

HOST AGENCY AGREEMENT

As part of the Older American Community Service Employment Program, 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).

The intent of this agreement is to provide a Community Service Assignment placement within your organization in order to increase a program participant's skills, through work experience and training, for their successful transition into unsubsidized employment.

The Host Agency agrees:

- To provide proof of 501(c)(3) designation if the agency is a non-profit organization.
- To **pay 10% of the participant's quarterly hours**. CAAA will invoice after end of each quarter.
- To work effectively with Area Agency on Aging staff to find placement for the participant, especially encouraging the use of the Employment Security Commission, JobLink Centers, Job Fairs, and meetings, etc.
- To allow the participant(s) to attend meetings, training (prior AAA approval required) Job Clubs, go on job interviews, etc. during regular business hours.
- To provide a safe and healthful work site, adequate orientation and training, additional training as needed, and to treat each participant as a valued member of your organization.
- To provide support to the participant.
- To consider participants for regular employment when appropriate vacancies occur or when new positions are created within your organization.
- To abide by mutually agreed to work schedules and periodic performance evaluations.
- To assist the participant in submitting time sheets on the designated dates for payroll.
- To ensure that each participant's assignment does not displace currently employed or laid-off workers, replace others working in assisted programs, or reduce regular hours worked wages or benefits.
- Not to discriminate against a participant because of race, color, religion, sex, national origin or disability.
- To honor Maintenance of Effort rules (see attachment) and volunteer service prohibition.
- To send a representative to Host Agency Supervisors meetings. These meetings are for the purpose of acquainting all concerned with OACSEP goals and objectives and any new changes for the year, as well as to review any required forms for the program.
- To inform the AAA immediately of any changes that may involve the participant or the agency serving as a Host Agency.
- That no other national Title V program participant, such a Senior Aide, will work at the same work site as one of the Title V workers (only host agency exception to this rule is the JobLink Center).

This agreement is in effect from July 1, 2008 to June 30, 2009.

Host Agency: _____

Address: _____

North Carolina, ZIP _____ County(s) of Operation _____

Phone: _____ FAX _____

EMAIL _____

Agency Representative Contact: _____

Title: _____

Signature: _____

Date: _____

AMENDMENTS: _____

NOTE: a copy of the Participant's Manual is for your information and use.

