



Senior Community Service Employment Program



HOST AGENCY HANDBOOK

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ABOUT GOODWILL INDUSTRIES®

Since 1902, Goodwill has been putting people to work. Last year, Goodwill helped more than 126,000 people train for careers in industries such as banking, IT, and health care.

Goodwill's mission is to enhance the dignity and quality of life for individuals and their families. This is achieved by strengthening communities and minimizing employment barriers so that individuals reach their full potential through learning and the power of work.

The Goodwill Senior Community Service Employment Program (SCSEP) provides training in part-time community service positions for job seekers who are 55 years of age or older and are unemployed on low fixed incomes. The training that SCSEP participants receive provide the skills they need to earn jobs and become financially self-sufficient. The program provides a variety of supportive services to help participants be successful and to reduce barriers to employment, such as English language learning classes, computer classes, job readiness and job search training, additional education, credentials, and access to transportation.

The Goodwill SCSEP team includes the Goodwill Industries International SCSEP staff located in Rockville, MD, and Goodwill members in Illinois, Indiana, Kentucky, Missouri, Montana, New Mexico, Ohio, South Carolina, Virginia, and Washington.

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Very Important, Please Note

All information contained in this handbook is subject to change, without notice, as a result of legislation or changes in SCSEP policies at the U.S. Department of Labor or Goodwill Industries International, Inc. (GII). GII SCSEP staff will make every attempt to keep program participants informed of policy changes. For questions regarding information not covered in this handbook, please contact your local Easterseals-Goodwill SCSEP program manager.

ABOUT SCSEP

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

The Senior Community Service Employment Program (SCSEP) is funded under Title V of the Older Americans Act and has three objectives:

1. To foster and promote useful part-time opportunities in community service activities for economically disadvantaged persons who are 55 years of age or older and who have poor employment prospects.
2. To enhance the abilities, skills, and aptitudes of participants to foster individual economic self-sufficiency.
3. To promote career training and placement of participants into unsubsidized employment in both the public and private sectors.

Services provided to participants include:

- Up to 20 hours a week of part-time training in community service assignments.
- Job training and related educational opportunities.
- Opportunities for placement into unsubsidized jobs.



SCSEP is an acronym that stands for Senior Community Service Employment Program, which is funded by the U.S. Department of Labor Employment and Training Administration.

SCSEP was initiated in 1965 by national aging organizations, under a demonstration program grant from the U. S. Department of Labor (DOL). In 1978, the states became partners in delivering program services. SCSEP is administered by the Employment and Training Administration (ETA) of the DOL through grant agreements with eligible organizations.

Examples of eligible organizations are governmental entities and public or private nonprofit organizations. In 2006, the DOL solicited competitive grant applications from national organizations to operate the program. In addition to the individual states' Departments on Aging, nonprofit organizations were awarded SCSEP grant funds, including Goodwill Industries International.

BEING A HOST AGENCY

As a host agency for Easterseals-Goodwill SCSEP, you provide the location and resources for participants to complete their community service assignments.

Because SCSEP is not only a job training program, but also a community service program, participants are required to get the bulk of their training in the community service environment. The host agency is where the participant does this.

THE GOAL OF SCSEP

The goal for SCSEP is for the participant to train for and find unsubsidized employment. At all times, it is important to remember that as a host agency, your primary responsibility is to support the participant in their job training and employment goals. Make sure that the participant knows that you are on their side and ready to help in whatever way you can.

Take an active role in the participant's journey towards employment by:

- Suggesting additional skills the participant needs to learn.
- Communicating frequently with Easterseals-Goodwill SCSEP project staff.
- Suggesting possible places the participant may acquire unsubsidized employment.
- Assisting in the development and review of participant's Individual Employment Plan (IEP).

TRAINEES, NOT EMPLOYEES

It is important to remember that participants are not employees of your agency, Easterseals-Goodwill SCSEP or the federal government. Instead, they are trainees.

Participants should not be referred to as employees, and host agency supervisors should not be referred to as the participant's bosses.

Easterseals-Goodwill SCSEP project staff will clearly explain the program to participants and ensure participants understand their role as a trainee, not an employee.

Easterseals-Goodwill SCSEP needs you to reinforce the difference to our participants.



A host agency may not enroll a participant in the program on behalf of Easterseals-Goodwill SCSEP. If you know someone who expresses interest in the program, refer them to the Easterseals-Goodwill SCSEP project manager.

MAINTENANCE OF EFFORT (MOE)

Participants can only be assigned to do tasks that would otherwise be unfunded at your organization.

Training assignments must not:

- Result in the total or partial displacement of currently employed workers via:
 - Reduction in hours.
 - Reduction in wages or employment benefits.
- Impair existing contracts for services or substitute federal funds (the wages that are paid to SCSEP participants) for other funds that are currently used to support these services.
- Substitute SCSEP community service assignments for existing federally assisted jobs.
- Include tasks that are the same or substantially the same as those performed by any current employee on layoff, vacation, or sick leave.

Some subtle violations of MOE rules include:

- Assigning a participant to act as a “floater.”
- Filling in for others who are sick or vacationing.
- Assigning a participant to a revenue-generating task where the participant is the only person at a given time who is performing that function.
- Keeping the participant for more hours than assigned to be at your organization. (This indicates a critical need for the help that should be performed by a paid employee.)

HOST AGENCY ORIENTATION

Easterseals-Goodwill SCSEP project staff will provide a thorough orientation to host agency supervisors to ensure they are familiar with SCSEP goals and objectives.

- **Host Agency Orientation Form**
- **Host Agency Information Page**
- **Host Agency Agreement**

Please contact the Easterseals-Goodwill project staff when you have new supervisory staff member who needs to receive orientation. Additionally, Easterseals-Goodwill SCSEP staff will hold a host agency meeting at least once each year to provide training and program updates.

Attendance at the annual host agency meeting is required by a representative who is authorized to sign paperwork on behalf of the organization.

HOST AGENCY MONITORING

Your agency will be monitored at least once per program year by Easterseals-Goodwill SCSEP staff. Staff will complete a **Host Agency Monitoring Form**. You will be interviewed to discuss the participants assigned to your organization and to make sure that:

- There are no MOE violations.
- No more than two participants are training in a host agency, unless the organization has more than 20 employees.
- There are no participant safety concerns.
- A performance evaluation of the participants assigned to your agency is completed.
- Required documents are posted.
- The host agency agreement is reviewed and signed.

By signing the **Host Agency Agreement**, you indicate that you continue to support the mission of the program. Easterseals-Goodwill SCSEP may discontinue the agreement at any time if the host agency is not fulfilling its obligation to our participants.

RESPONSIBILITIES TO PARTICIPANTS

ORIENTATION FOR PARTICIPANTS

An orientation is required each time a participant is assigned to your agency so they can become acquainted with your organization. The orientation should include:

A tour of your agency.

- An introduction to all personnel involved with the participant.
- A review of training description.
- Safety information.

Complete a **Participant-Host Agency Orientation** form supplied by your local Easterseals-Goodwill SCSEP staff (sample form below).

TRAINING ASSIGNMENT IN YOUR HOST AGENCY

The assignment of a SCSEP participant to your agency is called community service. The training assignment is based on an assessment of the participant's existing skills and aptitudes, interests, career goals, barriers to employment and training needs. The SCSEP project staff will contact your designated supervisor for approval of the assignment to your agency. Together, SCSEP and host agency staff will develop the **Community Service Assignment Description** to meet the training needs of the participant and to arrange a start date.

It is in the best interest of the participant to rotate to a new assignment once they have attained the training needed. The goal of the program is for the participant to acquire the skills needed to become successfully employed, whether that is within the host agency or another employer. A participant is often rotated to another agency that may be able to add to the skills that the participant acquired while located in your agency. This is to be expected until the participant becomes competitively employed.

The host agency or the participant can request a transfer to a different host agency at any time. Additionally, Easterseals-Goodwill SCSEP staff reserve the right to transfer a participant to another assignment at any time.

No participant shall be assigned to training:

- Involving the construction, operation or maintenance of any facility used or to be used as a place of sectarian religious instruction or worship. (Community service programs that operate in religious facilities are exempt, provided their function does not involve religious instruction or worship.)
- At a host agency site in another state unless a signed agreement has been obtained, with each state's SCSEP coordinator agreeing to the training assignment for the benefit of the participant.
- That primarily benefits private, for-profit organizations.
- That benefits, directly or indirectly, a private or personal undertaking of any executive or member of the staff of any host agency.
- At a site where the activities are entrepreneurial in nature.
- Benefiting any political party.
- At a host agency site where any member of the participant's immediate family is employed. Nepotism is not allowed.

TRAINING HOURS IN THE HOST AGENCY

The Easterseals-Goodwill SCSEP project staff, the host agency supervisor, and the participant will determine the participant's assignment schedule. Once determined, the participant's assignment hours will be on file in the Easterseals-Goodwill SCSEP project office and listed on the **Community Service Assignment Description**.

Important Note: Easterseals-Goodwill SCSEP provides workers' compensation insurance for participants, so any changes to the participant's training hours must be reported to the Easterseals-Goodwill SCSEP project office.

If changes occur to the participant's schedule, other than a short-term modification to accommodate a

unique situation or the participant's personal needs, a new training schedule must be submitted to the Easterseals-Goodwill SCSEP staff showing the current schedule.

This requirement is not meant to hamper the accommodation or changes needed for medical appointments, family illness or other participant needs. In most cases, a participant will be assigned to train at a host agency five days per week, four hours per day, for a total of 20 hours per week. Hours may vary depending on grant funding.

Your local Easterseals-Goodwill SCSEP project office will set the hours allowed for participants. Training for more or less hours without prior approval may result in termination of the participant's training and the host agency's participation. A participant may request to train fewer than 20 hours per week and this request must be approved by the Easterseals-Goodwill SCSEP project manager

A participant may not train more than eight hours in one day or more than 40 hours in one week. If a participant does train eight hours in one day, he or she is entitled to an unpaid meal break. Time spent on breaks and meals is not to be included in the total training hours for the day. Only actual time in training should be recorded on the **Participant Timesheet**. (Note: Individual state laws may vary. The Easterseals-Goodwill SCSEP project staff will inform participants and host agencies of specific requirements based on state law).

The host agency should not ask a participant to train additional hours or to volunteer for any duties listed on their community service assignment description.

OTHER SCSEP PROVIDERS

DOL regulations discourage two SCSEP providers from using the same host agency. If your organization is a current host agency for another SCSEP provider or is approached by another SCSEP provider, contact Easterseals-Goodwill immediately to eliminate duplication.

POLITICAL ACTIVITY

SCSEP participants are paid by federal funds. Their participation in partisan or nonpartisan political activities during hours for which they are receiving a training wage from Easterseals-Goodwill SCSEP is prohibited. Participants may not engage in political activities, such as, but not limited to, making phone calls, or sending letters to Congress or assisting others in these activities for the host agency during training hours. **A copy of the Political Activities Notice must be posted along with the Grievance Procedure.**

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA prohibits discrimination against persons with disabilities. Easterseals-Goodwill SCSEP staff will assist participants with disabilities and host agencies in identifying effective and reasonable accommodations to help participants perform the responsibilities of their training assignments.

DISCRIMINATION PROHIBITED

No person shall, on the grounds of race, color, religion, gender, sexual preference, national origin, veteran status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any project or activity funded in whole or in part under Easterseals-Goodwill.

EMPLOYMENT & THE PARTICIPANT

THE ROLE OF THE HOST AGENCY

Your role as the host agency is to provide the training that participants need in order to secure employment. SCSEP participants will be assigned to your agency because you are able to provide the specific training that they need to earn employment. The participant and Easterseals-Goodwill SCSEP staff decide together on this training based on assessments that are completed. Assessments help the participant to decide on a career goal and, together with staff, to develop a training plan to reach their goal. The individual employment plan is developed to guide the progress of the participant.

REASSIGNMENT & ROTATION

The reassignment and rotation of the participant is critical to the acquisition of skills that will lead to employment. The time limitation with this program makes it imperative that, when a participant has acquired the skills that one assignment provides, the participant will be rotated into another training assignment. All participants are assessed, and the employment plan is updated twice each year to ensure that they are maximizing their time in the program.

PROGRAM TIME LIMITATION

Congress has determined that eligible participants can receive SCSEP services for a total of 48 months (if needed). This limit applies to all enrollments in SCSEP, whether it is consecutive or with another SCSEP provider. Easterseals-Goodwill SCSEP participants work hard to gain the skills that they need to become employed as soon as possible.



WHEN THE PARTICIPANT EARNS A JOB

It is a time for celebration when a participant lands a job! There may be very little notice for the host agency when this occurs, but SCSEP staff will inform you as soon as possible. If an opening within your agency becomes available for which the participant is a good fit, we encourage you to offer employment to any participant that you feel meets the needs of your agency. The great thing about hiring a participant is that you are already acquainted with their work ethic and they understand the mission of your agency.

SCSEP PARTICIPANT MEETINGS & WORKSHOPS

Easterseals-Goodwill SCSEP will hold meetings and workshops that require attendance by all participants. These are mandatory and will require the participant to be absent from the host agency but still receive payment for the hours while attending the meeting or workshop. Easterseals-Goodwill SCSEP staff will keep you informed of these meetings and workshops, and we ask that you be supportive, because these activities can be critical to the participant's successful employment.

SUPERVISION OF THE PARTICIPANT

SUPERVISION OF PARTICIPANTS

SCSEP participants need employment training to become employed. As the host agency supervisor, you are responsible for providing the appropriate training. The training assignment description will provide the guidance that you need.

Each participant must be assigned to a supervisor who provides daily supervision. The participant must feel comfortable asking questions, seeking help, and learning new skills, and the supervisor is key to assisting the participant in learning the skills that they will need to find employment.

The supervisor monitors the participant's ongoing assignments, day-to-day activities, and provides training and performance feedback. See **Host Agency Supervisor's Responsibilities** form.

Remember that the training you provide will help participants achieve their highest employment goals possible.

Easterseals-Goodwill SCSEP values your time because it contributes to the employment success of our participants. We reserve the right to track those hours. The DOL considers your hours training participants as an in-kind contribution to the SCSEP program. When applicable, please use the Host Agency In-kind

In the event of an absence or a change in supervisors, please contact the Easterseals-Goodwill SCSEP staff immediately. The participant needs to know to whom they will report to at all times.

EVALUATION OF PARTICIPANTS

The host agency supervisor should formally evaluate each participant's performance on assigned tasks and provide comments on areas where the participant is performing well as well as areas that need improvement. Your feedback to the participant is essential to their employment success. Each host agency should use the Participant Performance Evaluation form provided by your local Easterseals-Goodwill SCSEP staff. See **Participant Performance Evaluation** form.

VOLUNTEERING

A participant cannot volunteer at your agency while they are an active placement at your facility.

PROBLEMS & ISSUES

If a problem or issue arises that cannot be resolved immediately, please contact Easterseals-Goodwill SCSEP staff. Below is the list of issues that could cause a participant to be terminated from the program.

- Physically abusive behavior
- Refusal to perform assigned tasks
- Frequent tardiness or absences
- Falsification of time sheets or other records
- Obscene/abusive language or behavior
- Non-compliance with Drug-Free Workplace Policy
- Failure to cooperate with Easterseals-Goodwill SCSEP staff or host agency staff

The Easterseals-Goodwill SCSEP Grievance Policy must be posted with the Political Activities Notice.

DRUG, SAFETY & ACCIDENT POLICY

POLICY REGARDING DRUGS IN THE WORKPLACE

As a condition of continued enrollment in SCSEP, participants may not unlawfully use, be under the influence of, distribute, dispense, possess, or manufacture drugs or alcohol during paid training or meeting hours on Easterseals-Goodwill SCSEP or host agency property. **Note:** *Any violation of this policy can result in disciplinary action up to and including termination of enrollment.*

Use of legally prescribed medications is permitted if their use does not adversely affect ability to satisfactorily perform duties, enrollee safety or the safety of others.

SAFETY & ACCIDENT INFORMATION

The safety, welfare and health of participants and staff are very important to Easterseals-Goodwill SCSEP. By agreeing to supervise participants, host agencies agree to provide a safety orientation and to provide the participant with information, tools, and a safe training environment to perform their assigned tasks.

COMPREHENSIVE LIABILITY INSURANCE

The host agency is required to maintain comprehensive liability insurance that covers participants training under the host agency's supervision.

WORKERS' COMPENSATION

All participants are covered under the workers' compensation insurance of Easterseals-Goodwill SCSEP while performing their assigned tasks from their training assignment description. **The host agency is not responsible to pay workers' compensation costs for any Easterseals-Goodwill SCSEP participant.**

ACCIDENT REPORTING

If a participant has an accident or suffers an occupational illness during his or her community service assignment, the Easterseals-Goodwill SCSEP project staff must be notified immediately.

1. If immediate medical attention is required, the host agency should call 911 and then notify the Easterseals-Goodwill SCSEP project staff.
2. If medical attention is not considered an emergency, the Easterseals-Goodwill SCSEP project staff will contact their workers' compensation insurance carrier and the participant will be contacted concerning his/her appointment date and time.
3. Following the accident or illness, the host agency supervisor will be asked to complete an **Incident/Accident Report** within 24 hours of the incident and return it to the Easterseals-Goodwill SCSEP project office.

DRIVING

Under most circumstances, participants are not permitted to drive a personal vehicle as a part of host agency duties unless authorized by the Easterseals-Goodwill SCSEP project manager. If an exception is made, the host agency is responsible for reimbursement of mileage associated with the assignment.

Contact the SCSEP project manager if you have any questions concerning this policy.

A participant who is driving for a host agency must have a valid driver's license and current car insurance policy on file at the local Easterseals-Goodwill SCSEP office.

A participant may drive a vehicle belonging to the host agency if it is listed as a task on the **Community Service Assignment Description** but must be approved by the Easterseals-Goodwill SCSEP project manager. *The vehicle must be covered by the host agency's car insurance policy.*

No participant may provide any incidental driving for the host agency at any time (e.g., driving two blocks to the post office, driving a few blocks to pick up lunch, etc.).

If a host agency has participants who are authorized to drive as a part of their **Community Service Assignment Descriptions**, the host agency is responsible for collecting and maintaining all necessary paperwork for the participant who is driving.

This may include the following documents:

- Agreement of continuous liability coverage (\$100,000/\$300,000).
- Host agency insurance information.
- Insurance declaration pages.
- Copy of the participant's valid driver's license.

The host agency should consult its insurance agency to confirm what documentation is necessary to minimize its liability in the case of an accident. A copy of these documents must be provided to the local Easterseals-Goodwill SCSEP office.

Goodwill Industries International and its subgrantees are in no way liable for participants who drive for the host agency.



No participant may provide any incidental driving for the host agency at any time (e.g., driving two blocks to the post office, driving a few blocks to pick up lunch, etc.).

LEAVE OF ABSENCE & TIME OFF

PAID HOLIDAYS

Participants qualify for compensation for scheduled hours of training during which a host agency is closed for a federal holiday. Compensation may be in the form of paid hours or in the form of rescheduled time to train, according to the local Easterseals-Goodwill SCSEP policy. Please contact the Easterseals-Goodwill project manager for guidance if the participant does not need to make up the missed time. If the participant chooses to make up the hours, they may do so during the current or subsequent pay period.

BEREAVEMENT LEAVE & JURY DUTY

The participant will not be paid for bereavement leave or jury duty. The participant does have the option to make up missed hours during the same pay period or the next. Prior approval must be received from the supervisor at the host agency and Easterseals-Goodwill SCSEP project office.

ABSENCE POLICY & TARDINESS

A participant must contact the host agency supervisor if not able to train during their scheduled training hours. If the participant is absent from the community service assignment for three consecutive days, the host agency supervisor must contact the Easterseals-Goodwill SCSEP project staff. If a participant exceeds three unauthorized absences from the host agency without good cause or proper notification or establishes a pattern of unexcused tardiness (one or more per week for three consecutive weeks), the host agency must contact the Easterseals-Goodwill SCSEP project staff immediately. This could result in disciplinary action up to and including termination from the program.

LEAVE OF ABSENCE POLICY

A participant may request an unpaid leave of absence from the program for up to 30 days for personal reasons and/or sick leave. This request must be submitted by the participant to the Easterseals-Goodwill SCSEP project manager. Host agency supervisors may not grant approval. Easterseals-Goodwill will inform the host agency of the participant's absence and provide the expected date of return.

FEDERAL REGULATIONS

Regulations governing Easterseals-Goodwill SCSEP are contained in the 20 Code of the Federal Regulations, Part 641, dated September 1, 2010. It is the responsibility of the Easterseals-Goodwill SCSEP project director and project staff to ensure compliance with these regulations.



If a host agency is closed due to inclement weather and a participant cannot train, the participant will be allowed to make up the time missed.

TIME SHEETS & IN-KIND REPORTS

IN-KIND CONTRIBUTIONS

When applicable, Easterseals-Goodwill SCSEP provides the DOL with documentation of non-federal in-kind contributions. The most significant portion of the non-federal contributions to this program is the value of salaries of the host agency personnel who directly supervise the participants, and your local Easterseals-Goodwill SCSEP project staff may request this information from your agency.

CALCULATING SUPERVISION HOURS

The number of supervision hours each pay period needs to be documented on the Participant Timesheet. The number of supervision hours is multiplied by the supervisor's hourly wage from the **Host Agency In-Kind Supervision Report** to determine the dollar value of the contribution your agency has made to the program. Salary information on the Host Agency In-Kind Supervision Report is only seen by SCSEP financial personnel and is kept strictly confidential.

Supervision hours are represented as teaching hours. Most of the time spent supervising participants will be when you are either teaching the participant a skill or task or meeting with the participant to discuss performance. The hours reported are translated into dollar values and reported to the federal government as an in-kind contribution to SCSEP. We need your help and consideration to make sure your hours are represented accurately.

Here are some tips to help ensure that you are calculating accurate supervision hours:

- Only count time spent in direct supervision of the participant. For each participant who trains at your agency for 20 hours, your supervision hours should only be a portion of the time the participant is training.

- If a "chunk" of time spent with a participant is less than 15 minutes, it probably should be considered general oversight and, therefore, not counted.
- If you supervise more than one participant, make sure your total time supervising both participants is accurate, when compared to your total hours of work.
- If you do group training/meeting with more than one participant, make sure that your supervision hours are only counted once (e.g., train on a computer with three participants together for an hour, you only provided one hour of supervision, not three.) Only record on one participant's time sheet to ensure that the hours are counted accurately.
- If someone else also offers supervision or in-depth instruction for the participant, that person should also fill out a **Host Agency In-kind Supervision Form** and their supervision hours should be listed separately from the main supervisor's hours.
- Keep a daily log of supervision hours, so that you don't have to estimate the hours for an entire pay period on the Participant Timesheet.

Some examples of direct supervision include:

- Computer training one-on-one or in a group.
- Participant meeting to discuss progress, strengths, and areas for improvement.
- Teaching a participant the steps of a new task.
- Any one-on-one training/attention given to the participant that is training/employment related.
- Helping a participant fill out the timesheet.

Some examples of general oversight include (15 minutes of less of time that is not counted):

- Briefly answering a participant’s question about an assigned task.
- “Looking in” on the participant while s/he is performing a task.
- Signing timesheets.
- Leading a staff meeting that the participant is attending along with other paid staff or other volunteers at your agency.

PAYROLL PERIODS & PAYCHECKS

Participants are paid for their time at the host agency by Easterseals-Goodwill SCSEP, not by the host agency. Your local Easterseals-Goodwill SCSEP staff will teach the participants how to complete their timesheets, either online or paper format. Participants will be given a list of pay periods and pay dates.

Approved paper Participant Timesheets must be returned to the Easterseals-Goodwill SCSEP project office as soon as possible after the last day of the pay period so that the hours may be processed and to ensure there will be no delay in participants receiving their paychecks.

Approved online participant timesheets will be sent electronically to the Easterseals-Goodwill SCSEP office. (sample timesheet below)

Payroll is processed at the Easterseals-Goodwill SCSEP project office. For new participants, this payroll process could mean that there will be a delay of up to one month before receiving their first check from the program and they should plan accordingly.

Participants are allowed to make up scheduled training hours missed during the pay period the hours were missed or the next pay period. Situations where a participant may be allowed to make up missed scheduled training hours include absence due to illness and personal leave, host agency closings, bereavement leave and jury duty. The participant needs to get approval from their host agency supervisor and Easterseals-Goodwill SCSEP staff to make up hours.

PAPER TIME SHEETS

Host agency supervisors will be provided a Participant Timesheet form by the Easterseals-Goodwill SCSEP project staff.

The paper Participant Timesheet should be completed and signed each pay period by the participant with help from the host agency supervisor. The timesheet needs to be approved by the appropriate supervisor/signer. Participant Timesheets will be reviewed against the **Host Agency Authorized Signature Form**. Time sheets must be completed in blue or black ink only and never in pencil. Time sheets may be completed electronically. However, a hard copy must be printed and signed by both the participant and the host agency supervisor. This serves as a legal document.

If an error is made in recording training hours on a participant’s time sheet, corrections should be made by drawing a single line through the error and indicating the correct information. The host agency supervisor and the participant should initial and date each change made to the time sheet. At no time should correction fluid (“white-out”) be used to correct time sheets.

Date		Day (Mon, Tues, Wed, Thurs, etc.)	Community Service Hours (at host agency)	Other Hours* (Computer Training, Job Club, Job Search, etc.)	SCSEP Holiday Hours	Specialized Training Hours	Description	OJE Hours	Total Hours
05/27/2023	Saturday								0.00
05/28/2023	Sunday								0.00
05/29/2023	Monday								0.00
05/30/2023	Tuesday								0.00
05/31/2023	Wednesday								0.00

TOTAL HOURS OF SUPERVISION

Total of hours the host agency supervisor spent in direct supervision of the participant includes time giving training direction, making training assignments, reviewing training outcomes, providing feedback on performance, training, giving instructions on new assignments, and so on.

The time supervisors spend on these activities with a participant is usually one or two hours per week. Supervisory time orienting and training a newly assigned participant will ordinarily be much greater than 1 to 4 hours during the initial weeks of the assignment.

Host agency supervisors may supervise more than one participant. The total hours of supervision reported by a supervisor for all participants combined should never exceed the total number of hours that a supervisor works in a pay period.

FRAUDULENT TIMESHEETS

If it is discovered that a host agency supervisor helped or allowed a participant to report inaccurate hours on a timesheet, Easterseals-Goodwill SCSEP will terminate the host agency relationship. At that point, all participants assigned at the agency will be removed immediately and no other participants will be assigned to the agency. Fraud can include:

- Reporting more hours than the participant actually spent at the host agency.
- Reporting hours but allowing the participant to take the day off.
- Reporting hours when the participant never actually showed up at the host agency.

If there are changes in authorized host agency signatory who signs the time sheets, the Easterseals-Goodwill SCSEP project staff must be notified and a revised Host Agency Supervision Report & Host Agency Authorized Signature Form must be submitted.

REQUIRED PAPERWORK

Paperwork needs to be completed before an organization can become a host agency for Easterseals-Goodwill SCSEP. The original copies of all paperwork will reside at the Easterseals-Goodwill SCSEP office. Host agencies will be given copies of all forms and are free to view the original versions upon request. All paperwork must be on file in the Easterseals-Goodwill SCSEP project office before a participant may be assigned to the host agency. Some of these forms are completed annually.

PROOF OF NON-PROFIT STATUS

Federal Regulations require that all SCSEP host agencies be either 501(c)(3) nonprofit organizations or government agencies. Proof of nonprofit status, if applicable, will be kept on file at the Easterseals-Goodwill SCSEP project office. Section 508 of the Internal Revenue Code states that churches are deemed to be tax-exempt and do not need to apply for 501(c)(3) status; therefore, churches are permissible host agencies even if they have not obtained Section 501(c)(3) status. However, participants cannot be assigned to support or engage in any religious activities, such as religious worship, instruction, or proselytizing.

If, at any time, your Section 501(c)(3) certification changes, you must notify the Easterseals-Goodwill SCSEP office immediately.

HOST AGENCY ORIENTATION FORM

This form is a checklist of topics that will be covered during the host agency orientation to Easterseals-Goodwill SCSEP. If there are any questions, please feel free to call the Easterseals-Goodwill SCSEP project office.

HOST AGENCY INFORMATION PAGE

This form provides the Easterseals-Goodwill SCSEP project staff with the contact information about your organization and will be updated annually.

HOST AGENCY AGREEMENT

This agreement lays out the main responsibilities of the host agency. An official representative of your agency should be designated to sign the Host Agency Agreement. This form includes the organizational Federal Employment Identification Number (FEIN); this number is kept confidential and is used only as a unique identifier for your organization in the DOL's participant database. This form will be updated annually.

HOST AGENCY MONITORING FORM

This form is used by the local Easterseals-Goodwill SCSEP project office to monitor each host agency annually for compliance with federal laws and for the safety of the participants.

POLITICAL ACTIVITIES NOTICE

This notice needs to be posted in each host agency for compliance.

HOST AGENCY SUPERVISOR RESPONSIBILITIES

Each host agency supervisor must sign a copy of this form, thus agreeing to all of the responsibilities listed. This should be signed by each supervisor in the organization who will be supervising SCSEP participants.

HOST AGENCY IN-KIND SUPERVISION REPORT

Each host agency may be asked to complete a Host Agency In-kind Supervision Report to gather non-federal wage information for all host agency staff members who will be directly supervising participants. The information gathered on this form is strictly confidential and used only by the finance department for the purpose calculating the in-kind contribution amount that your organization contributes to SCSEP. This form must be updated if compensations changes for the supervisor or if a new supervisor begins working with SCSEP participants.

PARTICIPANT PERFORMANCE EVALUATION

This form is used to evaluate the performance of each participant and to help identify areas of strength as well as areas that need improvement.

GRIEVANCE PROCEDURE AND ACKNOWLEDGEMENT FORM

Easterseals-Goodwill SCSEP staff generates this form when there are issues that have arisen with a participant. It is not the responsibility of the host agency supervisor to complete this form. If an issue arises with a participant, the host agency supervisor should alert the local Easterseals-Goodwill SCSEP staff.

HOST AGENCY AUTHORIZED SIGNATURE FORM

The Host Agency Authorized Signature Form must be signed by anyone who will be signing a Participant Timesheet. Usually this will be the host agency supervisor. A Participant Timesheet cannot be processed without a signature from this form. Supervisors must also complete the Host Agency In-kind Supervision Report.

COMMUNITY SERVICE ASSIGNMENT DESCRIPTION

Easterseals-Goodwill SCSEP project staff will seek host agency input on determining what training opportunities might be available at your agency and will work with you to develop a Community Service Assignment Description. If your organization has multiple training positions available for participants, a Community Service Assignment Description must be completed for each training position. Each time a new participant is assigned to your organization, the Community Service Assignment Description will be tailored to that participant's Individual Employment Plan. Training position titles should be applied to these assignments.

The notation "and all other duties as assigned" or similar language may not appear on any participant's Community Service Assignment Description. ***The training assignment is NOT a job.***

Participants can perform only those duties listed on the Community Service Assignment Description and should notify Easterseals-Goodwill SCSEP project staff if asked to perform duties not listed. If new training or activities are added or the location of the assignment is changed, the Easterseals-Goodwill SCSEP staff must be advised so that a new Community Service Assignment Description can be completed prior to the assignment change.

Volunteer work must not occur in the host agency where the participant is assigned. Permitting participants to volunteer may jeopardize host agency status. **This form needs to be kept in the participant's file.**

OTHER PAPERWORK

Other paperwork may be required as needed. (i.e., *Incident/Accident Report*, etc.)



HOST AGENCY FILE CHECKLIST

Host Agency _____

FORMS/DOCUMENTATION KEPT IN HOST AGENCY FILE	
	HOST AGENCY FILE CHECKLIST <i>(THIS FORM SHOULD BE IN THE HOST AGENCY FILE)</i>
	HOST AGENCY INFORMATION FORM - <i>(COMPLETED WITH NEW HOST AGENCY OR UPDATED AS NEEDED DURING PROGRAM YEAR)</i>
	HOST AGENCY ORIENTATION - <i>(COMPLETED WITH NEW HOST AGENCY)</i>
	HOST AGENCY AGREEMENT - <i>(AT THE BEGINNING OF EVERY PROGRAM YEAR OR NEW HOST AGENCY)</i>
	HOST AGENCY MONITORING FORM - <i>(COMPLETED YEARLY)</i>
	HOST AGENCY SUPERVISOR'S RESPONSIBILITIES - <i>(UPDATED WHEN NEW SUPERVISOR IS ASSIGNED)</i>
	HOST AGENCY IN-KIND SUPERVISION REPORT - <i>(UPDATED YEARLY)</i>
	HOST AGENCY AUTHORIZED SIGNATURE FORM - <i>(UPDATED YEARLY)</i>
	501(c)(3) DOCUMENTATION <i>(REQUIRED FOR ALL NON-GOVERNMENT HOST AGENCIES)</i>

FORMS/DOCUMENTATION KEPT IN PARTICIPANT FILE	
	PARTICIPANT PERFORMANCE EVALUATION FORM - <i>(REVIEWED DURING ORIENTATION AND KEPT IN THE PARTICIPANT'S FILE)</i>
	COMMUNITY SERVICE ASSIGNMENT DESCRIPTION FORM - <i>(REVIEWED DURING ORIENTATION AND KEPT IN THE PARTICIPANT'S FILE)</i>

FORMS/DOCUMENTATION POSTED IN HOST AGENCY	
	POLITICAL ACTIVITIES NOTICE - <i>(SHOULD BE POSTED IN THE HOST AGENCY)</i>
	GRIEVANCE PROCEDURE AND POLICY - <i>(REVIEWED DURING ORIENTATION AND COPY STAY WITH THE HOST AGENCY SUPERVISOR FOR REFERENCE)</i>
	ESGW SCSEP HOST SITE INJURY REPORTING PROCEDURE & PY26 SCSEP PARTICIPANT PAY CYCLE CALENDAR - <i>(SHOULD BE POSTED IN THE HOST AGENCY)</i>

HOST AGENCY AGREEMENT

HOST AGENCY: _____ **PY: 2026**

As part of the Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by _____ a governmental agency or a non-profit agency designated under Section 501(c)(3) of the Internal Revenue Code, (hereinafter referred to as the Host Agency), and Easterseals-Goodwill Northern Rocky Mountain (hereinafter referred to as ESGW). The intent of this agreement is to provide useful community service assignments for low-income mature workers, in order to increase their skills and assist transition to permanent employment.

THE HOST AGENCY AGREES:

- To provide a safe and healthy training site, adequate orientation and training, additional training as needed, and to treat each participant as a valued partner in the host agency.
- To assist ESGW in transitioning fully trained participants off the program; and to consider participants for regular employment on its staff when vacancies occur or when new positions are created.
- To abide by mutually agreed to training schedules, documented through properly prepared time sheets, activity reports and periodic performance evaluations: Volunteer or overtime hours are not permitted. Participants are required to attend periodic meetings during regular working hours, and the host agency recognizes that participants will be unavailable for training during these times.
- To report any in-kind contributions accurately, documenting supervisors' rates of pay, time spent training and providing oversight of the participant, and any other and all other records and assistance necessary to prove ESGW's compliance with SCSEP regulations. (See Host Agency In-kind Supervision Report and Host Agency Handbook)
- Sponsorship of a participant will not result in the partial or total displacement of currently employed workers; will not reduce regular hours worked, wages, or benefits; will not be used as a replacement for a position from which a person has been laid off; will not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be done. See Host Agency Handbook for more information on Maintenance of Effort violations.
- To assure that participants are not discriminated against based on age, race, color, religion, sex, national origin, disability, veteran status, political affiliation, or any other basis prohibited by law.
- To send a representative to a group meeting of host agency supervisors. Group meetings of host agency supervisors or designated representatives will be held annually to acquaint all concerned with the SCSEP goals and objectives.
- To not serve as a host agency for any other SCSEP project sponsor site while this agreement is in effect unless approved by ESGW SCSEP Project Director.
- To inform ESGW immediately if Section 501(c) (3) certification changes.
- To furnish any tools, equipment, supplies and safety training, equipment or preparation required to perform the participant's training assignment.
- To comply with applicable provisions of the Americans with Disabilities Act.
- To maintain adequate insurance covering participants while acting under the host agency's supervision. This obligation includes the maintenance of comprehensive general liability insurance. Additionally, if participants have been authorized to drive as part of their assignments, the agency will ensure that all documentation required is completed before participant is assigned to drive. This includes an agreement of continuous liability coverage (\$100,000/\$300,000), agency insurance information, insurance declaration pages, official driving record of the participant, a copy of their valid driver's license and any other information necessary to minimize the agency's liability.

- To not hold ESGW liable for any damages incurred in the case of a driving accident involving an assigned participant.
- Assure that participants are not assigned to positions that involve political activities on behalf of either partisan or non-partisan groups.
- To adhere to policies and responsibilities as detailed in the ESGW SCSEP Host Agency Handbook.

EASTERSEALS-GOODWILL AGREES:

- To recruit, enroll, and assign a participant to the host agency for the purpose of engaging in productive community service training with duties and tasks as specified in a written description of a community service training assignment.
- To be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing applicable fringe benefits, including worker’s compensation, to each participant as defined in the ESGW SCSEP Participant Handbook.

Easterseals-Goodwill reserves the right to reassign any participant whenever reassignment will increase opportunities for training or unsubsidized employment, will serve the best interests of the participant, or will better support the goals and objectives of the program. Host agency understands that they have no inherent right to a participant and that assignment of participants to that host agency depends upon the training needs and job goals of that participant. The host agency may terminate its participation as a host agency at any time for any reason upon notification to Easterseals-Goodwill. This agreement may be amended by written mutual agreement.

This Host Agency Agreement is in effect from 7/01/2026 through 6/30/2027.

****PLEASE NOTE MAINTENANCE OF EFFORT VIOLATIONS:**

Sponsorship of a participant will not result in the partial or total displacement of currently employed workers; will not reduce regular hours worked, wages, or benefits; will not be used as a replacement for a position from which a person has been laid off; will not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be done. See Host Agency Handbook for more information on Maintenance of Effort violations. This organization agrees not to willingly violate any maintenance of effort.

Host Agency: _____

Address: _____

County: _____

FEIN: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Goodwill: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Host Agency Status:

- This host agency is a government agency.
- This host agency is a non-profit agency under Section 501(c) (3) of the U.S. Internal Revenue Code
 - 501(c) (3) documentation attached.
 - 501(c) (3) documentation at ESGW.



HOST AGENCY AUTHORIZED SIGNATURE FORM

HOST AGENCY:

It is a requirement of the Department of Labor that Easterseals-Goodwill has an authorized signature of all the host agency supervisors and alternates. Only supervisors whose signatures are on this form are allowed to sign Participant Time Sheets. Use additional forms if necessary.

Note: A new Authorized Signature Form must be submitted along with a new Host Agency In-Kind Supervision Report, immediately if supervisor changes occur. Participant Time Sheets without authorized signatures will not be processed.

Program Year: 07/01/2026-06/30/2027.

Supervisor's Signature: _____

Supervisor's Typed or Printed Name & Title: _____

Supervisor's Signature: _____

Supervisor's Typed or Printed Name & Title: _____

Supervisor's Signature: _____

Supervisor's Typed or Printed Name & Title: _____

The following people are authorized to sign Participant Time Sheets when the direct supervisor(s) listed above is not available:

Alternate Supervisor's Signature: _____

Alternate's Typed or Printed Name & Title: _____

Alternate Supervisor's Signature: _____

Alternate's Typed or Printed Name & Title: _____



HOST AGENCY IN-KIND SUPERVISION REPORT

PY 2026

Host Agency: _____ Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Complete the following information, based on the instruction listed below.

1. Supervisor Name & Title	2. Hourly Wage	3. Source of Wages	
		Fed %	Non-Fed%
		Fed %	Non-Fed%
		Fed %	Non-Fed%
		Fed %	Non-Fed%
		Fed %	Non-Fed%

INSTRUCTIONS

Please indicate:

1. The name(s) of the person(s) designated as immediate supervisors for each Easterseals-Goodwill SCSEP participant assigned to your agency. If more than one supervisor oversees a participant, enter the name of the supervisor who provides the majority of the supervision and signs the time sheet.
2. The hourly wage for the supervisor. If a participant's supervisor is a volunteer, indicate an hourly wage that would be appropriate for a paid position with the same responsibilities. If a supervisor receives an annual salary, please calculate the hourly wage by dividing the salary by 2080 (based on a 40 hr work week); 1950 (based on a 37 1/2 hr work week); 1820 (based on a 35 hr work week), etc.
3. The source of the funds used to pay the wages of the supervisor. For instance, "Non-federal 100%", or "Federal 50% and Non-Federal 50%". Do not leave item (3) blank.

I hereby certify that (1) this report is true in all respects; (2) all contributions have been reported in accordance with the Host Agency Agreement; (3) receipts, records, and accounts as required by the agreement and the U.S. Department of Labor rules and regulations are sufficient to document each contribution for which credit is claimed and are available for inspection; (4) the contributions are from non-federal sources with the exception of general revenue sharing funds; and (5) these contributions have not been claimed on any other federal program.

Signature of Authorized Official

Date

Printed Name

Title

(Authorized Official should be an executive of the organization who can verify the wage information.)

NON-FEDERAL IN-KIND CONTRIBUTIONS FROM HOST AGENCY

As a part of Federal Regulations, Easterseals-Goodwill SCSEP is required to report all non-federal in-kind match that is contributed to the Senior Community Service Employment Program (SCSEP). The most significant portion of the in-kind contribution that host agencies contribute is the value of salaries of the host agency personnel who directly supervise Easterseals-Goodwill SCSEP participants. Please talk to Easterseals-Goodwill SCSEP staff to inquire if other contributions you make to SCSEP (i.e. uniforms for participants, other services provided, etc.) qualify as in-kind contributions.

Because you are required to report all in-kind contributions to Easterseals-Goodwill SCSEP, we ask that you submit the above information, so that we will be able to calculate your agency's in-kind match throughout the year. This information is kept strictly confidential and will only be used for calculating the non-federal value of supervision time.

This report will document the hourly wage of each SCSEP participant's supervisor. The number of hours provided in one-on-one supervision each pay period is documented on the Participant Time Sheets. Easterseals-Goodwill SCSEP will then multiply each supervisor's wage rate by the number of hours spent supervising participants during each pay period to calculate the non-federal in-kind contribution.

A new Host Agency In-kind Supervision Report and Authorized Signature Form shall be completed by the host agency anytime there are supervisor changes within the grant year and forwarded to Easterseals-Goodwill SCSEP.

Please contact Easterseals-Goodwill SCSEP if you have any questions.

Name of Goodwill Agency: Easterseals-Goodwill Northern Rocky Mountain

Staff Contact Name: _____

Staff Contact Phone Number: _____

Staff Contact E-mail: _____

Host Agency _____

Program Year 2026

Complete	Topic
<input type="checkbox"/>	PURPOSE OF SCSEP – Explain the ultimate goals of SCSEP and its focus on training.
<input type="checkbox"/>	PERSONS SERVED IN SCSEP – Explain that the SCSEP program does serve second chance citizens. If there are restrictions regarding previous justice involvement, this should be discussed with Goodwill SCSEP Staff. When a second chance participant is identified as a potential trainee confirm that the host agency will permit second chance participants. If disclosure of a specific conviction type is requested, it would be to the discretion of the participant to write a Letter of Explanation to be shared with the host agency. We will not disclose the participant’s specific background or details of justice involvement.
<input type="checkbox"/>	ROLE OF HOST AGENCY IN TRAINING – Explain why the host agency is critical to the training of participants.
<input type="checkbox"/>	ASSIGNMENT OF PARTICIPANTS – Explain host agency assignment, rotations to other host agencies and discuss the current participant assigned there (if one is already lined up).
<input type="checkbox"/>	MAINTENANCE OF EFFORT – Provide examples of violations of maintenance of effort, and consequences of violating this policy.
<input type="checkbox"/>	SUPERVISORS - Host Agency Supervisor Responsibilities.
<input type="checkbox"/>	COMMUNITY SERVICE ASSIGNMENT DESCRIPTIONS – A Community Service Assignment Description form is created for each potential training position at that host agency. List possible (and specific) tasks/projects that will provide training to participants.
<input type="checkbox"/>	TIMESHEETS AND IN-KIND HOURS – Explain the host agency supervisor’s role in helping participants complete their timesheets. Participants are not allowed to train over the number of hours that is listed on their Community Service Assignment Description unless allowed by SCSEP staff. Explain how to calculate in-kind supervision hours.
<input type="checkbox"/>	MODE OF COMMUNICATION ESTABLISHED – Determine the main point of contact for the organization and preferred method of communication.
<input type="checkbox"/>	HOST AGENCY HANDBOOK REVIEW – Review all sections of handbook and provide a copy.
<input type="checkbox"/>	501 (C)(3) STATUS – Obtain current copy of organization’s 501 (c)(3) status.
<input type="checkbox"/>	SAFETY CHECK OF NEW HOST AGENCY –Host Agency Monitoring Form.
<input type="checkbox"/>	PAPERWORK COMPLETED – Explain Host Agency Agreement, Supervisor’s Responsibilities, In-Kind Supervision Report, and Authorized Signature Form and have host agency representative sign each. (Copies of each form should be given to host agency.) Provide Grievance Procedure and Political Activities Notice to be posted where participant can view at site.

Orientation conducted by (SCSEP Staff): _____ Date: _____

Host Agency Representative signature: _____ Date: _____

HOST AGENCY SUPERVISOR RESPONSIBILITIES

Host Agency: _____

ABSENCE	If a participant is absent due to illness for 3 days (i.e. hospital stay), please notify your Employment Specialist.
ACCIDENT	If a participant is hurt on the job, please notify your Employment Specialist immediately. Please follow the instructions in the Workers' Compensation Instructions.
EVALUATIONS	Periodically the host agency Supervisor will be required to evaluate the performance of the participant(s) assigned to his/her site. The completed evaluation needs to be returned to your Employment Specialist. At the end of each participant's Community Service Assignment, an exit evaluation will be required and should be sent to your Employment Specialist.
EMPLOYMENT INTERVIEWS	One of the main goals of SCSEP is to assist the participant(s) in finding unsubsidized employment. Interviews may be scheduled during hours that the participant is normally training at your site. The participant must be excused from training but will be paid for this time.
ASSIGNMENT DESCRIPTION	The participant should be assigned only those duties that are part of the Community Service Assignment, which the host agency representative completed for the position. If new training or new duties are added, a new Community Service Assignment must be completed, and approved by Easterseals-Goodwill, prior to the change of assignment.
MAINTENANCE OF EFFORT	A participant will neither displace nor replace any paid employee. Goodwill must be notified if your site is in the process of laying off any employees. At that time an evaluation will determine if the participant may continue to train at your site.
MANDATORY QUARTERLY MEETINGS	Quarterly meetings are scheduled for all participants. Supervisors will support the participant's attendance at these meetings by releasing them from their training assignments for the designated hours. A participant's failure to attend may result in loss of wages and/or termination from the program.
TIME SHEETS	It is the responsibility of the host agency supervisor to verify that Time Sheets are filled out correctly and that the hours trained reflects the actual time that the participant was on the assignment. Time Sheets may only be signed by supervisors who have signed the Host Agency Authorized Signature Form. Timesheets must be delivered to your Employment Specialist.
VOLUNTEER	Participants may not volunteer at the host agency where the participant is assigned. Permitting participants to volunteer may jeopardize host agency status.

I certify that a SCSEP staff member reviewed this information with me, answered my questions, and provided me with a copy of this document.

Signature of Host Agency Supervisor

Date

Signature of SCSEP Staff

Date



HOST AGENCY INFORMATION

HOST AGENCY: _____ PROGRAM YEAR: 2026

GENERAL HOST AGENCY INFORMATION

1. Host agency mailing address:

a. Number and street, suite number; or PO Box: _____

b. City: _____ c. State: _____ d. Zip code: _____

2. FEIN: _____

3. Host agency type: a. Not-for profit b. Government

4a. Date of host agency agreement: _____

(matches date on most recent Host Agency Agreement)

4b. Date of host agency monitoring visit: _____

(matches date on most recent Host Agency Monitoring Form)

5. Host agency site name and location: _____

6a. HA job codes: i _____ ii _____ iii _____ 6b. HA job codes: i. Available ii. Not available

CONTACT INFORMATION (INFORMATION FOR CUSTOMER SERVICE SURVEY)

7. Name of contact person: _____

8. Contact person's mailing address: _____
(if different from number 1)

9. Contact person's title: _____ 9a. Contact person's salutation: Mr. Ms.

10. Contact person's phone #: _____ 10a. Contact person's fax #: _____

10b. Contact person's email: _____

SUPERVISOR INFORMATION

10c. Name of Supervisor: _____

10d. Supervisor's mailing address: _____
(if different from number 5)

10e. Supervisor's title: _____ 10f. Supervisor's salutation Mr. Ms. Mrs. Miss.

10g. Supervisor's phone number: _____ 10h. Supervisor's fax number: _____

10i. Supervisor's email: _____

Please select 3 types of training provided at HA (for #6a):

1. Management Occupations
2. Business and Financial Operations Occupations
3. Computer and Mathematical Occupations
4. Architecture and Engineering Occupations
5. Life, Physical, and Social Science Occupations
6. Community and Social Service Occupations
7. Legal Occupations
8. Educational Instruction and Library Occupations
9. Arts, Design, Entertainment, Sports and Media Occupations
10. Healthcare Practitioners and Technical Occupations
11. Healthcare Support Occupations
12. Protective Service Occupations
13. Food Preparation and Serving Related Occupations
14. Building and Grounds Cleaning and Maintenance Occupations
15. Personal Care and Service Occupations
16. Sales and Related Occupations
17. Office and Administrative Support Occupations
18. Farming, Fishing, and Forestry Occupations
19. Construction and Extraction Occupations
20. Installation, Maintenance and Repair Occupations
21. Production Occupations
22. Transportation and Material Moving Occupations
23. Military Specific Occupations
24. Self-Employment

EASTERSEALS-GOODWILL

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

Participant Pay Cycle Calendar - Program Year 2026 (07/01/2026-06/30/2027)

	Saturdays START DATE	Fridays END DATE	Turn in timesheet by end of shift on Friday! TURN IN DATE	PAY DAY
PY25 Q4	06/20/26	07/03/26	07/03/26	07/10/26
PY26 Q1	07/04/26	07/17/26	07/17/26	07/24/26
	07/18/26	07/31/26	07/31/26	08/07/26
	08/01/26	08/14/26	08/14/26	08/21/26
	08/15/26	08/28/26	08/28/26	09/04/26
	08/29/26	09/11/26	09/11/26	09/18/26
	09/12/26	09/25/26	09/25/26	10/02/26
	09/26/26	10/09/26	10/09/26	10/16/26
	PY26 Q2	10/10/26	10/23/26	10/23/26
10/24/26		11/06/26	11/06/26	11/13/26
11/07/26		11/20/26	11/20/26	11/27/26
11/21/26		12/04/26	12/04/26	12/11/26
12/05/26		12/18/26	12/18/26	12/25/26
12/19/26		01/01/27	01/01/27	01/08/27
PY26 Q3	01/02/27	01/15/27	01/15/27	01/22/27
	01/16/27	01/29/27	01/29/27	02/05/27
	01/30/27	02/12/27	02/12/27	02/19/27
	02/13/27	02/26/27	02/26/27	03/05/27
	02/27/27	03/12/27	03/12/27	03/19/27
	03/13/27	03/26/27	03/26/27	04/02/27
	03/27/27	04/09/27	04/09/27	04/16/27
PY26 Q4	04/10/27	04/23/27	04/23/27	04/30/27
	04/24/27	05/07/27	05/07/27	05/14/27
	05/08/27	05/21/27	05/21/27	05/28/27
	05/22/27	06/04/27	06/04/27	06/11/27
	06/05/27	06/18/27	06/18/27	06/25/27
	06/19/27	07/02/27	07/02/27	07/09/27

**SCSEP Eligible Paid Holidays

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

****These are the ONLY holidays that can potentially be paid. Participants MUST check with their Employment Specialist and/or Host Agency Supervisor before entering in any hours as "Holiday Pay" on their timesheets. Participants assigned to Job Search, Job Readiness and/or Computer Trainings DO NOT QUALIFY for Holiday pay.**

TIPS FOR CALCULATING SUPERVISION HOURS

Supervision hours actually “teaching” hours. Most of the time you spend “supervising” participants will be when you are teaching the participant a new skill or meeting with the participant to discuss performance. The hours that you report are translated into dollar values (using the salary information that you provided us on the **Host Agency In-Kind Supervision Report**) that are reported to the federal government as an in-kind contribution to the Senior Community Service Employment Program (SCSEP).

HERE ARE SOME TIPS ACCURATELY CALCULATE SUPERVISION HOURS:

- Only count time spent in direct supervision of participant.
- If the time spent with a participant is less than 15 minutes, it probably should be considered general oversight and therefore, not counted.
- If you supervise more than one participant, make sure your total time supervising BOTH is accurate, when compared to your total hours of work
- If you do a group training/meeting with more than one participant, make sure that your supervision hours for that training/meeting are only counted once; you should not multiply the number of hours by the number of participants attending the training/meeting. You can make sure you don’t double count these hours by only reporting the supervision hours of such trainings/meetings on one of the participant’s timesheets.
- If someone else in your agency provides supervision or in-depth instruction for the participant, that person should fill out a **Host Agency In-kind Supervision Form** and their supervision hours should be listed separately from the main supervisor’s hours.
- For each participant who trains at your agency for 20 hours, your supervision hours will only be a portion of the time the participant is training.
- Keep a daily log of supervision hours, so that you do not have to estimate the hours for an entire pay period on the **Participant Timesheet**.

SOME EXAMPLES OF DIRECT SUPERVISION INCLUDE:

- ✓ Sitting with the participant and teaching him/her how to use the computer.
- ✓ Meeting to discuss the participant’s progress, strengths, and areas for improvement.
- ✓ Walking the participant through the steps of a new task.
- ✓ One-on-one training/attention given to the participant that is training/employment related.
- ✓ Helping a participant fill out the timesheet.

SOME EXAMPLES OF GENERAL OVERSIGHT INCLUDE:

- ✓ Briefly answering a participant’s question about an assigned task
- ✓ “Looking in” on the participant while s/he is performing a task
- ✓ Signing timesheets
- ✓ Leading a staff meeting that the participant is attending along with other paid staff or volunteers at your agency



POLITICAL ACTIVITIES UNDER THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

SCSEP participants/staff may participate freely in the political process with the following exceptions:

- No program participant or staff person may engage in partisan or non-partisan political activities while he or she is training or on the job.
- No program participant or staff person, at any time, may represent himself or herself as a spokesperson of SCSEP and engage in partisan or non-partisan political activities.
- No program participant may be assigned or out-stationed in the office of a member of Congress, in the office of a state or local legislator, or on the staff of a legislative committee.
- Some participants who are assigned to federal, state, and local governments on federally-aided projects may have additional restrictions as a result of the Hatch Act.

For additional information contact:

- Your Project Director
- The Inspector General of the Department of Labor at (800) 347-3756
- Hatch Act Information at (800) 854-2824, or www.osc.gov/hatchact.htm