# HOST AGENCY AGREEMENT 

Host Agency: El Dorado County Dept. of Human Services
FEIN:
Phone: (530) 642-7300
Fax: (530) 626-9060

Address: 3057 Briw Road
Placerville, CA 95667

The above named agency/organization, an cqual employment opportunity cmployer, requests the services of cnrollees from the $\wedge A R P$ lioundation Scmior Community Service Employment Agency.

This ageney is:
( A Non-Profit Orgunization.
(Tax excmpt under the Internal Revenue code 501(c)(3
A Public Organization.

## Eurollee Supervisors arc

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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 pursuc 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, SSY/SSD, and Medicaid.
(2) Participants are asked to cooperate with the Project Dircetor and Employment Spccialists 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 sitc staft;
- Acecpting regular transfers to other host agency assigments as nccessary to further their training and work expcrience;
- Maintaining registration with the State Employment Scrvice and/or One Stop Center;
- Attending job search training, job clubs, participant mectings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activitics.


## 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 partcipants 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 stalus, 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-torm 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 chceks and drug screenings for patticipants assigned to their organization. AARP Foundation SCSEP is not financially responsible for any costs involved in any background checks or drug screening.
(4) Host agencics must not use participants as substitutes for permanent employecs in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencics 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 cach assigned participant. The Host Agency also agrecs 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 Departuent of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is gencrally 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 increascs and escalating costs of health care. Ow workers compensation claims are directly related to the work place enviromment and attitudes toward work place salety in our host agencies. We expect you to maintain high standards and to closely monitor the activitics of the participants assigned to ensure they do not engage in activities which could cause them to be injured. Repeated aceidents that are the result of inadequate Flost Agency safety practices and supervision could be cause for us to remove all participants from your host agency.


