

Host Agency Agreement

As part of the Senior Community Service Employment Program, operated under Title V of the Older Americans Act, this Agreement is voluntarily entered by:

A governmental agency or a non-profit agency designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and:

Department of Labor – Senior Community Service Employment Program (SCSEP)

The intent of this agreement is to furnish useful community service assignments for low-income mature workers, in order to increase their skills and assist transition to permanent employment.

The Host Agency agrees:

- To provide a safe and healthful work site, adequate orientation and training, additional training as needed, to treat each enrollee as a valued worker in the Host Agency.
- To assist the Sponsor agency in placing one enrollee per year in a job off of the program; and to consider enrollees for regular employment on its staff when vacancies occur or when new positions are created;
- To abide by mutually agreed to work schedules, documented by properly prepared time sheets and periodic performance evaluations. Enrollees are required to attend periodic meetings during regular working hours, and the Host Agency recognizes that they will be unavailable for work during these times.
- To ensure that each enrollee's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular hours work, wages, or benefits.
- Not to discriminate against an enrollee because of race, color, religion, sex, national origin, or disability.
- To send a representative to group meeting of host agency supervisors. Group meetings of host agency supervisors or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives;
- That no other national Title V project sponsor will be provided a work site while this Agreement is in effect, and
- To inform the Sponsor Agency immediately if its Section 501(c)(3) certification is changed.

The Sponsor Agency agrees:

- To, recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment with duties and tasks as specified in a written community service assignment description.
- To be responsible for all administrative and fiscal controls and for paying wages and providing fringe benefits to each enrollee.

The Sponsor Agency reserves the right to reassign any enrollee whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interests of the enrollee, or will better support the goals and objectives of the program.

This Agreement may be amended by written mutual agreement.

This Agreement is in effect from _____ to _____.

Signed-Host Agency

Host Agency: _____

Name and Signature: _____

Title: _____

Date: _____

Signed Sponsor Project

Project Sponsor : Department of Labor
 Senior Community Service Employment Program

Name and Signature: Dorothy Gutierrez _____

Title: SCSEP Administrator

Date: _____

Definition of Host Agency Status:

 XXX This host agency is a government agency.

 This host agency is a certified non-profit agency under Section 501(c)(3) of the U.S. Internal Revenue Code.

 501(c)(3) documentation is attached.

 501(c)(3) documentation is on file with the sponsor.