

Host Agency: City of Fresno Parks & Recreation Program Year: 2017-2018  
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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 participant’s 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 primary purpose for SCSEP participants is to provide community service as they actively seek unsubsidized employment.
- 2) Participants are required to:
  - Accept referrals and interviews for employment outside the program;
  - Conduct an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project 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;
  - Attend job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: Job search activities may cause participants to miss time from their training schedule.
- 3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program designed to prepare participants for unsubsidized employment. SCSEP is not an entitlement program or an income supplement SCSEP participants are trainees preparing for unsubsidized employment. It is understood training assignments are not jobs. SCSEP participants are temporarily assigned to the training site and are NOT employees of NCOA, SCSEP, or the host agency / training site.
- 4) NCOA SCSEP does not conduct background checks or drug screenings on participants, however, when the training site requires intake background checks and drug screenings for their employees it is permissible to require them for SCSEP participants in accordance with applicable laws. Fees for checks and screenings will not be paid by the SCSEP program.
- 5) It is a violation of Federal regulations “maintenance of effect” for Host agencies / training sites to substitute SCSEP participants for permanent employees. This is considered substituting federal dollars for local dollars. Participants are to be considered additions to, not substitutes for, regular staff.
- 6) Training site supervisors are required to verify participant training hours by appropriately signing participant time sheets. Participants are required to submit their time sheet at specific times. They are responsible. The training site is expected to assist in this process, but not be responsible. We actually have many participants bring their time sheets to us personally.
- 7) Host Agencies / training sites agree to consider SCSEP participants for any job opening within the agency/site for which the participant is qualified. Failure to do so may result in termination of this agreement.
- 8) The Host Agency agrees to provide supervision, training, and a safe training site for each assigned participant.
- 9) In January of each year The Department of Labor (DoL) conducts a survey of randomly selected Host Agencies/ Training Sites. The results of the survey influence continued DoL funding for the SCSEP program grant. It is expected as part of this agreement that your agency / site will complete the survey should you receive one.

# Host Agency Agreement

10) NCOA SCSEP provides Workers' Compensation for all participants in accordance with appropriate state laws. NCOA SCSEP and their sub-grantees will conduct periodic safety inspections at all training sites. Training sites are responsible for maintaining a safe training environment, ensuring all equipment is in proper working condition, and that all procedures and practices are safe and in compliance with state laws. Failure to comply may result in termination of this agreement.

Fourteen key safety issues that the Host Agency must keep in mind at all times:

1. Participants must comply with all safety rules of their Training Site.
2. Ask their Training Site Supervisor they are unsure about any safety precautions.
3. Keeping training areas clear of tripping hazards.
4. Participants must never climb on ladders, step stools or other objects.
5. Participants must use personal protective equipment (gloves, safety glasses, etc.) as required for various training assignments.
6. Participants must only operate equipment they are qualified and authorized to operate including vehicles during training hours.
7. Participants must follow proper lifting procedures by bending their legs & keeping their back straight.
8. Participants do not lift loads more than 20 pounds.
9. Participants wear shoes appropriate for the training assignment with good support.
10. Participants do not wear open-toed shoes or high heels.
11. Participants know where emergency exits are located.
12. Participants immediately report safety & health hazards to their Training Site Supervisor and SCSEP staff.
13. Participants immediately tell their Training Site Supervisor about any training related injury no matter how small.
14. Participants immediately tell their SCSEP project staff about any training related injury no matter how small, and complete any required incident report with 24 hours.

11) NCOA SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that NCOA SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to the local SCSEP project for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having firsthand knowledge of the hours worked by the participant. NCOA SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheet. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of all authorized supervisors in the Host Agency and various Training Sites (if any), by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the information on the timesheet is correct. If there is a change to the authorized agency supervisor whose name is on this agreement, the local SCSEP Project Office must be notified so that the local SCSEP Project Office can update the information in our databases.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of person signing: \_\_\_\_\_