
- Chicago - PHL
- Delaware - CHF
- Florida - PHL
- Greater Philadelphia - CHF
- Northeast Pennsylvania - CHF
- Philadelphia - PHL
- Pittsburgh - PHL
- San Francisco - PHL
- Southern California Inland - CHF

Select the service year this position description applies to:\*

8. Add this position's title, as well as your program location.



What category does this position fall under? ▲

See category explanations below

- N/A
- Capacity Builder
- Care Coordinator
- Case Manager
- COVID-19 Responder
- Digital Health Navigator
- Health Educator
- Language Services Navigator
- Outreach Coordinator
- Patient Navigator

^ Category Explanations

**Capacity Builder** - The Capacity Builder serves in NHC's priority areas to enhance the host site's range of services, expand existing services to new geographic areas, reach a more diverse group of service users/clients, and develop outreach methods to hear directly from community members about ways to reduce health disparities, to improve education/skill-building services, and to improve care coordination, screening, and/or health screening services.

Capacity-building activities conducted through NHC must have the purpose of providing more, better, and/or more sustainable direct services. This position type should only be selected for positions that involve 50% or more of the member's time devoted to capacity-building activities. Positions that involve less than 50% of the aforementioned activities should be categorized as one of the NHC direct service position types.

**Care Coordinator** - The Care Coordinators will serve patients and their families within clinical,

9. Select the NHC category that this position falls under. Click "Category Explanations" for a short paragraph describing the typical duties of each type of position.



**Member Position Summary**

Please provide the following information about the member's position in narrative format. All areas below must be addressed.

**Detail the specific program, project, or initiative with which the member will serve \***

|

**Provide a brief summary of the purpose and major duties/responsibilities of the member service position \***

|

10. Provide specific details about the program, project, or initiative that the member will work with or under.

11. Include a brief summary of the purpose and major duties and responsibilities of this position.



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of Metropolitan Chicago

How does the position fit within the overall host site organization? <sup>▲</sup>

Detail the community/population(s) served through the position <sup>▲</sup>

Detail the unmet needs the member will be filling, and how this position is unique and does not violate AmeriCorps regulations related to nonduplication and nondisplacement <sup>▲</sup>

See [www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100](http://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100)

12. Fill in each text box with as much detailed information as you can provide.

Detail the unmet needs the member will be filling, and how this position is unique and does not violate AmeriCorps regulations related to nonduplication and nondisplacement <sup>▲</sup>

See [www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100](http://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540#2540.100)

A description of the member's recurring access to vulnerable populations as outlined in 45 CFR §2510.20. <sup>▲</sup>

Please review the regulations here: [www.law.cornell.edu/cfr/text/45/2510.20](http://www.law.cornell.edu/cfr/text/45/2510.20)



13. Click on the hyperlinked text in blue for an explanation of AmeriCorps' non-duplication and non-displacement regulations, if needed.

14. Click on the hyperlinked text in blue to get an explanation of recurring access to vulnerable populations, if needed.





**Member Position Essential Functions**

Please fill out the following section with specific information about all activities the member will perform during the course of service. Avoid phrases such as "other duties as assigned."

**Note:** If a member position description includes member participation in volunteer recruitment, management, or similar activities, a brief description of the potential volunteer activities for which the member will be recruiting should be added within the position description.

**Note:** If members are required to participate in individual or group service projects away from their service site and outside the scope of their typical service activities, the description should include examples of what typical projects entail.

**Program, Project, or Initiative name <sup>▲</sup>**

Include the percentage of time over term that member will spend with this project. For example, "Nutrition Education Program (60% of time)". 15% of a member's time must be dedicated towards addressing structural oppression at the host site.

15. In the "Program, Project, or Initiative" text box, please enter the percentage of time a member will spend with each project. The total percentage of time spent between projects should add to 100%.

*\*Note: a component addressing structural oppression should take 15% of the member's service time*



**Member Activities and Purpose of Service** ▲

List the key activities the member will be responsible for for each program/project listed. For example, "Member will recruit students for classes on basic nutrition".

**Member Outputs** ▲

List the number of classes, workshops, patients, etc. that the member will conduct/serve under each activity. For example, "The member will teach 15 classes reaching 150 youth".

16. Fill in each text box with as much detail as possible.

**Ideal Candidate**

**Characteristics of an Ideal Candidate** ▲

Please select the top 5 traits that would make a candidate ideal for this position.

- Familiar with health equity-related issues
- Self-starter
- Team-oriented
- Flexible
- Organized
- Multi-tasker; able to balance
- Detail-oriented
- Research and analytical skills
- Writing skills
- Able to review and synthesize information
- Experience managing projects or processes
- Able to build strong relationships
- Comfort speaking with others, individually or in groups
- Community engagement/outreach skills
- Group facilitation skills
- Able to communicate effectively with individuals or diverse backgrounds and identities
- Creative problem-solving skills
- Compassionate
- Curious

17. Select 1-5 characteristics of the ideal candidate for this role.



**Site Considerations**

Is your site accessible via public transportation? <sup>▲</sup>

N/A  
 Yes  
 No

What line/route?

  

Does this position require the use of a personal vehicle? <sup>▲</sup>

N/A  
 Yes  
 No

**How will the Host Site cover the member's transportation costs for travel that occurs during the service day?**  
Host Sites are responsible for the reimbursement of site-related travel and parking that occurs during the service day. This may be either public transit fare or mileage reimbursement as well as parking and/or tolls.

mileage reimbursement  
 individual public transit fares  
 parking costs  
 public transit weekly/monthly passes, etc.)  
 Other

18. A text box will appear in relation to certain answers. For instance, if your site is accessible via public transportation, you will be prompted to include the line/route.

Does your organization have a dress code? <sup>▲</sup>

N/A  
 Yes  
 No

**If yes, please insert specific dress code expectations for the member dependent on your organization's dress code policy.**  
Refrain from terms like 'business casual' and give specifics, i.e. 'no jeans or open-toed shoes allowed.'

19. If your site has a specific dress code, please be as detailed as possible. Avoid answers like "business casual" and include specifics like "no jeans" or "jeans and sneakers allowed on Fridays".



**Special Considerations**

**Special Considerations**

- Unusual physical demands involving climbing, lifting, stooping, and reaching, etc.
- Unusual service hours, involving evenings, weekends, or long shifts
- Special dress code
- Personal vehicle required
- Significant travel (more than 25%)
- Special safety regulations or precautions that must be observed
- Unsafe or hazardous surroundings or working conditions
- Language proficiency (complete the following question if language proficiency is required)
- Health screening or service required
- Criminal history check requirements beyond those required by National Health Corps
- Position offers flexible hours/service formats for members who may need them due to childcare commitments, probation/parole requirements, or other obligations. If so, please describe the parameters of this flexibility.

Please describe any considerations in the text box below. ▲

20. Selecting any special considerations for this position will expand a text box. Please describe the specifics of this special consideration.



Language Proficiency

Is proficiency in a language other than English required? <sup>▲</sup>

N/A

Yes

No

[Show row weights](#)

**Languages**

Proficiency [Collapse](#) ⋮

What language must the member have proficiency in?

**Speaking Proficiency\***

Please check below the level of speaking proficiency of the noted language

Elementary Proficiency: Able to satisfy routine travel needs and minimum courtesy requirements.

Limited Working Proficiency: Able to satisfy routine social demands and limited work requirements.

Minimum Professional Proficiency: Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

Full Professional Proficiency: Able to use the language fluently and accurately on all levels pertinent to professional needs.

Native or Bilingual Proficiency: Speaking equivalent to that of an educated native.

21. If proficiency in a language other than English is required, please include it here.

**Speaking Proficiency\***

Please check below the level of speaking proficiency of the noted language

Elementary Proficiency: Able to satisfy routine travel needs and minimum courtesy requirements.

Limited Working Proficiency: Able to satisfy routine social demands and limited work requirements.

Minimum Professional Proficiency: Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

Full Professional Proficiency: Able to use the language fluently and accurately on all levels pertinent to professional needs.

Native or Bilingual Proficiency: Speaking equivalent to that of an educated native.

**Reading Proficiency\***

Please check below the level of reading proficiency of the noted language

Elementary Proficiency: Able to read some personal and place names, street signs, office and shop designations, numbers, and isolated words and phrases.

Limited Working Proficiency: Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context.

Minimum Professional Proficiency: Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.

Full Professional Proficiency: Able to read all styles and forms of the language pertinent to professional needs.

Native or Bilingual Proficiency: Reading equivalent to that of an educated native.

[Add Proficiency](#) to Languages

22. Please rate the level of language proficiency (both speaking and reading) that is required of the member.

23. If you are adding more than one language, click "Add Proficiency" to include information on another language or languages.



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Public Health Institute  
of Metropolitan Chicago

Expected Service Time Requirements/Schedule

Please provide the days and hours of the week that the member will typically be expected to serve while in the position \*

Please provide the total number of hours the member should serve each week in order to complete the service term on time \*

this will generally be 36-40 hours/week for full-time members

Does the Host Site offer flexibility regarding extended hours a member could serve to make up missed time? \*

NHC members are allotted a set schedule of holiday time off and have the flexibility to take time off as necessary (pending approval from Host Site and Program staff).

- N/A  
 Yes  
 No

Please Describe \*



24. Include specifics around the member's expected schedule.

25. If your site offers any flexibility in scheduling, please describe it here.



#### Service Analysis Information

In each of the following six categories, check the description(s) that most closely matches your expectations for this position after 90 days of service.

##### Knowledge Required for the Position

Required information or skills that must be applied in order to successfully perform the duties of the position.

- Knowledge of AmeriCorps/Health Corps member requirements
- Skill with Microsoft Office or other software for a variety of data processing operations involving a range of problem solving, record keeping, correspondence, and service tracking options.

##### Additional information or explanations

##### Supervision <sup>▲</sup>

How service activities are assigned.

- Member uses initiative in carrying out recurring assignments following set procedures, independently
- The supervisor assigns service activities, advises on changes in procedures, and is available for assistance when required
- The supervisor assigns service activities in terms of project objectives and basic priorities and is available for consultation in resolving controversial issues.
- Help text: In the space below, please provide any additional information or explanations.

26. In the “Service Analysis Information” section, please answer all questions and use the text boxes to include any additional information.

#### Minimum NHC Member Qualifications

Help text: In order to be eligible to serve in this position and in the NHC Program, a person must meet the following requirements:

1. Must be at least 18 years of age by the time the service term begins.
2. Must be a United States citizen, national, or lawful permanent resident.
3. Must have a high school diploma or an equivalency certificate and must not have dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent.
4. Must have complied with all AmeriCorps required criminal history checks including 1) a State Criminal Registry Check of the AmeriCorps-designated repository in both the state in which the Program operates and the state in which the member resided at the time they applied to the Program; 2) a nationwide fingerprint based FBI background check; and 3) a Department of Justice National Sex Offender Registry Check. The member understands that if the results of the required criminal history checks reveal that they are subject to a state sex offender registration requirement and/or have been convicted of homicide (1, 2nd or 3rd degree) they will be ineligible to serve in the Program. The member also understands they will have the opportunity to review and dispute the findings from the criminal history check.
5. Must submit valid forms of documentation to prove date of birth and citizenship/naturalization/resident alien status and must have a valid government-issued photo identification.
6. Must disclose any history of having been released from another AmeriCorps program; failure to do so will render one ineligible to receive the education award.
7. Must submit evidence that they successfully completed any previous AmeriCorps terms, if applicable.
8. Must furnish all other documentation deemed appropriate by the Program and Host Site.

- I have read and understood the above information. <sup>▲</sup>

27. Please read and acknowledge both the “Minimum NHC Member Qualifications” as well as the “Member Benefits”.



7. **Child Care:** Child care subsidy paid directly to the child care provider by an AmeriCorps benefits administrator, GAP Solutions, is available to members who qualify. GAP Solutions distributes this allowance evenly over the term of service on a monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.

5. **Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (both the minimum number of weeks and minimum number of hours), the member will receive an Education Award. The member understands that they may not receive more than the amount equal to the total value of two education awards for full-time service from the National Service Trust, regardless of the stream of service in which the member serves.

6. **Loan Forbearance Interest:** If the member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. After a member is enrolled in eGrants by the NHC Operating Site staff, they may use the AmeriCorps web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

I have read and understood the above information. [▲](#)

[Save as Draft](#) [Submit](#)

28. Click "Save as Draft" to keep an editable copy of this position description on your dashboard. Click "Submit" to send this position description to operating site staff to review.

## Editing and Submitting Position Descriptions

### Host Dashboard

Welcome to the NHC Host Site Dashboard. Each host site is required to submit a host site application for each service year, which you can do by clicking "Submit a new Application" below. When applying to be an NHC host site, sites should also submit a position description for each member position they are looking to host. You can do this by clicking "Submit a new Position Description" below. If you have multiple member positions that are exactly the same, you can submit one position and then duplicate it after it is marked as "complete" by NHC staff.

[Submit a new Application](#) | [Submit a new Position Description](#)

**In Progress**

	Status	Created	
<a href="#">Edit</a>	Draft	01/10/2024	Position Description (NHC Member)
<a href="#">Edit</a>	Draft	01/09/2024	Host Site Application

29. Position Descriptions submitted as drafts can be edited at any time. Click on the blue "Edit" button to make changes or submit it to your operating site staff.





### Host Dashboard

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[Submit a new Application](#) | [Submit a new Position Description](#)

#### In Progress

Status	Created	
Submitted - Pending	01/10/2024	Position Description (NHC Member)
<a href="#">Edit</a> Draft	01/09/2024	Host Site Application

30. Position descriptions submitted to staff will be marked as "Submitted - Pending" and you will no longer be able to edit them.

### Host Dashboard

Welcome to the NHC Host Site Dashboard. Each host site is required to submit a host site application for each service year, which you can do by clicking "Submit a new Application" below. When applying to be an NHC host site, sites should also submit a position description for each member position they are looking to host. You can do this by clicking "Submit a new Position Description" below. If you have multiple member positions that are exactly the same, you can submit one position and then duplicate it after it is marked as "complete" by NHC staff

[Submit a new Application](#) | [Submit a new Position Description](#)

#### In Progress

Status	Created	
<a href="#">Edit</a> Edits Required	01/10/2024	Position Description (NHC Member)
<a href="#">Edit</a> Draft	01/09/2024	Host Site Application

31. Your operating site staff may request edits to your position description. In this case, you will receive an email from staff outlining these requested edits and their comments will be highlighted in your PD> The position description will be marked with "Edits Required". You can now edit the position description.



monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.

- 5. Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (both the minimum number of weeks and minimum number of hours), the member will receive an Education Award. The member understands that they may not receive more than the amount equal to the total value of two education awards for full-time service from the National Service Trust, regardless of the stream of service in which the member serves.
- 6. Loan Forbearance Interest:** If the member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. After a member is enrolled in eGrants by the NHC Operating Site staff, they may use the AmeriCorps web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

I have read and understood the above information. \*

[Resubmit to Staff](#)

32. Once the edits have been made, select "Resubmit to Staff" to send it to operating site staff for further review.

## Host Dashboard

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[Submit a new Application](#) | [Submit a new Position Description](#)

### In Progress

Status	Created	↑	
Resubmitted	01/10/2024	Position Description (NHC Member)	
<a href="#">Edit</a>	Draft	01/09/2024	Host Site Application

33. The position description will now be marked as "Resubmitted" and you are no longer able to edit it. Operating site staff will review and/or approve changes.

34. After your position description is accepted, it will be marked as "Completed". Your operating site staff will send you a copy to sign and retain for your records. It will be marked as "Signed" when this happens.



[Submit a new Application](#) | [Submit a new Position Description](#)

**In Progress**

Status	Created	
<a href="#">Edit</a>	Draft	01/09/2024 Host Site Application

**Completed**

Status	Created	
<a href="#">view</a>	Completed	01/10/2024 Position Description(NHC Member) <a href="#">Duplicate</a>

[Submit a new Application](#) | [Submit a new Position Description](#)

**In Progress**

Status	Created	
<a href="#">Edit</a>	Draft	01/09/2024 Host Site Application

**Completed**

Status	Created	
<a href="#">view</a>	Completed	01/10/2024 Position Description(NHC Member) <a href="#">Duplicate</a>

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Please contact [support@nationalhealthcorps.org](mailto:support@nationalhealthcorps.org) for any technical issues related to submitting your application.

35. If you are hosting two members with the same position, you can click duplicate to make another copy of the PD. You can also do this from year to year if your member position stays the same from term to term.

Thank you for submitting a host site application and position description(s) through our NHC Host Site Portal! If you have any questions about your application or position description along the way, please reach out to your operating site staff. Questions or comments specific to the portal can be directed to Connor Lightcap, NHC National Program Manager, at [clightcap@healthfederation.org](mailto:clightcap@healthfederation.org).