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8/25/11



SCSEP Host Agency Agreement Renewal System

CITY OF FRESNO
City Clerk's Office (Original)
(copy)

Please review the below agreement, at the bottom you will have the opportunity to electronically sign and submit your renewal. If you have any questions please contact your local SCSEP Project Site Office.



HOST AGENCY AGREEMENT

Host Agency: City of Fresno-Dickie Center FEIN: 94-6000338

Address: 1515 Divisadero, Fresno, CA - 93728

Phone: 559-621-7703 Ext:

Fax: 559-457-1261

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.

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
- 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) Insurance and Safety for SCSEP Participants: AARP Foundation SCSEP will be responsible for providing workers' compensation insurance for all Participants, in accordance with state law. The Host Agency is responsible for maintaining a safe working environment for SCSEP Participants during their normal course of duties; and to insure that proper equipment, procedures, and safe practices are used in conformance with state law. AARP Foundation has the right to coordinate safety inspections with the Host Agency to insure that work procedures, equipment and practices are used to protect the safety of SCSEP Participants. If the Host Agency, fails to adhere to reasonable safe working practices, AARP Foundation SCSEP has the right to terminate the contract for cause and for the protection of SCSEP Participants.

Five key safety issues that the Host Agency must keep in mind at all times:

- No lifting over 20 pounds
 - No step stools or ladders
 - Participants may not drive their personal vehicle while conducting Host Agency business. Participants are authorized to operate an insured Host Agency vehicle as part of their training assignment
 - No open-toed or high heel shoes
 - Enrollees are always supervised
- 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 firsthand 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.

Signature: 

Full Legal Name:

Title:

Date:



SAFETY IS NO ACCIDENT

08-31-2010

AARP Foundation SCSEP

AGENDA ITEM NO.	1D
COUNCIL MEETING	8/25/11
APPROVED BY _____	
DEPARTMENT DIRECTOR _____	
CITY MANAGER	

August 25, 2011

FROM: BRUCE A. RUDD, Interim Director
Parks, After School, Recreation and Community Services Department

BY: SHAUN R. SCHAEFER, Community Recreation Supervisor II 
Parks, After School, Recreation and Community Services Department

SUBJECT: APPROVAL OF AN AGREEMENT WITH THE AMERICAN ASSOCIATION OF RETIRED PERSONS FOUNDATION (AARP – MERCED & VISALIA OFFICES) SENIOR COMMUNITY SERVICE AGENCY TO PROVIDE SUPPLEMENTAL STAFFING AT NEIGHBORHOOD PARKS & CENTERS

RECOMMENDATIONS

Staff recommends that the City Council approve the attached agreement with the AARP Merced Office and Visalia Office and authorize the PARCS Department to execute the agreement on behalf of the City.

EXECUTIVE SUMMARY

The attached community service agreement will allow PARCS to continue to utilize eligible local area seniors as a supplemental labor force assisting in providing Department core services of recreation, computer labs, and serving senior hot meals. AARP program participants will assist in the Senior Hot Meal (SHM) program in meal service, computer lab management, litter removal, and as information greeters to participants utilizing the PARCS facilities. This partnership provides AARP participants with a valuable learning experience and skills development while preserving community access to Fresno Connect sites and a high capability of program delivery at SHM and PARCS sites. This is the fourth year that PARCS has partnered with AARP in this expanded capacity.

BACKGROUND

The purpose of the AARP Senior Community Service Employment Programs (SCSEP) is for a participant to provide community service while they actively pursue employment outside of the program. The SCSEP is a short-term, work training program to prepare participants for employment off of the program. SCSEP participants are considered to be in training status, preparing for another opportunity within their desired field of interest. The AARP SCSEP is federally funded and is solely responsible to provide payment to participants. PARCS has hired several program participants for temporary positions within the Department, which is a goal of the program.

FISCAL IMPACT

PARCS will fingerprint AARP program participants. AARP pays all participants directly and covers worker's compensation. There is no additional fiscal impact to the General Fund.

Revised 8-16-11

Attachment: Merced & Visalia AARP Foundation Senior Community Service Employment Agency Agreement

Presented to City Council
Date 8/25/11
Disposition Approved