



SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

NEW HOST AGENCY
CERTIFICATION CHECK LIST

Please make a copy of the following forms for your records:

[All forms can be found on our website: www.matureservices.org/scsepforms.html]

- 1. SUPERVISION REPORT**
- 2. AUTHORIZED SIGNATURE FORM**
- 3. WORKERS' COMPENSATION PACKAGE**
- 4. TRAINEE TIME SHEET**
- 5. SCSEP MANUAL**
- 6. PAYROLL SCHEDULE**
- 7. LOCAL INCOME TAX REPORT FORM**

The following list of forms is required for status as a Trainee Host-Site in Mature Services' Senior Community Service Employment Program (SCSEP), for the fiscal year(s) of _____, 20____ - JUNE 30, 2011. **All correctly completed "ORIGINAL" forms must be received by your Project Director before Trainees may be sent for interviews or assigned to your Agency.**

- Completed and signed HOST AGENCY AGREEMENT** for each training site. Remember to check off correct status [**501(c)(3) or Government**] at top of the agreement. **Retain the second original copy for your records.**
- 501(c)(3)** - Federal Non-Profit Status Letter [This is NOT your Tax Exempt form for purchases]
- LOCAL INCOME TAX FORM**, completed for each training site.
- Completed and signed HOST AGENCY SUPERVISION REPORT** for each training site, indicating a Supervisor for each Trainee. Include hourly wage and what percent of that wage is from Federal or Non-Federal sources. [For 2006-07]
- Completed and signed HOST AGENCY AUTHORIZED SIGNATURE FORM**. Must include signatures of everyone authorized to sign Trainee time sheets for each training site. [Updated annually]
- Completed AVAILABLE TRAINING OPPORTUNITIES FORM**. See sample. All work-training assignments must be negotiated and approved by the local Project Director for a specific Trainee's work-training needs and must be in concert with the IEP and Initial Assessment.