

Host Agency:

Address:

FEIN:

Phone:

Fax:

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency.

This agency is:

- A Non-Profit Organization.**
(Tax exempt under the Internal Revenue code 501(c)(3)
- A Public Organization.**

Enrollee Supervisors are

- Compensated with federal fun**
- Not compensated with federal fun**

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

- (1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.
- (2) Participants are asked to cooperate with the Project Director and Employment Specialists by:
 - Accepting referrals and interviews for employment outside the program;
 - Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
 - Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
 - Maintaining registration with the State Employment Service and/or One Stop Center;
 - Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

(3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training opportunity, NOT a job, and that participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned.

(4) Host Agency understands that AARP Foundation SCSEP does not conduct background checks or drug screenings on Program participants. Host Agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.

(5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff.

HOST AGENCY AGREEMENT

(6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project Site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.

(7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program.

(8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey as it influences continued DoL funding for this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

(9) Workers Compensation costs for our participants continue to increase rapidly as a result of post 9-11 insurance increases and escalating costs of health care. Our workers compensation claims are directly related to the work place environment and attitudes toward work place safety in our host agencies. We expect you to maintain high standards and to closely monitor the activities of the participants assigned to ensure they do not engage in activities which could cause them to be injured. Repeated accidents that are the result of inadequate Host Agency safety practices and supervision could be cause for us to remove all participants from your host agency.

(10) AARP Foundation SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to AARP Foundation SCSEP for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having first hand knowledge of the hours worked by the participant. AARP Foundation SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheets. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the reported information on the timesheet is correct.

(11) The host agency supervisor will be listed on the Time Attendance Report. If there are changes to a participant's supervisor, the Project Office must be notified so that the Project Site Office can update the information in our databases.

Main Contact

Date

Project Director

Date

HOST AGENCY SAFETY MONITORING GUIDE

Each year, many workers are injured on the job. AARP SCSEP enrollees are injured on training assignments most frequently from slip, trip and fall accidents than any other workplace hazard. We believe that many of these injuries result from hazards in the workplace that are easy to overlook, but also easy to fix. By spotting these hazards and taking some simple steps to correct them, many injuries can be prevented. There are many other workplace hazards that can also be identified and evaluated to reduce the risk of injury as much as possible.

Explain to the Host Agency supervisor that you want to see where AARP's enrollee will be primarily working as well as other areas that they may occasionally visit in the course of the work day (e.g., break room, storage areas, supply closets, parking areas, etc.). Discuss each item with the Host Agency Supervisor and ask what can be done to reduce risks as much as possible. Complete the back page and make a photocopy for the Host Agency Supervisor's file.

Use this form to identify possible hazardous conditions that may be present in the workplace. Rate each of the survey items depending on the potential risk of injury to AARP's enrollee.

* **Low Risk** - no safety problems identified

* **Moderate Risk** - some hazards identified that can be corrected

* **High Risk** - many hazards present and/or conditions that are not easily fixed

Check Here

Viewed HA Safety Video

Host Agency:	Host Agency Supervisor:	Safety Specialist:	Date of Review:	
SAFE CONDITIONS TO MINIMIZE POSSIBLE HAZARDS		RISK L, M, H	COMMENTS	FOLLOW-UP DATE
1. Exterior Parking Area, Sidewalks, Entrance Way	Parking lot without pot holes, cracks, debris, etc.			
	Sidewalks without uneven surfaces, cracks, etc.			
	Stairs Provided with sturdy handrail; stair treads not damaged			
	Exterior lighting illuminates walking surfaces			
2. Interior Stairways, Hallways, Common Areas	Snow/ice removal is adequate; Walk off mat inside entrance are non-slip			
	Stairways free of storage with sturdy handrail, non-slip stair treads			
	Hallways without broken tiles, loose or torn carpet and free of improperly stored materials			
	Lighting is sufficient to eliminate shadows or dark areas			
3. Emergency Exits, Fire Alarm	Proper footwear by enrollee; No high heels or open-toed shoes			
	Exits are easily recognized by signs and not blocked by storage or locked			
	Emergency Evacuation Plan is in place with diagram posted			
	Emergency lighting is provided in workplace and exit passage ways			
	Fire Alarm and detection system provided. Automatic sprinklers in building			
	Emergency Procedures are discussed with new works and drills conducted			

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ITEMS TO SURVEY	SAFE CONDITIONS TO MINIMIZE POSSIBLE HAZARDS	RISK L, M, H	COMMENTS	FOLLOW- UP DATE
4. Security Doors, Windows, Cameras, Guards, Alarms	Security precautions are adequate for location			
	Exits are not locked unless "panic hardware" is provided to allow doors to open in an emergency from inside			
	No armed guards on site			
	Safety escort is available, if requested, to parking area			
5. Housekeeping Sanitation	Good housekeeping is practiced daily			
	Trash removed from workplace regularly			
	Working surfaces, floors kept in clean and dry condition throughout workday with spills cleaned up immediately			
6. Office Work Area	Grease not allowed to build up on floors to create slippery condition			
	Office areas provided with adjustable furniture and fixtures to accommodate worker			
	Chairs are five-star base for stability with proper casters (hard casters on rug and soft casters on hard floor surfaces)			
	Workers trained in adjusting computers, keyboards and mouse pads to allow a "neutral" work posture			
7. Environmental Conditions: Noise, Air, Temperature	Electrical cords, telephone cords, etc. are kept out of walkways			
	Noise levels allow normal conversation between co-workers			
8. Powered Tools, Equipment	No loud equipment or machinery requiring hearing protection			
	No powered tools or equipment used without AARP SCSEP authorization			
	No mobile equipment (forklifts, riding mowers, etc.) operated without authorization by AARP SCSEP			
	All tools, equipment, etc. in good condition with proper guards in place, good electrical cords/plugs, etc.			



Senior Community Service
Employment Program

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9. Training Assignment Tools & Equipment	<p>Tools & Equipment are provided to easily and safely perform the training assignment, e.g. Extension wands for dusting hard to reach areas, etc.</p> <p>Note: All AARP-SCSEP enrollees are to be provided with appropriate hand gloves, and eye protection when working with material handling procedures or hazardous chemicals in the work place."</p>			
10. Hazardous Chemicals	<p>Workers trained in proper use of tools & equipment by Host Supervisor</p> <p>No ladders or step stools used by AARP SCSEP enrollee</p> <p>Daily household cleaning supplies and chemicals are used by enrollee</p> <p>Hazardous materials such as flammable liquids, corrosives, caustics and other harsh chemicals are properly stored out of the enrollee's work area</p> <p>Enrollee is provided training on any hazardous materials in the work area they may come in contact with</p>			
11. Manual Material Handling	<p>No lifting of items weighing more than 20 lbs.</p> <p>No repetitive lifting, twisting, reaching, pulling, pushing</p> <p>Neutral positive is maintained as much as possible without bent back, stooping, etc. for long periods.</p>			

Safety Specialist Signature

HA Supervisor's Signature