Senior Community Service
Employment Program

HOST AGENCY AGREEMENT

Host Agency: El Dorado County Dept. of Human Services **Address:** 3057 Briw Road
FEIN: Placerville, CA 95667

Phone: (530) 642-7300
Fax: (530) 626-9060

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency.

This agency is:

☒ **A Non-Profit Organization.**
(Tax exempt under the Internal Revenue code 501(c)(3

☒ **A Public Organization.**

Enrollee Supervisors are

☒ **Compensated with federal fun**

☒ **Not compensated with federal fun**

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

(1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.

(2) Participants are asked to cooperate with the Project Director and Employment Specialists by:

- Accepting referrals and interviews for employment outside the program;
- Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
- Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
- Maintaining registration with the State Employment Service and/or One Stop Center;
- Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the partcipant to miss some hours at their host agency assignment.

(3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training opportunity, NOT a job, and that participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned. AARP Foundation SCSEP does not conduct background checks or drug screenings on any participants. Host Agencies are permitted to conduct background checks and drug screenings for participants assigned to their organization. AARP Foundation SCSEP is not financially responsible for any costs involved in any background checks or drug screening.

(4) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff.

The County officer or employee with responsibility for administering this Agreement is Doug Nowka, Director, Department of Human Services or successor.

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(5) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program.

The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey as it influences continued DoL funding for this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

Workers Compensation costs for our participants continue to increase rapidly as a result of post 9-11 insurance increases and escalating costs of health care. Our workers compensation claims are directly related to the work place environment and attitudes toward work place safety in our host agencies. We expect you to maintain high standards and to closely monitor the activities of the participants assigned to ensure they do not engage in activities which could cause them to be injured. Repeated accidents that are the result of inadequate Host Agency safety practices and supervision could be cause for us to remove all participants from your host agency.

Main Contact Date: Project Director Date:

Supervisor Date:

Supervisor Date: