**Request for Member Service Change**

COVID-19 may create situations in which normal program activities or site assignments are interrupted. CNCS COVID-19 FAQ allow for programs to develop member activities that are originally not in the approved grant activities.

For members to receive service credit for activities outside of those approved in the grant award, written permission must be obtained from OCS Grant’s Manager. This form is the application for that permission. Members and staff may not engage in AmeriCorps prohibited activities. Approved change is valid for 30 days.

While approved new activities may start immediately FOLLOWING approval, programs may have to take subsequent steps to amend their grant. In the meantime, the grantee should carefully document all the costs associated with the new service activities.

**SUBMITTING SERVICE CHANGE:** Submit the request to OCS at [www.serve.mt.gov](http://www.serve.mt.gov) and notify the Commission Grants Manager by email. (OCS does not send notifications for this form.)

**Program name:** Click or tap here to enter text.

**Requester:** Click or tap here to enter text.

**How many active service members do you have currently?** Click or tap here to enter text.

**How many members are you requesting service change?** Click or tap here to enter text.

**Describe request:**

 [ ]  Service location change

 [ ]  Service activity change

 [ ]  Both location and activity change

 [ ]  Teleservice

**When will proposed new activities begin and end?** Click or tap to enter a date. - Click or tap to enter a date.

**How many hours weekly will the new program activity engage each of the members?** Click or tap here to enter text.

**What activities will members be doing and who/what will benefit?** Click or tap here to enter text.

**How will proposed change impact performance measures?** Click or tap here to enter text.

**How will the grant approved service activities be impacted by this requested change?** Click or tap here to enter text.

**How will this change impact partners or service sites** ***(programmatically and financially)?*** Click or tap here to enter text.

**Printed signature** Click or tap here to enter text.