



Employment & Training Solutions

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM HOST AGENCY CHECK LIST

NOTE: Please provide a set of originals at our meeting, and make a copy set of the following forms for your records:

1. HOST AGENCY AGREEMENT
2. HOST AGENCY SUPERVISION REPORT
2. HOST AGENCY AUTHORIZED SIGNATURE FORM
3. AVAILABLE TRAINING OPPORTUNITIES FORM
4. LOCAL INCOME TAX FORM
5. IRS 501(c)(3) Letter

The following list of forms is required for status as a Work-Training Assignment Host-Site in Mature Services' Senior Community Service Employment Program (SCSEP), for the program year(s) of JULY 1, 2017 - JUNE 30, 2020. **Please submit all correctly completed "ORIGINAL" forms to your Project Director as soon as possible – preferably at the Supervisors' Training meeting.**

NOTE: Until all correctly completed original forms have been received by your local Project Director and checked for correct completions, we will not be able to assign Participants to your Agency.

- Completed **HOST AGENCY AGREEMENT**
- Completed **HOST AGENCY SUPERVISION REPORT**, indicating a Supervisor for each Participant. Include hourly wage and what percent of that wage is from federal and non-federal sources, **signed by an Authorized Official: either the Agency Director (CEO) or Financial Officer (CFO).**
- Completed **HOST AGENCY AUTHORIZED SIGNATURE FORM**. Must include signatures of everyone authorized to sign Participant time sheets.
- Completed **AVAILABLE TRAINING OPPORTUNITIES FORM** (see Sample). All work-training assignments must be negotiated and approved by the local Project Director for a specific Participant's training needs **and** in concert with the IEP and Initial Assessment, prior to assignment of any Participant. **(Plan to meet with your Project Director to present for pre-approval any changes in existing work-training assignment descriptions, and related adjustments in the IEP, before instituting any such changes.)**
- Completed **Local Income Tax Form**, including Local School District and number.
- IRS 501(c)(3) Letter**. Must have current agency name and address to be valid. We are required to have a copy of your new or permanent status 501(c)(3) on file. **(This is NOT your Ohio tax exempt form for purchases.)**