



# A FOCUS ON COMMUNITY SERVICE ASSIGNMENTS

Encouraging Host  
Agency Hires

&

Transitioning Host  
Agencies and  
Participants

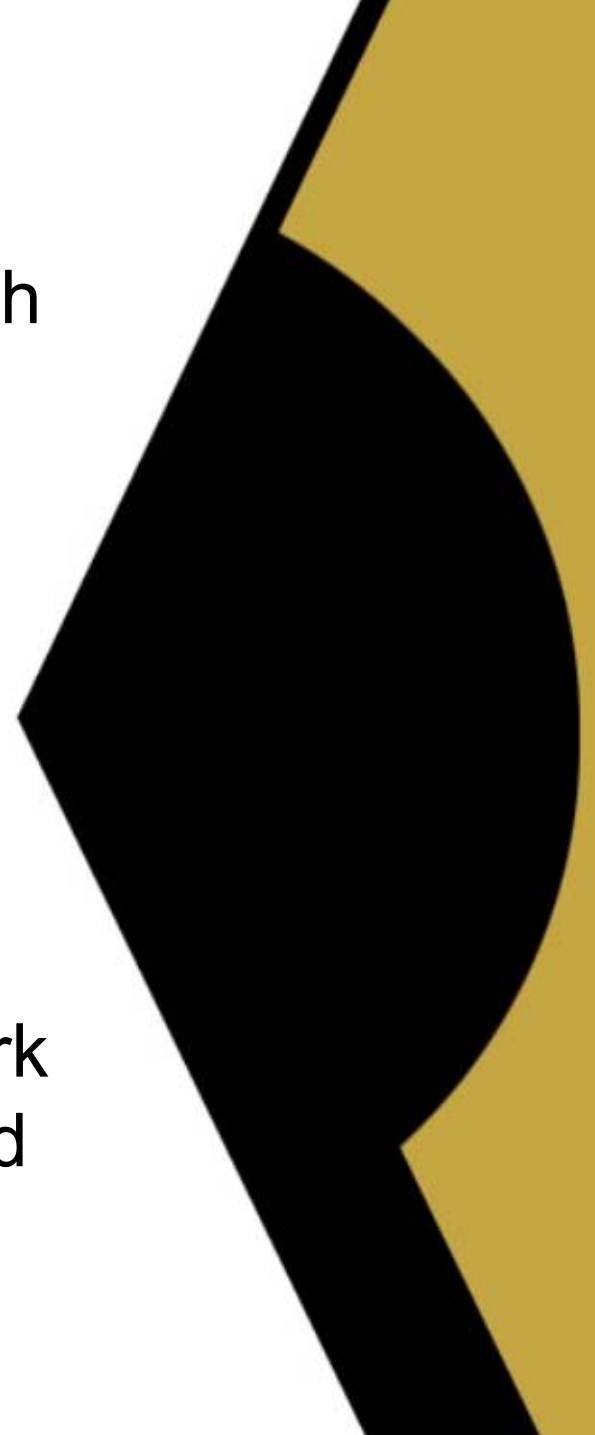
Wednesday, June 4, 2003  
1:30 pm - 3:00 pm

# Maintenance of Effort

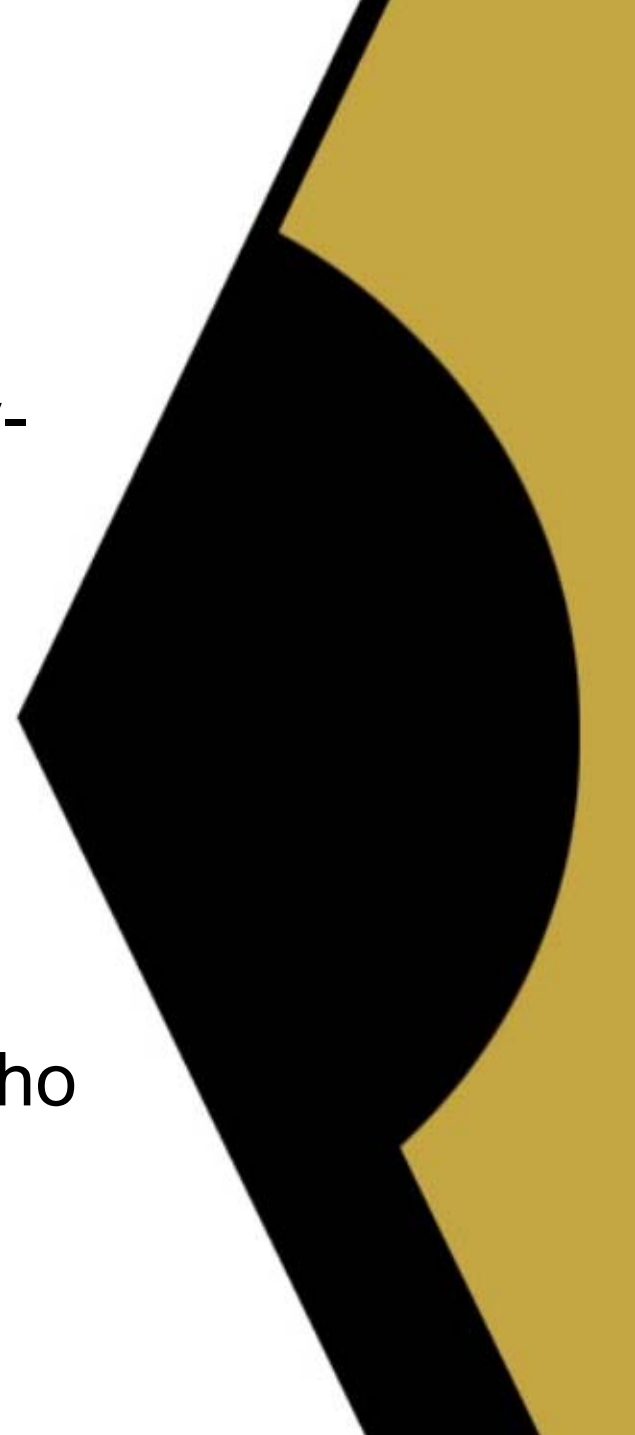
- ◆ Participant assignments must be only in addition to budgeted employment which would otherwise be funded by the grantee, subgrantee and the host agencies without assistance under Title V
- ◆ Community service assignments:
  - › should result in an increase in employment opportunities in addition to those which would otherwise be available



- › must not result in displacement of currently employed workers, including partial displacement such as reduction in hours on non-overtime work, wages or employment benefits
- › must not impair existing contracts for service or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed



- › shall not substitute project assignments for existing federally-assisted jobs
- › shall not employ or continue to employ a participant to perform work which is the same or substantially the same as that performed by any other person who is on layoff



**Some Examples of  
potential maintenance  
of effort violations ...**

**what to be on the lookout  
for**



# MAINTENANCE OF EFFORT QUIZ



◆ If you have had the same host agency (ies) for more than 5-8 years, with the same participant assignments, chances are you are in violation of maintenance of effort.

\_\_\_\_\_ yes

\_\_\_\_\_ no

\_\_\_\_\_ maybe yes, maybe no

、  
(explain)



- ◆ **Host agencies that have never hired your participants, yet have periodic staff turnover, are violating maintenance of effort.**

\_\_\_\_\_ yes

\_\_\_\_\_ no

\_\_\_\_\_ maybe yes, maybe

no (explain)





◆ **If the Title V program ended tomorrow and the host agency would hire staff to fulfill the function (s) the participant has been performing [e.g. receptionist, maintenance worker], you are in violation of maintenance of effort.**

\_\_\_\_\_ yes

\_\_\_\_\_ no

\_\_\_\_\_ maybe yes, maybe no

(explain)



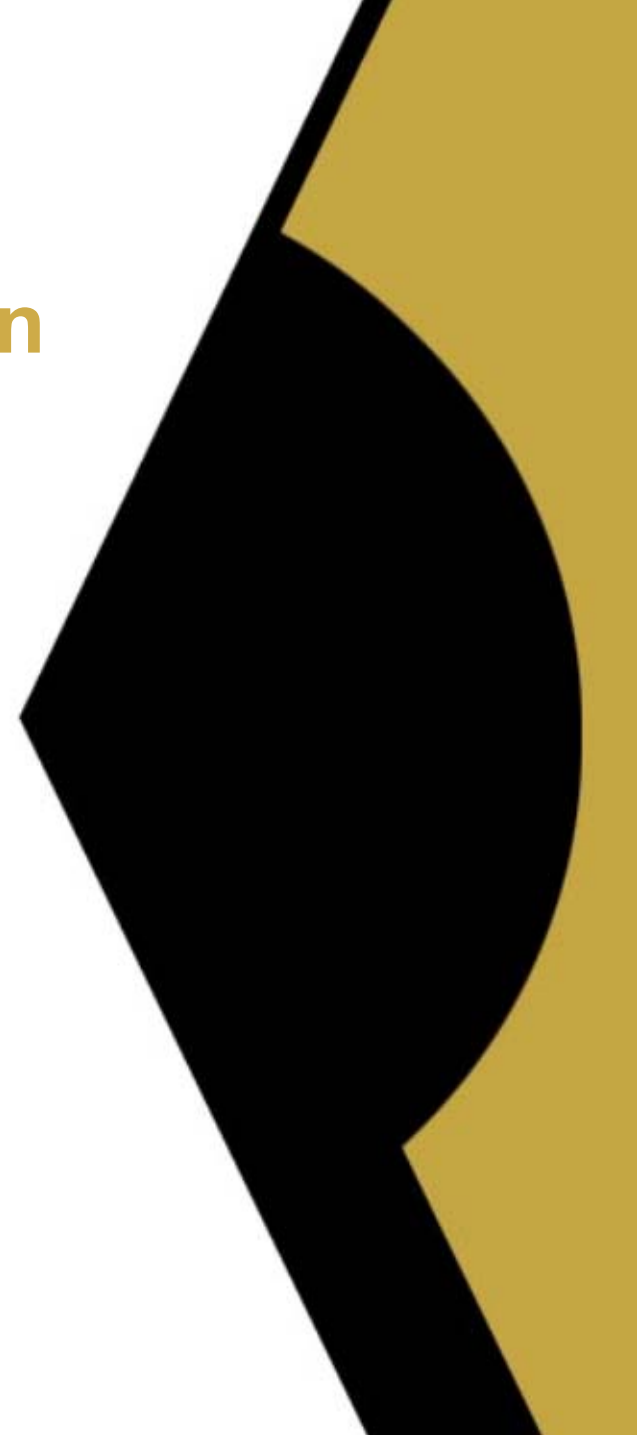
◆ You have had participants working with the local nutrition program for the last 10 years. This is a violation of maintenance of effort.

\_\_\_\_\_ yes

\_\_\_\_\_ no

\_\_\_\_\_ maybe yes, maybe

no (explain)



# ***How to Promote Host Agency Hiring***

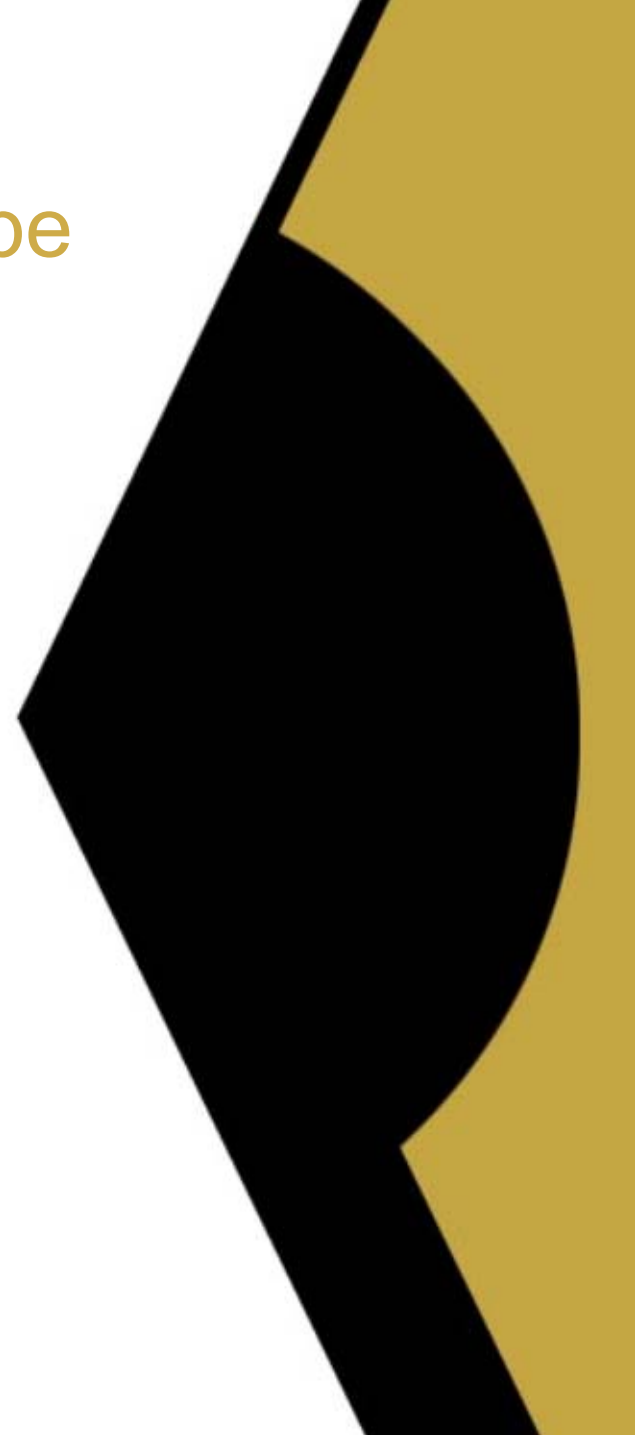
- ◆ Emphasize hiring responsibility in host agency agreement
- ◆ Encourage participants to take responsibility for developing employment possibilities in their host agencies



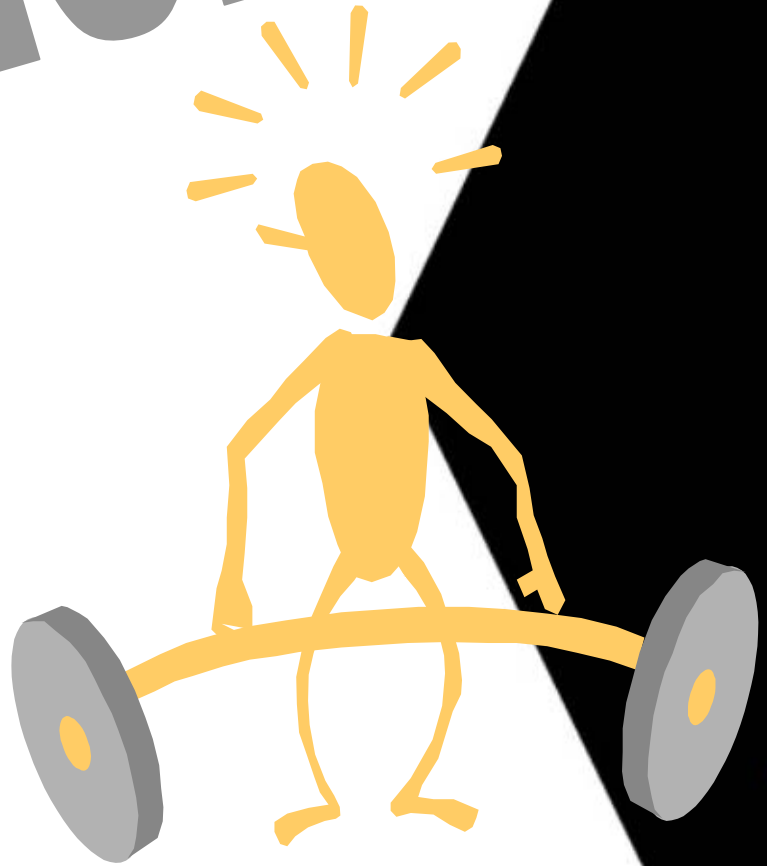
- ◆ Place job-seeking participants with agencies that can hire
- ◆ Develop the IEP with participation of host agency supervisor after first 3 months
- ◆ participant rotation
- ◆ Know host agency fiscal year and budgeting cycle



- ◆ Encourage participants to let supervisor know their goal is to be hired by the agency
- ◆ Make the most of IEP/follow-up visits [e.g. upgrade training descriptions as participants successfully perform tasks]
- ◆ Acknowledge host agency hires with thank you letters and other recognitions

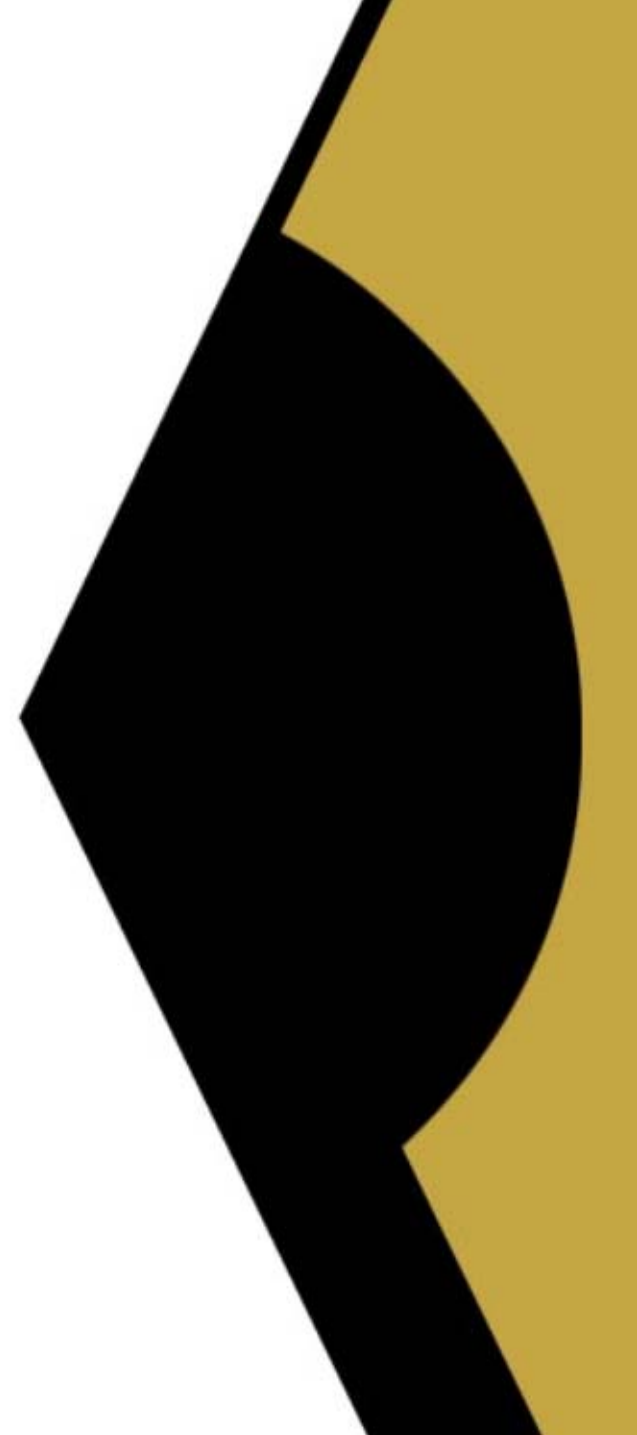


# EXERCISE



*Encouraging Host Agency Hires*

- ◆ Review the participant profile provided; Decide whether this participant is ready to begin an unsubsidized placement search or needs further community service training
- ◆ If not ready for job search. decide on a plan of action ... decide length of assignments and sequencing of future host agencies and training assignments
- ◆ If ready for unsubsidized job search, develop a plan of action that encourages host agency hire, using the previous (or other) techniques.



The background features a complex geometric design. On the left, there is a solid blue triangular area. To its right, a large white shape is formed by several overlapping geometric elements, including a circle and a triangle, all outlined in black. On the far right, a vertical gold-colored bar is partially visible, overlapping with a black circular shape.

# **Transitioning Current Participants to New Grantees**



**All SCSEP participant  
slots must be covered  
with minimum  
disruptions to the  
participants**

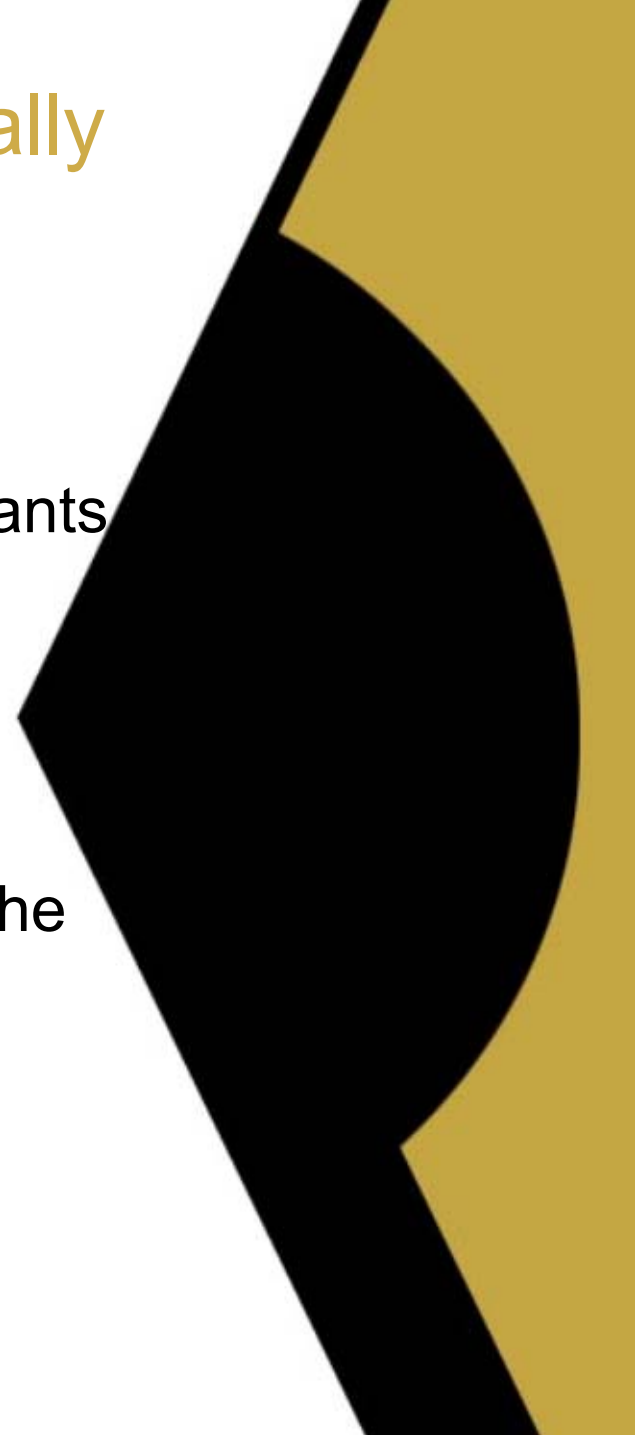


- ◆ Contact the current grantee; arrange participant transition logistics and other details, including new host agency agreements
- ◆ Contact local project staff to arrange timing of transition; set up schedule for meeting with participants and host agencies
- ◆ Consider mini-group meetings with participants to introduce new program staff, explain what is happening and why; reassurances



## ◆ Meet separately and confidentially with each participant for enrollment procedures

- › for purposes of determining eligibility, grantees receiving transferred participants will not have to conduct eligibility, assessment, etc. immediately upon starting with the grantee;
- › however, you may and should do it at some point earlier rather than later in the grant period so you have your own records on it and establish your own procedures.
- › In the meantime, you may rely on the information that is provided by the incumbent grantee



## ◆ Transfer/reproduce all pertinent participant files

- Intakes
- Recertifications
- Assessments / IEPs
- Monitoring logs

## ◆ Conduct host agency meetings

- › Renegotiate and resign host agency agreements if maintaining their status as a host agency
- › Orient to your policies and practices

