



Employment & Training Solutions

## HOST AGENCY COMMUNITY SERVICE & WORK-TRAINING AGREEMENT

[One must be completed for each site or department]

Revised 12/2016 Page 1 of 2

<b>This agreement is made and entered into this date:</b>	/	/20	<b>between Mature Services, Inc.,</b>
<b>hereinafter referred to as the SPONSOR AGENCY and, the complete Name of Host Agency (and Site, if applicable)</b>			
			<b>, hereinafter referred to as the HOST AGENCY.</b>
<b>CHECK ONE: The HOST AGENCY is a:</b> <input type="checkbox"/> <b>Government Unit</b> <b>OR</b> <input type="checkbox"/> <b>IRS (501) (c) (3) tax exempt agency</b>			
<b>** IRS (501) (c) (3) tax exempt Agencies, MUST ATTACH a copy of your IRS (501) (c) (3) exemption letter.</b>			
<b>FEIN Number:</b>		<b>Your Federal Employer Identification Number</b>	
<b>1. The PARTIES agree:</b>			
a) <b>The period of this agreement shall be from</b>		/	/20
		<b>through June 30, 2020.</b>	
<b>2. The HOST AGENCY agrees:</b>			
a) To provide adequate supervision to enable the Participant to perform in a productive and effective manner.			
b) To provide orientation, instruction, and training concerning the HOST AGENCY, its activities, the Participant's day to day responsibilities, and in preparation for <b>unsubsidized employment</b> .			
c) To send a Supervisor or representative to the <b>MANDATORY TRAINING</b> for HOST AGENCY Supervisors' meeting as scheduled by the local Project Director.			
d) To assure that each Participant is performing the duties as outlined in the currently approved Community Service Work-Training Assignment Description, and to request a meeting with the Project Director to discuss any desired upgrade or changes to the Participant's assignment schedule, hours, Work-Training Assignment Duties, Supervisor, place of assignment, or status within the HOST AGENCY; and to receive the Project Director's input and approval prior to instituting any changes. Changes to the Work-Training Assignment Description without prior approval of the Local Project Director may result in cancellation of the HOST AGENCY Agreement and/or W/C problems for the Participant and/or the Host Agency. In addition, should the Participant's work-training assignment description include driving a Host Agency Vehicle, the Host Agency must assure that their vehicle Liability Insurance includes coverage for the Participant (any assigned/designated driver).			
e) To provide safe and sanitary Work-Training assignment conditions.			
f) To ensure that the Participant's activities will either, "Create new and/or expand existing community services," <b>only</b> . The Participant or his/her Work-Training assignment activities <b>may not</b> :			
(1) Result in the partial or total displacement of currently employed workers,			
(2) Impair existing contracts or result in the substitution of Federal Funds for other funds in connection with work that would otherwise be done,			
(3) Be used as a replacement for a position from which a person has been laid off;			
These constitute Maintenance of Effort, which is illegal [see Handbook for ramification details].			
g) To ensure that <b>one and only one</b> Title V National or State Sponsor will serve this HOST AGENCY; exceptions:			
i. the National Grantee and the State sub-grantee are the same entity; ii. the assignment is fulfilling a Federal requirement to participate in the One-Stop System.			
h) Not to discriminate on the basis of race, creed, color, sex, age, disability, national origin, religion, political affiliation, ethnicity, sexual orientation, HIV Infection, AIDS Related Complex or AIDS, as governed by applicable State and Federal laws, is required.			
i) To provide the SPONSOR AGENCY with time and attendance records that have been reviewed for accuracy & signed by an Authorized Supervisor (appearing on the Supervision Report and Authorized Signature Form; and, as designated by the SPONSOR AGENCY, activity reports, evaluations (when requested), and accurate in-kind contribution records as required by the SPONSOR AGENCY.			
j) <b>To assure that each Participant performs his/her assignment ONLY the total number of hours authorized by the SPONSOR AGENCY.</b> Volunteer or overtime hours are not permitted. Banking hours and Comp-time are prohibited. <b>Only the actual hours on assignment for that pay period</b> may be reported on that particular time			

<p>sheet. A Participant may make up hours missed, with the permission of the Supervisor, <b>during the same pay period, only</b>. Participants <b>may not exceed 40 hours for any one week</b>. [See the Manual or speak with your Project Director for additional clarification.]</p>	
<p>k) To advise the Local Project Director or the SPONSOR AGENCY if significant problems develop in the Participant's Work-Training assignment and consult with him/her on personnel procedures to be followed.</p>	
<p>l) To consider the Participant for regular job openings within the HOST AGENCY when vacancies occur, to notify the Project Director of such vacancies for other possible candidate referrals, to assist the SPONSOR AGENCY in adhering to the DOL Unsubsidized Employment emphasis and IEP guidelines of the program by contributing to the marketability of the Participant, by encouraging the Participant to apply for all appropriate positions in the general community, and by encouraging and allowing the Participant to go for interviews, even if the interviews occur during normal Work-Training Assignment hours.</p>	
<p>m) Further, the HOST AGENCY understands that any background checks required by the HOST AGENCY will be completed and paid for by the HOST AGENCY.</p>	
<p><b>3. The SPONSOR AGENCY agrees:</b></p>	
<p>a) To be responsible for the administration and fiscal components of the Program including the provision of salary and fringe benefits as required by law: wages, w/c, FICA, etc.</p>	
<p>b) To provide the HOST AGENCY with an orientation and periodic updates on the goals and objectives of the Program [including the MANDATORY ANNUAL MEETING].</p>	
<p>c) To recruit and refer eligible applicant(s) to the HOST AGENCY to be interviewed, and when such applicant(s) meet(s) the HOST AGENCY's approval, to assign the applicant to the HOST AGENCY.</p>	
<p>d) To counsel with both the Participant(s) and the HOST AGENCY Supervisor(s) in matters pertaining to Work-Training assignment performance, IEP requirements, Job Club participation, and <b>unsubsidized employment</b>.</p>	
<p><b>4. DURATION OF ASSIGNMENT:</b></p>	
<p>It is understood by the HOST AGENCY and the Participant that the Participant may remain in one Work-Training assignment <b>only long enough</b> to meet the Work-Training needs of the Participant's Individual Employment Plan [IEP] <b>AND may be re-assigned at any time</b> to another HOST AGENCY, sent to training opportunities to receive marketable skills not available at a HOST AGENCY, to Job Club, or referred to Unsubsidized Employment opportunities based on the completion of the IEP action steps and goals. It is further understood that no HOST AGENCY owns a Participant, nor a Participant a HOST AGENCY. The expectation is that most Participants will achieve unsubsidized employment within six (6) to nine (9) months of enrollment in the SCSEP program.</p>	
<p><b>5. IN-KIND CONTRIBUTIONS:</b></p>	
<p>SCSEP cannot accept as "In-Kind," federal funds and non-federal funds used as another match. I, the HOST AGENCY, certify that the in-kind hours reported to the SPONSOR AGENCY are not costs used as a match towards another program. I also agree to complete the Authorized Signature Form and Supervision Report whenever changes occur in our staffing and every three years when the Host Agency Agreement is due to assist SPONSOR AGENCY in capturing the required In-Kind match of the Federal Funds to provide the Title V program.</p>	
<p><b>6. DURATION OF AGREEMENT/DURATION OF PROGRAM:</b></p>	
<p>This Agreement, effective through June 30, 2020, may be terminated by either party by written or verbal notice to the other party or upon termination or reduction of Federal Funds. The SPONSOR AGENCY will make every effort to give a 30-day notice. As of July 1, 2007, Participants have only 48 months, life-time, to participate in this program, and are not to exceed 27 months (average) for any one period of enrollment. All HOST AGENCY and SPONSOR AGENCY personnel need to assist the Participant in achieving marketability through quality Work-Training Assignments and appropriate job leads to meet the IEP employment goals of each Participant. Host Agencies providing solid Work-Training experiences for Participants will be rewarded with continued referrals.</p>	
<p><b>7. OFFICIAL SIGNATURES:</b></p>	
<i>COMPLETE SPONSOR AGENCY NAME</i>	<i>COMPLETE HOST AGENCY NAME</i>
<b>Mature Services, Inc., _____ Project</b>	
<i>Signature of Authorized Official (Project Director)</i>	<i>Signature of Authorized Official (Executive Director, CEO, Financial Officer, or CFO)</i>
<i>Typed or Printed Name of Authorized Official</i>	<i>Typed or Printed Name of Authorized Official</i>
<i>Authorized Official Title</i>	<i>Authorized Official Title</i>
<b>Project Director</b>	
<i>SPONSOR AGENCY Street Address</i>	<i>HOST AGENCY Street Address</i>
<i>City, State Zip Code</i>	<i>City, State Zip Code</i>