

HOST AGENCY

HANDBOOK



Senior Community Service Employment Program

Georgia Department of Human Services
Division of Aging Services

Welcome

A message from the Georgia State Coordinator

We are pleased to welcome you to the Georgia Senior Community Service Employment Program (SCSEP). We look forward to partnering with you to help you enhance the opportunities for older workers in your community. As a host agency, you will be getting useful provisional manpower from the program, but the valuable training that you are giving to the participants is much more important.

This handbook is designed to provide you with information about Georgia SCSEP policies and the terms and conditions of participation in the program. SCSEP is federally funded through the U.S. Department of Labor, and this handbook also defines the guidelines established for the employment and training program.

If you have any questions, please do not hesitate to contact your local Georgia SCSEP Project Director. We look forward to the contributions of everyone on our Georgia SCSEP team. Working together, everyone wins. The real work of the program falls in the hands of our participants; we look to them to tell us what they hope to achieve. It is both our responsibility as the SCSEP project sponsor and your responsibility as a host agency to do everything we can to turn participants' hopes into real successes.

Sincerely,

Almaz Akalewold

State SCSEP Coordinator
Georgia Department of Human Services
Division of Aging Services
2 Peachtree Street, Suite 33.452
Atlanta, GA 30303
404.657-5332 (phone)
404-478-8172 (eFax)
almaz.akalewold@dhs.ga.gov

Sub-grantee:

Address:

Very Important | Please Note

All information contained in this handbook is subject to change, without notice, as a result of legislation or changes in Department of Labor or Georgia Division of Human Services, Division of Aging Services SCSEP policies. Georgia 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 SCSEP project staff.

Contents

Section 1: About Georgia SCSEP	5
About Georgia Division of Aging Services	5
About Your Organization	7
About SCSEP	7
Section 2: Required Paperwork	8
Proof of Nonprofit Status	8
Host Agency Agreement	8
Host Agency Authorized Signature Form	8
Host Agency In-Kind Supervision Report	8
Host Agency Orientation Form	8
Host Agency Supervisor’s Responsibilities	9
Community Service Assignment Description	9
Other Paperwork	9
Section 3: Being a Host Agency	10
What a Host Agency Does	10
The Goal of SCSEP	10
Community Service Assignment	10
Orientation	11
Training	11
Participant Training Hours	11
Supervision	12
Evaluation	12
Reassignment	12
Hiring Participants	12
Participants Leaving for Unsubsidized Employment	13
Host Agency Meetings and Orientation	13
Monitoring	13
Benefits of Being a Host Agency	13

>> Continued on Page 4

Contents

Section 4: Other Important Information	14
Participants are not Employees	14
Enrollment of Participants	14
Maintenance of Effort	14
Participant Meetings and Workshops	15
Volunteering	15
Problems and Issues	15
Termination Procedure	15
Grievance Procedure	16
Nepotism	16
Political Activity by Participants	16
Policy Regarding Drugs in the Workplace	16
Other SCSEP Sponsors	16
Americans with Disabilities Act	16
Federal Regulations	16
Section 5: Safety and Accident Information	17
Host Agency Health and Safety Conditions	17
Comprehensive Liability Insurance	17
Workers' Compensation	17
Accident Reporting	17
Driving	17
Section 6: In-Kind Contributions & Participant Timesheets	18
In-Kind Contributions	18
Payroll Periods and Paychecks	18
Participant Timesheets	18
Correcting Errors on Timesheets	20
Fraudulent Timesheets	20
Host Agency Closings	20
Section 7: Responsibilities as a Host Agency	21
Responsibilities	21
Section 8: Attachments	22
Grievance Procedure	22
Disciplinary Procedures	23
Termination for Reaching Individual Durational Limit	25
Political Activities Notice	26
Sample Community Service & Off-site Training Participant Timesheet	27
Sample OJE Participant Timesheet	28
Safety Checklist	29

Section 1

ABOUT GEORGIA SCSEP

About Georgia Division of Aging Services

The Division of Aging Services (DAS) works to continuously improve the effectiveness and efficiency of services. We fully comply with the requirements of the Older Americans Act to ensure that services are properly and effectively administered to meet the needs of elderly Georgians.

Vision:

Living Longer, Living Safely, Living Well.

Mission Statement:

The Georgia Department of Human Services (DHS) Division of Aging Services supports the larger goals of DHS by assisting older individuals, at-risk adults, persons with disabilities, their families and caregivers to achieve safe, healthy, independent and self-reliant lives.

Values:

A Strong Customer Focus

We are driven by customer – not organizational – need. Our decisions involve our customers and include choice.

Accountability and Results

We are good stewards of the trust and resources that have been placed with us. We base our decisions on data analysis and strive for quality improvement.

Teamwork

Teamwork is the way we do business. Our decision-making is shared, and everyone's opinion is valued. From teamwork come innovation, creativity and opportunity. We value collaboration and seek ways to include others.

Open Communication

Communication is the lifeblood of organizations. Ours is open, two-way and responsive. We listen to our customers and partners and provide them accurate, timely information.

A Proactive Approach

We anticipate the needs of our customers and advocate on their behalf.

Dignity

We respect the rights and self-worth of all people.

Our Workforce

Our workforce, including volunteers, is our best asset. We respect one another and treat one another with fairness and equity.

Trust

We are honest with one another and with our customers. Compassion and integrity underlie what we do and who we are.

Diversity

We value a diverse workforce because it broadens our perspective and enables us to serve our customers.

Empowerment

We believe in self-determination for our customers. We support the right of our customers and workforce to make choices and assume responsibility for their decisions.

Positive Work Environment

We maintain a learning environment with opportunities to increase professional growth, knowledge and stimulate creative thinking. We share a sense of family.

The Division of Aging Services (DAS) coordinates with 12 Area Agency on Aging (AAAs) identified by geographical boundaries. All community-based services for older Georgians are coordinated through these agencies. AAAs are effective advocates for the needs of Georgia's aging population.

To find contact information for your local AAA, visit: aging.dhs.georgia.gov/local-area-agencies-aging-aaas

The Georgia State SCSEP contact, address and telephone number is:

Almaz Akalewold

State SCSEP Coordinator

Livable Communities

Georgia Department of Human Services

Division of Aging Services

2 Peachtree Street, Suite 33.452

Atlanta, GA 30303

404.657-5332 (phone)

404-478-8172 (eFax)

almaz.akalewold@dhs.ga.gov



About your organization

[Insert a short paragraph about your organization]

Below is the address and telephone number of the local Georgia SCSEP project office:

Contact Name:

Contact Title:

Subgrantee Name:

Address:

City, State, Zip:

Phone Number:

Fax Number:

About SCSEP

The Senior Community Service Employment Program (SCSEP), funded under Title V of the Older Americans Act, has three purposes: to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years of age or older and who have poor employment prospects; to foster individual economic self-sufficiency; and to increase the number of older persons who may enjoy the benefits of 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 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. Periodically DOL solicits competitive grant applications from national organizations to operate the program. In addition to the individual states' Departments on Aging, several national organizations have been awarded SCSEP grant funds.

Section 2

REQUIRED PAPERWORK

Some paperwork must be completed before an organization becomes a host agency for the Georgia SCSEP. The original copies of all paperwork will reside at the local Georgia SCSEP office. Host agencies will be given a copy of each form and are free to view the original version upon request. All paperwork must be on file in the local Georgia SCSEP project office before a participant may be assigned to the host agency. You will be asked to complete this paperwork annually.

Proof of Nonprofit Status

Federal regulations require that all SCSEP host agencies be either 501(c) 3 nonprofit organizations or public agencies. Proof of nonprofit status, if applicable, will need to be obtained and kept on file at the local SCSEP project office.

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

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 asks for your organization's FEIN; this number is kept confidential and is used only as a unique identifier for your organization in the Department of Labor's participant database.

Host Agency Authorized Signature Form

Anyone who is authorized to sign a Participant Timesheet must sign the Host Agency Authorized Signature Form. This should, in most cases, be the host agency supervisor. A Participant Timesheet cannot be processed without a signature from an individual listed on this form. Supervisors must also complete the Host Agency In-kind Supervision Report (see below).

You must immediately notify SCSEP project staff of any changes in authorized supervisors and/or signers by submitting an updated Host Agency Authorized Signature Form.

Host Agency In-kind Supervision Report

The Host Agency In-kind Supervision Report is to be completed to gather the wage information for all host agency staff members who will be directly supervising Georgia SCSEP participants. The information gathered on this form is strictly confidential and is used only by the local SCSEP finance department for calculating the in-kind contribution amount that your organization contributes to SCSEP. (See Section 6)

Please notify SCSEP project staff of any changes in the hourly wage of supervisors and source of wages (federal vs. non-federal) by submitting an updated Host Agency In-kind Supervision Report.

Host Agency Orientation Form

This form is a checklist of topics that will be covered with you during your orientation to the Georgia SCSEP. If you have any questions about anything covered during orientation, please feel free to call the project office at any time.

Host Agency Supervisor's Responsibilities

Each host agency supervisor must sign a copy of this form, thus agreeing to all the responsibilities listed.

Community Service Assignment Description

After you are accepted as a host agency, SCSEP project staff will seek your input on determining what training opportunities might be available at your agency. Then SCSEP project staff will work with you to develop a Community Service Assignment Description for the type of training you will provide. If your organization has multiple training positions available for participants, a Community Service Assignment Description must be completed for each. Each time a new participant is assigned to your organization, the Community Service Assignment Description will be tailored to the individual participant and signed by all parties.

Community service assignments may be created, listing duties that offer an opportunity for participants to grow into additional responsibility. The notation "and all other duties as assigned" or similar language may not appear on any participant's Community Service Assignment Description.

Participants can perform only those duties listed on the Community Service Assignment Description and are asked to notify SCSEP project staff if asked to perform duties not listed. If you want a participant to complete a task that is not on the Community Service Assignment Description, call the SCSEP project director to have the form modified.

Participants may not volunteer to perform their usual training assignment duties. They may volunteer for the host agency, but not for the duties that are a part of their Community Service Assignment Description. Permitting participants to volunteer for assigned duties under SCSEP may jeopardize host agency status.

You must contact the Georgia SCSEP project staff if you want a participant to do a task that is not included on his or her Community Service Assignment Description.

Other Paperwork

Other paperwork may be required as needed. (For example: Incident/Accident Report, Participant Evaluation form, etc.)



Section 3

BEING A HOST AGENCY

What a Host Agency Does

As a host agency for the Georgia SCSEP, you provide the place 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 at the host agency. The relationship between the participant and the host agency should be mutually beneficial. Participants should get practical, hands-on training, and host agencies should get valuable, temporary manpower.

The Goal of SCSEP

The goal for SCSEP is for the participants to find permanent, 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. You are expected to create a supportive learning environment at your agency.

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

- Suggesting additional skills for the participant to learn
- Communicating frequently with SCSEP project staff
- Suggesting possible places the participant may acquire unsubsidized employment
- Participate in review of the participant's Individual Employment Plan (IEP)

Community Service Assignment

Once a participant is enrolled, he or she is immediately given to a community service assignment at the host agency that offers the most appropriate training for that participant. Each participant is assigned based on his or her existing skills and aptitudes, interests, career goals, barriers to employment and training needs. The project staff will contact your designated supervisor to seek approval for the assignment, to modify the Community Service Assignment Description to the specific participant, and to arrange a start date.

A participant will be assigned to an agency until hired by that agency, hired by another employer, transferred to new community service assignment at another host agency, or otherwise separated from the program.

The host agency or the participant can request a transfer to a different host agency at any time. In addition, SCSEP project staff reserve the right to transfer a participant to another assignment at any time. When the host agency requests that a participant be transferred, project staff may request further documentation to better help the participant succeed with his or her next assignment.

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, including, but not limited to, assignments in classrooms, lunchrooms, offices, and maintenance departments. (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, profit-making organizations;
- That benefits, directly or indirectly, any private or personal undertaking of any executive or member of the staff of the affiliate or of any host agency;
- At a site where the activities are entrepreneurial in nature and are revenue or income generating, including those sites where the intended purpose is to provide marketing opportunities for individuals or groups who consign crafts or other goods for public sale; and/or
- Benefiting any political party.

Orientation

Participants need to become acquainted with your organization through a formal orientation. This should include giving the participant a tour of the facility; introducing him or her to all personnel he or she will be working with, describing required duties, and all relevant safety information. Complete the Participant-Host Agency Orientation form for each participant assigned to your organization. Once this is complete and signed, please mail the original back to the SCSEP project office. You are required to provide a complete orientation for each participant assigned to your organization.

Training

During the first few weeks of the assignment, it is going to be very difficult for participants to adjust to their new assignment and to the new environment. Be sure to be patient and detailed in your training at the beginning. After a few weeks, you should start to see that the participant is doing well working on tasks without constant supervision. With time, they will become a great help to your organization.

Because it can take time for an individual participant to become comfortable doing their tasks, it is important that they are not assigned time-sensitive tasks, particularly at the beginning of their training assignment. Additionally, since participants can seek new employment, or be transferred to another host agency at any time, it would not be practical to expect them to regularly complete tasks that are critical to the operation of your organization.

Participant Training Hours

The participant's assignment schedule will be determined by the SCSEP project staff, the host agency supervisor and the participant. Once determined, a participant's assignment hours will be on file in the local SCSEP project office on the Community Service Assignment Description. Because the Georgia SCSEP provides the worker's compensation insurance for participants, any (temporary or otherwise) changes to the participant's training hours must be immediately reported to the SCSEP project office. Though temporary or one-time changes are expected, only project staff may permanently alter the participant's training hours/schedule.

In most cases, a participant will be assigned to train at the agency five days per week, four hours per day, for a total of 20 hours per week. There may be variations to these hours depending on the participant's specific community service assignment. A participant may request to train fewer than 20 hours per week; if such a request has been made and approved, this information will be made known to the host agency supervisor when the participant's training schedule is determined.

In no case may participants 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 is recorded on the Participant Timesheet.

With prior approval from the host agency and the SCSEP project staff, participants may arrange extra hours during and up to two pay periods to receive training hours lost due to a holiday, closing, jury duty, sickness absence and bereavement absence.

SCSEP does not authorize pay for overtime or compensatory time. Host agencies that ask or require participants to work late or volunteer at their regular assignment are in strict violation of SCSEP policy.

Participants must not be asked to work additional hours or to volunteer for any duties listed on their Community Service Assignment Description.

Supervision

You must provide daily supervision of participants so they can perform as productive and effective trainees. The participants should feel comfortable asking questions, seeking help and growing as a contributing participant in the workplace. If possible, provide one or two contacts for the participant so they have mentors or supporters to help with the questions. Even if projects are being given to the participant from different departments or managers within your organization, it is best to filter those projects through the one host agency supervisor.

Hours devoted to supervision must be recorded on the Participant Timesheet every pay period for the calculation of in-kind contribution (see Section Six).

Evaluation

Periodically, the host agency supervisor will be asked to formally evaluate the participant's performance on assigned tasks. They should provide comment on areas in which the participant is performing well, and guidance on areas in which the participant could improve. The resulting feedback and discussions are valuable input for the participant to develop those skills necessary to get and keep a permanent job. When it is time for the evaluation to be completed, the appropriate form will be sent to the supervisor along with guidelines for completing it, discussing results with the participant, and returning the form to the SCSEP project office. Host agencies are required to evaluate each participant's performance when requested by local SCSEP project staff.

Reassignment

SCSEP staff is committed to helping participants gain as much experience as possible during enrollment and is continually reevaluating the participants' training needs. As a result, participants may be reassigned to different host agencies as project staff and participant progress deem appropriate. This could mean that you may not always have a participant assigned to your agency, even though you have a signed agreement with the program. You will be provided notice of all reassignments.

Hiring Participants

Host agencies are strongly encouraged to hire SCSEP participants where feasible and appropriate. Many of our host agency supervisors have found that as unsubsidized jobs become available at the agency, they are able to fill the positions with trained SCSEP participants who have the advantage of being well versed in the mission and work procedures of the agency. If a position with the same or similar duties as those being performed by the participant becomes available and the participant is not hired, project staff may consider transferring the participant to a different host agency with better hiring potential.

Host agencies have the responsibility to consider participants for any positions that become available at their organization for which the participants assigned there are qualified.

Participants Leaving for Unsubsidized Employment

When a participant becomes employed and leaves the program, it may not always be possible for SCSEP staff to give the agency prior notice and it may not be possible to replace the participant with another. SCSEP project staff will make every effort to keep the host agency personnel informed of changes.

Host Agency Meetings and Orientation

SCSEP project staff will provide a thorough orientation to each host agency supervisor so that each supervisor is familiar with the goals and objectives of the program. Additionally, project staff will hold a host agency meeting at least once each year. Attendance at all host agency meetings is required by a representative who is authorized to sign paperwork on behalf of the organization.

Monitoring

You will be monitored at least every six months by SCSEP staff. You will be interviewed to discuss the participant assigned to your organization and to make sure that:

- There are no major problems
- You are pleased with the performance of the participant(s) assigned to your organization
- You are fulfilling your responsibilities

In order to ensure that your agency continues to provide viable training opportunities for SCSEP participants, your participation as a host agency will be evaluated each year. At that time, you will be asked to sign a new Host Agency Agreement indicating that you continue to support the mission of the program (in addition to completing new versions of the other required host agency forms.)

Benefits of Being a Host Agency

SCSEP can provide your organization with the temporary additional staffing assistance necessary to strengthen the programs and services you provide to the community. Many of our host agency supervisors have found that they are able to delegate work assignments and complete priority tasks more effectively by having SCSEP participants train at their agency.

Additionally, as a host agency, you will be providing valuable training for a person in your community who is trying to re-enter the workforce. You should be proud of your contributions through this program.



Section 4

OTHER IMPORTANT INFORMATION

Participants are not Employees

It is important to remember that participants are not employees of your agency. The best interest of the participant takes priority. Even though project staff does everything in their power to clearly explain the program to participants, it is sometimes difficult for them to distinguish between a job and a training assignment. Because of this, we rely on host agencies to reinforce the difference to participants. Participants should not be referred to as employees, and host agency supervisors should not be referred to as the participant's "boss."

Enrollment of Participants

Participants go through a specific process to be deemed eligible and enrolled in SCSEP. Under no circumstances may a host agency enroll a participant in SCSEP on behalf of the project. Acquaintances of host agency personnel who are interested in becoming SCSEP participants should be referred to the SCSEP project office for evaluation.

Maintenance of Effort

Participants can only be assigned to do tasks that would otherwise be unfunded at your organization. SCSEP community service assignments should create new or expand existing community services that your agency provides. Therefore, participants assigned to your agency should supplement, not supplant, positions or projects that would normally be funded by your organization.

Training assignments must not:

- Result in the total or partial displacement of currently employed workers via:
 - Reduction in hours (non-overtime)
 - 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; or
- Include tasks that are the same or substantially the same as those that are performed by any person who is on layoff, vacation, or sick.

Some subtle violations of Maintenance of Effort 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; and keeping the participant for more hours than he or she is assigned to be at your organization (this indicates a critical need for the participant's services).

Generally, participants should be performing tasks that others are doing, to help take some of the burden off other employees or helping complete special projects that are not time-sensitive.

Assignment of participants to your organization must not at any time displace current employees or violate Maintenance of Effort guidelines.

Participant Meetings, Workshops and Training

Periodically, the SCSEP staff may hold meetings, workshops or training for participants. Attendance at meetings, workshops or training is mandatory for participants as directed by the SCSEP staff. Participants report to the meeting location instead of to their host agency for that day and are paid for hours attending the meetings (these hours are then recorded in the "Training" columns on the Participant Timesheet – see Section Six.)

Host agencies must be fully supportive of the participant's absence to attend such meetings, workshops or training. The SCSEP project staff will make every effort to inform host agency supervisors of planned meetings and related participant absences.

Volunteering

Participants are not allowed to volunteer at the host agency to do duties that are similar to those the participant completes as a part of their community service assignments. However, participants are free to volunteer at the host agency doing other tasks.

Problems or Issues

Problems or issues that cannot be resolved should immediately be reported to the SCSEP project director. If a disciplinary problem arises with a participant, the host agency supervisor should contact the SCSEP project staff immediately. Host agency personnel can request the removal of a participant but cannot order them to leave the agency without approval from the SCSEP project office. The SCSEP project director has sole authority for enrolling and terminating an individual.

The following are conditions and/or situations that may lead to a participant being terminated from the program if the gravity of the situation warrants it. Reasons may include, but are not limited to:

- Physically abusive behavior that may endanger oneself or others
- Unwillingness to perform assigned duties
- Frequent tardiness or unauthorized absences
- Falsification of time sheets or other official records
- Obscene/abusive language or behavior
- Noncompliance with Drug Free Workplace Policy
- Failure to cooperate with SCSEP staff and/or host agency staff

Please notify project staff if you have any of the above issues with a participant who is assigned to your organization.

The project staff will attempt to resolve any conflicts. If a resolution cannot be reached, the SCSEP project director may arrange for a transfer of the participant to another community service assignment. The project director will request a letter from the host agency supervisor citing the reason(s) why a transfer is being requested.

Termination Procedure

If a disciplinary problem arises at a community services assignment location, the host agency supervisor will contact the SCSEP project staff immediately. The SCSEP project staff should notify the AAA SCSEP staff within five business days of notification from the host agency supervisor. The SCSEP project staff will attempt to resolve any conflicts, but if a resolution cannot be reached, the SCSEP project staff may arrange to transfer the participant to another community service assignment.

A copy of the Termination Procedure is attached to this handbook. A copy is also posted in the SCSEP office.

Grievance Procedure

Procedures exist to provide participants and host agency staff with mediation of problems encountered at host agencies or with the SCSEP project staff. A copy of the Grievance Procedure is attached to this handbook. A copy is also posted in the SCSEP project office. For issues that cannot be resolved, please direct participants to their copy of the Grievance Procedure. Host agencies should also use this procedure to report a grievance.

Nepotism

Participants may not be assigned to a host agency where any member of his or her immediate family is employed.

Political Activity by Participants

Because SCSEP is funded by the federal government, anyone paid by SCSEP funds (participants) may not participate in partisan or nonpartisan political activities during hours during which they are paid by SCSEP. A copy of the Political Activities Notice is attached to this handbook.

Host agencies must ensure that participants are not assigned to positions or tasks that involve political activities on behalf of either partisan or nonpartisan groups.

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 working or meeting hours on 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 as long as their use does not adversely affect ability to

satisfactorily perform duties assigned and does not pose a risk to the safety of participants or others.

Participants found “guilty” (or entered a plea of “nolo contendere”), or sentenced to serve time, or both, for a federal, state, or city criminal drug statute violation that occurred during training assignment hours on host agency or SCSEP property, must notify the SCSEP project staff within five days of the verdict or sentencing.

Report all violations of the Drugs in the Workplace policy to SCSEP staff.

Other SCSEP Sponsors

Your organization can only be a host agency for one SCSEP sponsor. While you are a host agency for the Georgia SCSEP, you cannot sign an agreement with another national or state SCSEP sponsor. One-Stop Career Centers are exempt from this rule.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is the federal civil rights law that prohibits discrimination against people with disabilities in employment, access to state and local government services, public accommodations, transportation and telecommunications. SCSEP staff will assist participants with disabilities and host agencies in identifying effective and reasonable accommodations, if needed, which will help participants perform the responsibilities of their training assignment.

Federal Regulations

Regulations governing the Senior Community Service Employment Program are contained in Title 20 of the Code of the Federal Regulations, Part 641, dated Sept. 1, 2010. It is the responsibility of the SCSEP project director and project staff to ensure compliance with these regulations.

Section 5

SAFETY & ACCIDENT INFORMATION

SCSEP holds the safety, welfare, and health of its staff and participants in the highest priority. No task is so urgent that it cannot be done safely. By agreeing to supervise participants, host agencies also are agreeing to provide a safety orientation and to provide the participant with the proper information, tools and working environment to safely perform their assigned tasks.

Host Agency Health and Safety Conditions

Participants must not be permitted to perform tasks in buildings or under any conditions that are unsanitary, hazardous or dangerous to the participants' health or safety. Project directors will visit each site prior to placement to assure all safety conditions are met. Host agencies will complete a Safety Checklist with the Project Director. A copy of the Safety Checklist is attached to this handbook. Annual safety evaluation visits will also be made subsequent to placement to assure all required training site conditions are maintained.

The work environment at your agency must be safe and healthful for each participant.

Workers' Compensation

All participants are covered under Georgia State Labor and Industries workers' compensation Insurance carrier while performing their assigned tasks as identified in their training assignment description.

Accident Reporting

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

1. If immediate medical attention is required, the host agency should assist the participant in obtaining emergency medical treatment and notify the SCSEP project staff immediately.
2. If medical attention is not considered an emergency, the Participant will be directed to make an appointment to visit a medical provider.
3. Following the accident or illness, the host agency supervisor will be asked to complete an Incident/Accident Report and return it to the SCSEP project office.

You must notify SCSEP project staff immediately if an accident occurs.

Driving

Under most circumstances, participants are not allowed to drive their personal vehicle as a part of host agency duties. Also, participants may not drive a vehicle that belongs to the host agency without written permission from the SCSEP project staff.

SCSEP is not liable for participants who drive for the host agency.

Section 6

IN-KIND CONTRIBUTIONS & PARTICIPANT TIMESHEETS

In-Kind Contributions

SCSEP is required to provide documentation of all nonfederal in-kind contributions that are provided through the program. The most significant portion of the nonfederal contributions to this program is the value of salaries of the host agency personnel who directly supervise the participants.

The number of hours provided in supervision each pay period will need to be documented on the Participant Timesheet. This number should be accurate and not simply an estimate. This must reflect the actual time spent directly supervising or training the participant one-on-one. (Distant, general oversight should not be included in this calculation.) In general, count only time spent with participants in blocks that are at least 15 minutes in length. Typically, time spent advising the participant for less than 15 minutes at a time is considered general oversight.

The number of supervision hours is multiplied by the supervisor's hourly salaries from the Host Agency In-Kind Supervision Report to determine the dollar value of the contribution you have 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.

If you have questions on how to calculate supervision hours, you can call the SCSEP project office.

Payroll Periods and Paychecks

Participants are paid for their time at the host agency and other required training assignments by SCSEP staff, not by the host agency. A payroll period generally covers 15 to 16 days, from the 1st through the 15th of the month, and the 16th through the end of the month. Check with your Project Director for exact pay periods. Participants will be given a list of pay periods and pay dates. Participant Timesheets (see below) must be returned to the SCSEP project office as soon as possible after the last day of the pay period so that the hours may be processed and there will be no delay in participants receiving their paychecks. Timesheets are due on the 15th and the last day of the month. When the 15th and the last day of the month occur on a weekend, the timesheets are due the Friday before.

Payroll is processed at the SCSEP project office. Check with your Project Director for payday dates.

Please note that participants are not paid for any hours that they were not actually present in training at their host agencies or in other approved activities. This includes all holidays (including federal and nonfederal holidays), bereavement leave and jury duty. Participants are allowed to make up any hours missed for these reasons during the pay period the hours were missed or the next pay period. They must first get approval from their host agency supervisor and SCSEP staff to make up hours.

Participant Timesheets

Host agency supervisors and OJE supervisors will be provided a participant timesheet form by the SCSEP project staff for each participant assigned to their agency. A separate time sheet will be used for community service/off-site training hours and for OJE hours. Samples of timesheets are attached to this handbook.

The participant timesheet should be completed and signed each pay period by each participant. The timesheet needs

to be approved and signed by the appropriate supervisor/signer as well. 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.

Below are the columns and fields on the participant timesheet for community service and off-site training:

- **Date** – The calendar days within the given pay period
- **Community Service** – All hours spent at the host agency for each date/week.
- **Off-site Training** – All hours spent doing training to increase the participant’s employability (i.e. IEP development, resume workshops, computer courses, etc.)
- **Total Hours** – Total of all the columns for each day of the week
- **Weekly Totals** – Total of all the rows within each column
- **Progress Notes** – Case notes about the participant’s progress
- ***Total Hours of Supervision** – (see Page 20)
- **Name/Signature of Participant/Date** – The participant should fill in his or her own name and sign off on the timesheet once completed, and date and sign it. The participant should not sign the timesheet before the hours have been completed.
- **Name/Signature of Host Agency Supervisor/Date** – The host agency supervisor should verify that all hours on the timesheet are correct and sign off on it. Only signatures from supervisors whose signatures are on the Host Agency Authorized Signature Form will be accepted. The host agency supervisor should not sign off on the timesheet until all the hours for that pay period have been completed on the timesheet and the participant has signed off on it. Supervisors should also date their signature.
- **Receiving SCSEP Staff Signature/Date** – The receiving SCSEP staff person should verify that all hours on the timesheet are correct and sign off and date the timesheet.

Below are the columns and fields on the participant timesheet for OJE:

- **Date** – The calendar days within the given pay period
- **OJE** – Hours spent working at the On-the-Job employment site (if applicable)
- **Total Hours** – Total of all the columns for each day of the week
- **Weekly Totals** – Total of all the rows within each column
- **Progress Notes** – Case notes about the participant’s progress
- ***Total Hours of Supervision** – (see Page 20)
- **Name/Signature of Participant** – The participant should fill in his or her own name and sign off on the timesheet once completed, and date and sign it. The participant should not sign the timesheet before the hours have been completed.
- **Name/Signature of Host Agency Supervisor** – The host agency supervisor should verify that all hours on the timesheet are correct and sign off on it. Only signatures from supervisors whose signatures are on the Host Agency Authorized Signature Form will be accepted. The host agency supervisor should not sign off on the timesheet until all the hours for that pay period have been completed on the timesheet and the participant has signed off on it. Supervisors should also date their signature.
- **Receiving SCSEP Staff Signature/Date** – The receiving SCSEP staff person should verify that all hours on the timesheet are correct and sign off and date the timesheet.

If there are changes in the staff that are authorized to sign the time sheets, the SCSEP project staff must be notified, and a revised Host Agency Supervision Report and Host Agency Authorized Signature Form must be submitted.

***Total Hours of Supervision** – Total hours the host agency supervisor spent in direct supervision of the participant (i.e. giving training direction, making training assignments, reviewing training outcomes, providing feedback on performance, training, giving instructions on new assignments, etc.) 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.

It is common for host agency supervisors to supervise more than one participant. Although it may be reasonable, especially for new assignments, to claim supervision hours equal to 100% of the hours the participant spent in training, under no circumstances should the total hours of supervision reported by a supervisor, for all participants combined, exceed the total number of hours that a supervisor works in a pay period.

Once the time sheet is completed after the last day the participant trains in a week, the host agency supervisor must return the time sheet to the SCSEP project office by faxing/e-mailing to the SCSEP office on the cover of this handbook. The host agency should keep a copy for their files. Original time sheets will be mailed at the end of the month to the SCSEP office at:

Correcting Errors on Timesheets

If an error is made in recording training hours on a participant's timesheet, 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 timesheet. At no time should correction fluid ("white-out") be used to correct time sheets.

Fraudulent Timesheets

If it is discovered that a participant purposefully reported inaccurate hours on his or her Timesheet, the participant will be immediately terminated from SCSEP. Fraud can include reporting more hours than spent at the host agency or reporting hours when a participant never actually showed up at the host agency.

Host Agency Closings

If a host agency is closed due to inclement weather or other emergency, and the participant is unable to train at the host agency, the participant should be allowed to make up those hours during the current or immediate next payroll period.



Section 7

RESPONSIBILITIES AS A HOST AGENCY

As a host agency for SCSEP, you have certain responsibilities. These responsibilities are to ensure that the training that you offer is productive, fair, and safe. The following are your responsibilities as a host agency:

- Take an active role in the participant's journey towards employment by:
 - Suggesting additional skills for the participant to learn;
 - Communicating frequently with SCSEP project staff;
 - Suggesting possible places, the participant may acquire unsubsidized employment.
- Provide a complete orientation for each participant assigned to your organization.
- Don't ask participants to work additional hours or to volunteer for any duties listed on their Training Assignment.
- Evaluate participants' performances as requested by SCSEP project staff.
- Consider participants for any positions that become available at your organization for which the participants assigned there are qualified.
- Ensure that a representative who is authorized to sign paperwork on behalf of the organization attends all required host agency meetings (typically annually).
- Do not displace current employees, or violate Maintenance of Effort guidelines with SCSEP participants.
- Ensure that participants are not assigned to positions or tasks that involve political activities on behalf of either partisan or nonpartisan groups.
- Keep the work environment at your agency safe and healthful for each participant.
- Report all hours of supervision and supervisor's salaries so that an accurate in-kind contribution can be calculated.
- Bear the cost for security/police checks and/or special health screenings required by your agency.
- Provide any necessary tools, equipment, supplies, continuing education and supportive services to participants that may be required in order for participants to perform their training assignment.
- You must contact the SCSEP project staff for all the following situations:
 - If at any time your Section 501(c)(3) certification changes
 - If there are any changes in authorized supervisors and/or signers by submitting an updated Host Agency Authorized Signature Form
 - If there are any changes in the hourly wage of supervisors and source of wages (federal vs. nonfederal) by submitting an updated Host Agency In-kind Supervision Report
 - If you want a participant to do a task that is not included on his or her Community Service Assignment Description
 - If you have any disciplinary issues with a participant who is assigned to your organization
 - If a participant violates the Drugs in the Workplace policy
 - If an accident occurs
- Abide by all requirements as agreed upon in the Host Agency Agreement.

Section 8

ATTACHMENTS

Grievance Procedure

Procedures exist to provide mediation of problems encountered at host agencies or with the SCSEP project staff. A copy of grievance procedures should be provided to each participant during Orientation to the SCSEP program and be included in the Participant Handbook. All participants should have signatures on file indicating that they have received the grievance procedures and are aware of their right to file a grievance.

A participant who has a complaint should take the following actions:

Step I: Informal: Discuss the Issue

- In order to effectively address the participant's issues/problems, he or she should first contact the Host Agency Supervisor either by telephone or in writing, within five calendar days of the occurrence of the problem. The Host Agency Supervisor should inform the SCSEP project staff upon receipt of the participant's grievance. The SCSEP project staff should inform the AAA SCSEP staff upon receipt of the Host Agency's notification of the participant's grievance.
- The Host Agency Supervisor should work with the participant to provide a solution or explanation within 10 additional calendar days of the receipt of the grievance. If the Host Agency Supervisor requires more time to provide a response, the participant will be provided with a projected response date.

Step II: Formal Grievance Procedure: If Not Satisfied with Informal Resolution

- If the participant is unable to receive a satisfactory answer/resolution from the Host Agency Supervisor, the participant should contact the SCSEP project staff by phone or in writing within five calendar days of receipt of the response from the Host Agency Supervisor.
- The SCSEP project staff should meet with the AAA SCSEP staff to compose and provide a written response to the participant's grievance within five calendar days of receipt of the response from the Host Agency Supervisor. The response should include an invitation for a face-to-face meeting if the participant chooses.

Step III: Appeal

- If the participant is not satisfied with the AAA response, he or she has the right to appeal the grievance in writing to the Georgia Division of Aging Services SCSEP Coordinator at almaz.akalewold@dhs.ga.gov within 10 business days of receipt of the AAA response.
- The Georgia Division of Aging Services SCSEP Coordinator will confer with the affected parties within 10 business days of receiving the appeal and make and provide a written decision to the complainant. The decision should inform the participant of his or her right to a Fair Hearing (a face-to-face discussion) with someone other than the Host Agency Supervisor or the SCSEP project staff, or the AAA SCSEP staff.

If the participant is not satisfied with the final determination of the grievance by the Georgia Department of Human Services, Division of Aging Services, the participant may appeal with the:

Division Chief, Division of National Programs, Tools, and Technical Assistance
Employment and Training Administration,
Office of Workforce Investment
United State Department of Labor
200 Constitution Ave, NW, Room C4510
Washington DC 20210

All documentation of the grievance process and decisions will be kept in the files of the AAA SCSEP staff and the Division of Aging Services SCSEP Coordinator.

If a participant's complaint alleges a violations of the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, § 504 of the Rehabilitation Act of 1973, § 188 of the Workforce Investment Act of 1998 (WIA), or their implementing regulations, the participant should be informed in writing of his or her right to file a written complaint with the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Ave., NW., Washington, DC 20210 within 60 days of the submission of the original grievance to the host agency supervisor.

Disciplinary Procedures

If a disciplinary problem arises at a community services assignment location, the host agency supervisor will contact the SCSEP project staff immediately. The SCSEP project staff should notify the AAA SCSEP staff within five business days of notification from the host agency supervisor. The SCSEP project staff will attempt to resolve any conflicts, but if a resolution cannot be reached, the SCSEP project staff may arrange to transfer the participant to another community service assignment.

The disciplinary procedure will typically include the following three steps. The host agency supervisor or the SCSEP project staff may skip Steps I and II and go straight to Step III (outlined below) and terminate a participant immediately for serious violations such as fraud, theft, destruction of property, violence or threats to health and safety of the participant or others.

Step I: Documented Verbal Warning

The host agency supervisor or the SCSEP project staff will verbally warn a participant and follow up with written documentation of the warning. This documentation will be placed in the personnel file. The documentation will be copied to the AAA SCSEP staff.

Step II: Written Warning

The host agency supervisor or the SCSEP project staff will prepare a written warning to a participant and discuss with them via telephone or in person. A copy of the written warning will be sent to the participant and placed in the participant's file and a copy sent to the AAA SCSEP staff.

During both Steps I and II, the participant will be informed of the corrective action needed and the time frame in which the corrective action must be taken.

Step III: Termination

- Standard termination: Participants may not be terminated until 30 calendar days after they have been provided a written notice. Written notices of termination including the reason for the action, appeal procedures, and a copy of the Grievance Policy must be given to the participant if termination is expected. Participants have the right to appeal any decision. Corrective action letters should be sent to the participant from the AAA or the nonprofit SCSEP staff. The letters must be progressive in that the first letter should serve as a warning and the second and third letters should emphasize that in the event of no satisfactory corrective action, the participant will be terminated. All written correspondence regarding termination should be copied to the state SCSEP Coordinator at the Georgia Division of Aging Services. The Director of the Division of Aging Services is the final arbiter for terminations.
- Termination for Cause: A subproject may terminate a participant for cause. Participants cannot be terminated for cause without warning and an opportunity to correct the behavior, except in cases involving serious harm or imminent threat to health, safety or property. The corrective action letters must be progressive in that the first letter should serve as a warning and the second and third letters should emphasize that in the event of no satisfactory corrective action, the participant will be terminated. When a participant does not make improvement or correct the behavior and a termination decision is made, the subproject must give the participant immediate written notice explaining the reason(s) for termination. All written correspondence regarding termination should be copied to the state SCSEP Coordinator at the Georgia Division of Aging Services. Termination for cause includes Individual Employment Plan (IEP) related reasons for termination and non-IEP-related termination reasons:

Non-IEP-Related Reasons

- Intoxication, use of alcohol, or illegal or inappropriate use of drugs while at the sub-project or host agency
- Possession or use of a firearm or weapon while at the subproject or host agency
- Violent use of force or dangerous behavior at the subproject or host agency, which endangers the well-being of participants, other staff or self
- Obscene or abusive language or behavior
- Failure or refusal to cooperate with subproject or host agency staff. (Examples would be refusal to cooperate with the recertification process by providing required documents, and refusal, without good cause, to perform assigned duties and carry out instructions of the host agency supervisor.)
- Continued or gross negligence in the performance of work duties. Examples would be a participant's knowledge of and failure to report equipment damage or need for equipment repair on the worksite, and a participant van driver failing to conduct periodic van safety checks.
- Theft, unauthorized use, or misappropriation of subproject or host agency property or equipment
- Insubordination
- Frequent tardiness or unauthorized absences, including reporting to the assignment late or not reporting to the assignment and not informing the supervisor. Generally, three instances of absence without good cause or without proper notice may warrant termination.
- Failure to report to work at the host agency, contact the host agency, or contact the subproject for three consecutive days and no extenuating circumstances exist.
- Failure to attend mandatory meetings and training sessions. Participants are expected to attend required training sessions and meetings scheduled by the SCSEP Coordinator or agency. Disciplinary action may be taken if a participant fails to attend one mandatory meeting and/or training session and there are no extenuating circumstances.
- Conviction of a felony or any criminal drug statute for a violation occurring in the workplace while on or off duty, or while on duty away from the workplace.

- Falsifying community service work hours at host agency site.
- Intentional disclosure of confidential or private information obtained from the host agency or sub-project. An example would be informing others of information that is supposed to be kept private or confidential.

IEP-Related Reasons

- Refusing to accept a reasonable number of job offers or referrals to unsubsidized employment or for not complying with the Individual Employment Plan (IEP). A participant may be subject to disciplinary action up to and including termination when he or she refuses a total of three job offers and/or referrals to job openings and/or to follow through with objectives to achieve goals that are based on the IEP. If the participant fails, without good cause, to cooperate fully with subproject staff to accomplish the goals of his or her IEP, an IEP-related termination “for cause” may be in order.

Examples of lack of cooperation with subproject staff to accomplish IEP goals may include but are not limited to the following when provided for in the participant’s IEP:

- Refusing to search for a job
- Sabotaging a job interview, (for example, a participant tells the interviewer that he or she is not interested in the job or tells the interviewer that he or she is not qualified).
- Refusing or not participating fully in training opportunities
- Refusing to transfer to a new community service training assignment
- Refusing to register at the One-Stop/Job Service
- Refusing to take advantage of WIOA opportunities
- Refusing to accept or lack of follow-through in obtaining supportive services that will enhance the participant’s ability to participate in a community service assignment consistent with the IEP
- Refusing to cooperate with other IEP-related referrals
- Refusal to cooperate with the assessment or IEP process, (e.g., refusing to participate in completing the assessment and IEP).

If the participant is found in violation of any of the above, it will be at the discretion of the AAA SCSEP staff as to whether the participant will be placed on 30-day administrative leave without pay or will be allowed to stay in the program for an additional 30 days and be terminated at the end of that time.

In all cases the participant will be given a written notice within 30 calendar days of the termination date to allow for appeal.

Termination for Reaching Individual Durational Limit

The federal statute and regulations allow a program participation time limit of 48 months. The State of Georgia encourages each person enrolled in the program to complete their training and obtain employment within 48 months of entering the SCSEP program. If the participant has not found employment by the end of 48 months, he or she will be terminated from the program. A participant who is within 12 months of his or her durational limit will be notified by the subproject and invited to meet with the SCSEP project staff to review transition activities, including but not limited to:

- Escalate job development activities
- Redesigning the IEP
- Rotate host agencies
- Determine suitability for specialized training and/or OJE

Participants terminated for reaching Individual Durational Limit also will receive referrals to needed services, including but not limited to:

- Subsidized housing
- Energy assistance
- Utility discount
- Food stamps
- SSI
- Transportation assistance
- AoA programs and services
- Homemaker and home health aides
- Congregate and home-delivered meals
- Friendly visiting programs
- Additional services referral available through the DAS Aging and Disability Resource Center (ADRC) network
- Political activities

Political Activities Notice

Section 641.321 political activities.

- General. No project under Title V of the OAA or this part may involve political activities.
- No enrollee or staff person may be permitted to engage in partisan or nonpartisan political activities during hours for which they are paid with SCSEP funds.
- No enrollee or staff person, at any time, may be permitted to engage in partisan political activities in which such enrollee or staff person represents himself or herself as a spokesperson of the SCSEP program.
- No enrollee may be employed or out-stationed in the office of a Member of Congress, a State or local legislator, or on any staff of a legislative committee.
- No enrollee may be employed or out-stationed in the immediate office of any elected chief executive officer(s) of a State or unit of general government, except that:
- Units of local government may serve as host agencies for enrollees in such positions, provided that:
 - Such assignments are nonpolitical, and
 - Where assignments are technically in such offices, such assignments are program activities not in any way involved in political functions.
- No enrollee may be assigned to perform political activities in the offices of other elected officials. However, placement of enrollees in such nonpolitical assignments within the offices of such elected officials is permissible, provided that grantees develop safeguards to ensure that enrollees placed in these assignments are not involved in political activities. These safeguards shall be described in the grant agreement and shall be subject to review and monitoring by the grantee and the Department.
- State and local employees governed by 5 U.S.C. Chapter 15 shall comply with the Hatch Act provisions as interpreted and applied by the Office of the Special Counsel.
- Each project subject to 5 U.S.C. Chapter 15 shall display a notice and shall make available to each person associated with such project a written explanation, clarifying the law with respect to allowable and unallowable political activities under 5 U.S.C. Chapter 15 which are applicable to the project and each category of individuals associated with such project. This notice, which shall have the approval of the Department, shall contain the telephone number and address of the DOL Inspector General. [Section 502(b) (1) (P) of the OAA.] Enforcement of the Hatch Act shall be as provided at 5 U.S.C. Chapter 15.

SCSEP Participant Timesheet

Community Service & Off-site Training

Sub-project name: _____

Contact: _____

Address: _____

Phone: _____

Participant: _____ Title: _____

Host agency: _____ Employer: _____

Host phone: _____ Host fax: _____

WEEK 1							
Date	Start time	Lunch out	Lunch in	End time	Community service hours	Off-site training hours	Total hours
First week totals:							

Progress notes: _____

Total hours of supervision: _____

AFTER WEEK 1, FAX YOUR TIMESHEET TO: _____

WEEK 2							
Date	Start time	Lunch out	Lunch in	End time	Community service hours	Off-site training hours	Total hours
Second week totals:							

Progress notes: _____

Total hours of supervision: _____

2-WEEK HOUR TOTAL: _____ **Check totals. Refax with signatures after Week 2.**

Participant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Receiving SCSEP Staff signature: _____ Date: _____

SCSEP Participant Timesheet

OJE

Sub-project name: _____

Contact: _____

Address: _____

Phone: _____

Participant: _____ Title: _____

Host agency: _____ Employer: _____

Host phone: _____ Host fax: _____

WEEK 1						
Date	Start time	Lunch out	Lunch in	End time	OJE hours	Total hours
First week totals:						

Progress notes: _____

Total hours of supervision: _____

AFTER WEEK 1, FAX YOUR TIMESHEET TO: _____

WEEK 2						
Date	Start time	Lunch out	Lunch in	End time	OJE hours	Total hours
First week totals:						

Progress notes: _____

Total hours of supervision: _____

2-WEEK HOUR TOTAL:

Check totals. Refax with signatures after Week 2.

Participant signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Receiving SCSEP Staff signature: _____ Date: _____

Safety Checklist

Training site: _____

Inspected by: _____ Date: _____

	Item inspected	OK	Action needed	N/A	Corrective action taken
1.	Accident report forms on site?				
2.	Does participant / supervisor know how to complete accident reports?				
3.	Does participant / supervisor know where to send accident reports?				
4.	Has training site provided safety training to participants in past 12 months?				
5.	Is well-supplied first aid kit on site?				
6.	Does participant have access to first aid kit?				
7.	Have provisions been made for first aid / medical care in case of an emergency?				
8.	Does the participant have access to a phone?				
9.	Is there a fire extinguisher that is accessible to participants?				
10.	Does the training site have working fire and smoke alarms?				
11.	Does the participant know how to use the fire extinguisher?				
12.	Has the extinguisher been inspected and / or serviced in past years?				
13.	Is there a plan for leaving the building in case of fire?				
14.	Are there sufficient exits in case of fire / emergency?				

	Item inspected	OK	Action needed	N/A	Corrective action taken
15.	Does the participant know the exit plan or alternate routes?				
16.	Do doors that swing in both directions have view panels?				
17.	Does the training site or the participant have emergency numbers posted?				
18.	Are electrical appliances grounded?				
19.	Are cords in good condition?				
20.	In the food service areas, are safety procedures practiced for use, washing, storage of knives?				
21.	Are spills on floor mopped and dried promptly?				
22.	Are aisles and passageways kept clean?				
23.	Do stairs and steps have rails?				
24.	Are stairs and steps well lit?				
25.	Are stairs and steps in good repair?				
26.	Do stairs and steps have a smooth but non-skid surface?				
27.	Are outside steps and walks kept clear?				
28.	When floor height changes, is the step or ramp clearly marked?				
29.	Are electrical and extension cords properly covered when they cross a floor?				

	Item inspected	OK	Action needed	N/A	Corrective action taken
30.	Are extension cords adequate for appliances or tools connected to them?				
31.	Are throw rugs and carpet edges secured?				
32.	Is there access to a restroom?				
33.	Is the restroom safe and sanitary?				
34.	Is safe drinking water available at the training site?				
35.	Are the participant's work areas clean and orderly?				
36.	Is adequate space provided for tasks performed?				
37.	Is the training site clear of obstacles that might cause tripping?				
38.	Are scrap, old nails and other debris disposed of or stored safely?				
39.	Is the air free of smoke, fumes and strong odors?				
40.	Is the noise level normal and non-irritating?				
41.	Have potential job hazards been pointed out to the participant?				
42.	Are participants prohibited from lifting excessive weight?				
43.	Has the participant been trained in the proper procedures for lifting?				
44.	Are all tools / equipment properly stored and cared for?				

	Item inspected	OK	Action needed	N/A	Corrective action taken
45.	Are ladders safe and in good condition?				
46.	Have the participants been trained to operate equipment, machines or tools they use for their jobs?				
47.	Are participants aware of bad weather policy?				
48.	Has the participant received first aid training?				
49.	Do participants know they are not required to exert themselves beyond their physical capacities?				

Place original form in Training Site file.