

NORTH CAROLINA
Senior Community Service Employment Program
SCSEP Community Service Assignment Form

Name: _____ ID#: _____ Sub grantee: _____

Name of Host Agency: _____

Assignment Date: _____

Start Date: _____

Code Instructions

1. Enter only one code for the type of community service to which the participant is assigned.
2. The codes are divided into two main categories: service to the **General** community and service to the **Elderly** community. If the type of assignment you need is not listed, enter the appropriate code for "other" either G14 or E14 depending on whether services is to the general community or the elderly community.
3. The codes reflect the nature of the work the host agency does rather than the participant's specific occupation or title. For example, a receptionist working for a visiting nurse association would be coded G2. While a bus driver for a senior center would be coded E5.
4. If the participant is assigned to the grantee's or sub-grantee's project office, select value E1, Project Administration, as the community service assignment code.

1. Community Service Assignment Code			
Services to General Community		Services to Elder Community	
G1 Education	G8 Social Services	E1 Project Administration	E8 Outreach/Referral
G2 Health & Hospital	G9 Legal	E2 Health & Home Care	E9 Legal
G3 Housing/Home Rehab	G10 Financial	E3 Housing/Home Rehab	E10 Financial
G4 Employment Assistance	G11 Counseling	E4 Employment Assistance	E11 Counseling
G5 Recreation, Parks and Forests	G12 Conservation	E5 Recreation/Senior Centers	E12 Conservation
G6 Environmental Quality	G13 Community Betterment	E6 Nutrition Programs	E13 Community Betterment
G7 Public Works and Transportation	G14 Other _____	E7 Transportation	E14 Other _____

2. Participant's Job Code	
1. Art, Design, Entertainment, Sports & Media	11. Maintenance & Custodial
2. Business & Financial Operations	12. Management
3. Community & Social Services	13. Office & Administrative Support
4. Computer & Mathematical	14. Personal Care & Service
5. Construction, Installation & Repair	15. Production, Assembly, Light Industrial
6. Education, Training, Library	16. Protective Service
7. Farming, Fishing & Forestry	17. Retail, Sales & Related
8. Food Preparation & Service	18. Self Employment
9. Healthcare	19. Transportation and Material Moving
10. Legal	

3. Does the participant engage in volunteer work (in addition to and not related to the community service assignment) during enrollment? Yes No If yes, total number of volunteer activities per week _____
4. Faith Based Organization Yes No
5. Types of Training Received (check all that apply) On the Job Experience Generalized Skill Training
 Specialized Training Other (specify) _____ None

Completed by: _____

Date: _____

Oct 2014