

**NORTH CAROLINA  
Senior Community Service Employment Program  
(SCSEP)**

**Host Agency Agreement**

WORKSITE INFORMATION

Name of Host Agency: \_\_\_\_\_

Host Agency Contact: \_\_\_\_\_  
Name Title

Host Agency Address: \_\_\_\_\_  
*Note: Enter street or PO and city, state and zip.*

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ FEIN: \_\_\_\_\_

Host Agency Type:  Government  Private Not-for-Profit  Private for Profit

Hours of Operation : \_\_\_\_\_ Available Training Positions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agreement Term: \_\_\_\_\_  
*Note: Enter start and end date of the Agreement indicating mm/dd/yyyy.*

CERTIFICATIONS

This is to certify that we agree to place the participant in a training site under the Title V Senior Community Service Employment Program. We understand and agree to abide by the Assurances and Conditions in the Host Agency Orientation document that has been provided. Also we attest that, to the best of our knowledge, the information on this Agreement is true and accurate.

\_\_\_\_\_  
Name of Sub-grantee Representative Signature Date

\_\_\_\_\_  
Name & Title of Authorized Host Agency Representative Signature Date

\_\_\_\_\_  
Name & Title of Host Agency Supervisor Signature Date

**NORTH CAROLINA**  
**Senior Community Service Employment Program**

**HOST AGENCY AGREEMENT**

**THE HOST AGENCY MUST:**

- **The Host Agency shall not allow ANY participant to start training at their facility until the Training Start Date noted in the Training Plan of participant.**
- The Host Agency shall recognize that the Participant is a part time temporary enrollee of SCSEP and a participant in a training program to provide community service while learning skills to assist them to find permanent unsubsidized employment.
- The Host Agency must provide the local SCSEP Program Office with accurate time and attendance records; documentation of in-kind supervision; and other activity reports and/or evaluations on a timely basis. Time sheets must be mailed, faxed or delivered to the SCSEP Program Office after the pay period ending date.
- The Host Agency shall report to SCSEP the value of the supervisor's time, and what percentage of the supervisor's compensation is paid for with non-federal funds.
- The Host Agency shall assure that each participant only works the total number of hours authorized by SCSEP, and will refrain from requiring any participant to work overtime or volunteer hours.
- The Host Agency shall make no changes in a Participant's training schedule without PRIOR approval from SCSEP Program Office.
- The Host Agency shall not allow a Participant to drive or ride in ANY vehicle during SCSEP training hours without prior approval and acknowledgement of assurances in the signed Host Agency Agreement.
- The Host Agency shall provide and review with the participant proper procedures for reporting all on-the-job accidents that could result in a claim of an injury, including reporting all accidents to the local SCSEP Program Office immediately.
- The Host Agency shall provide Participant with a sanitary and safe Host Agency(s); adequate supervision; orientation to agency policies and procedures; necessary training to perform assigned duties, and fair and equitable treatment extended to regular employees.
- The Host Agency shall provide SCSEP Program Office with written information of any adverse behavior of a Participant and report any unexcused absences or excessive tardiness.
- The Host Agency shall not allow the Participant to conduct any activity of a political nature during a Participant's scheduled training hours.
- The Host Agency shall not use a Participant in any activity that could be construed as an activity related to or involved with the maintenance, operation or construction of any facility to be used as a place for sectarian religious instruction or worship.
- **The Host Agency shall actively support a participant's Individual Employment Plan (IEP) and consider any Participant for all job openings for which that participant qualifies on an equal basis with any other applicant.**
- The Host Agency shall not discriminate on the basis of race, color, religion, sex, national origin, disability, age, political affiliation or opinion, or ancestry.
- The Host Agency shall have Participant's immediate supervisor attend annual meeting of Host Agency supervisor as scheduled by local SCSEP Program Office. **Failure of the Host Agency to be represented at such a meeting will result in termination of this agreement.**
- The Host Agency shall enforce the provisions of the Drug-Free Workplace Act of 1988.
- The Host Agency shall respond in a timely manner to any Customer Satisfaction Survey it may receive from the U.S. Department of Labor or its agents.

**THE LOCAL SCSEP PROGRAM OFFICE WILL:**

- Provide trainee wages and worker's compensation coverage to each authorized participant for the indicated number of hours per week.

May 2014

- Provide Host Agency supervisor with adequate orientation, complete Annual Monitoring Report/Safety Report of the Host Agency, and periodically update goals and objectives of SCSEP participant.
  - Upon request of the Host Agency, or the Participant, SCSEP will remove the Participant from the Host Agency.
  - Reserve the right (following reasonable notice) to reassign any Participant at any time that such reassignment will increase the Participant's opportunity for training or unsubsidized employment; or will otherwise serve the best interests of the participant; and will better support the goals and objectives of SCSEP.
  - Any additional provisions, or any exceptions to any of the above provisions (if none, write none):
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I verify that training positions constitute new or expanded services and are not in violation of maintenance of effort regulations of the U.S. Department of Labor. (Positions of SCSEP participants shall be in addition to positions which otherwise would be funded by the local Host Agency without assistance from SCSEP. Positions funded under SCSEP: shall result in an increase in employment opportunities over those which would otherwise be available; may not result in the displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits; may not impair existing contracts for service or result in substitution of federal funds for other funds in connection with work that would otherwise be performed; may not substitute program jobs for existing federally assisted jobs; may not employ or continue to employ a trainee to perform work the same or substantially the same as that performed by any other person who is laid off.)

**This agreement may be terminated or amended by either party with 30 days written notice to the other party, or immediately by North Carolina SCSEP upon termination or reduction of funds.**

\_\_\_\_\_  
Host Agency Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCSEP Staff Signature

\_\_\_\_\_  
Date

**NORTH CAROLINA**  
**Senior Community Service Employment Program (SCSEP)**  
**Host Agency Orientation**

Host Agency: \_\_\_\_\_

**1. Host Agency Objectives:**

Discuss what the host agency does and whom it serves. Show trainee around facility and introduce other staff. Discuss what the agency is trying to accomplish and how the trainee can help attain those goals. Trainee must not be necessary for the continued operation of the agency. Host agencies do not “own” slots and should not be dependent upon the use of SCSEP trainees for the ability to continue operations.

**2. Community Service Assignment:**

Host Agency cannot require a trainee to work more than 20 hours per week unless otherwise notified of such by the Title V SCSEP Organization. Trainee cannot volunteer additional hours beyond their training assignment. The trainee is encouraged to and may volunteer at other organizations. Once their training assignment is finished, they may then volunteer at this host agency. Trainee is not eligible for vacation or sick pay. If the trainee is scheduled to work on a Federal holiday and the host agency is closed, the trainee is eligible for holiday pay. If the trainee is not scheduled to work or it is not a federally recognized holiday, there is no compensation. Time missed for necessary sick leave may be provided in the form of rescheduled work hours.

**3. Training:**

Explain to the trainee the tasks he or she will perform. Explain job procedures and responsibilities. Ensure that trainee will receive training that is consistent with their Individual Employment Plan. Trainee will receive similar treatment to that accorded non-trainees engaged in similar duties.

**4. Host Agency Regulations:**

Explain the agency’s policies and procedures. Provide the trainee with a copy of the employee handbook, if applicable, and discuss its contents. Ensure the trainee is never the only person at the host agency. They should not be given the responsibility of opening or closing the facility. A supervisor is required at all times. That person should be able to provide guidance to the trainee and assist in their training.

**5. Responsibilities:**

A host agency must agree to provide adequate orientation, instruction, and training to each trainee. A host agency must provide adequate supervision to each trainee to perform as a productive and effective worker. A host agency must make a commitment to consider hiring the trainee into an unsubsidized position within the host agency when an appropriate vacancy occurs, or assist in the placement of the trainee in unsubsidized employment. Jobs established at a host agency must support the goal of the SCSEP to contribute to the general welfare of the community.

**6. Requirements:**

Trainee must not be a replacement for permanent employees (Maintenance of Effort). The use of a SCSEP trainee must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program. Trainee must not displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits.) The trainee must not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed. The trainee must not perform the same work as that performed by any other individual who is on layoff. It is against policy to train in the same position/department where the agency/organization has had to lay off a staff person within the last two years from the date of interest in SCSEP. Participants may be assigned to other departments but not to the department/position where the layoff took place.

**7. Host Agency Safety:**

Discuss general safety as well as any special safety concerns that might apply. Show the trainee the procedure to be followed in case of fire, tornadoes, etc.

**8. Work Schedule:**

The host agency should, with the trainee, set the hours that will be worked. A supervisor is required to sign the trainee’s timesheet. The timesheet documents the date and hours worked. The timesheet must be mailed or faxed to the Title V SCSEP Organization at the end of the last day of the month.

As an authorized representative of the above organization, I understand in order to be eligible to serve as a host agency for the Title V Senior Community Service Employment Program; our agency must abide by all rules and regulations of the program. If at any time we are not able to meet all requirements above, we will notify our Title V SCSEP Organization contact immediately to arrange for reassignment of our trainee. Failure to notify will result in the host agency no longer being eligible for participation in the program. These requirements have been explained to me and I certify our agency is able to abide by these restrictions.

\_\_\_\_\_  
Host Agency Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub Grantee Signature

\_\_\_\_\_  
Date

“Equal Opportunity Employer/Program” and “Auxiliary aids and services are available upon request to individuals with disabilities”