



A FOCUS ON COMMUNITY SERVICE ASSIGNMENTS

**Recruiting and
Developing
Host Agencies**

**Wednesday, June 4, 2003
9:30 am - 12:00 noon**

Role of Host Agencies

- ◆ *SCSEP is a training program designed to meet the needs of participants ... not host agencies.*
 - › *Host agency does play an integral role in both the program and each participant's development and eventual achievement of IEP goal.*
- ◆ *Host agencies do not "own slots" nor do they "have positions to be filled" by the program.*



Host Agency Standards

- Public agencies, units of government and non-profit agencies (501 (c)(3))
- Must provide adequate orientation, supervision, instruction, and on-the-job training to each participant
- Must provide the assistance needed to enable each participant to perform as an effective and productive worker
- Must make a commitment to consider hiring the participant when an appropriate vacancy occurs
- Must support SCSEP goal to contribute to the general welfare of the community





Recruitment and Selection of Host Agencies

Finding Suitable Host Agencies

- Agencies with the ability to hire
- Agencies offering good training or providing particularly important community service
- Agencies that assist with the job search process through their contacts with other agencies and local businesses

Possible Host Agencies

- ◆ Adult Ed Centers
- ◆ AAAs
- ◆ Art Galleries
- ◆ Boys Clubs
- ◆ Councils on Aging
- ◆ CAPs
- ◆ Community Centers
- ◆ Community Colleges
- ◆ Comm.Dev.Agencies
- ◆ Courts
- ◆ Day Care Centers
- ◆ Domestic Abuse Shelters
- ◆ Drug Abuse Treatment Centers
- ◆ Public Schools
- ◆ Employment Ctrs.
- ◆ Environmental Protection Services
- ◆ Ethnic/Cultural Ctrs.

- ◆ Food Banks
- ◆ Foundations
- ◆ Girls Clubs
- ◆ Goodwill Industries
- ◆ Governmental offices
- ◆ Head Start
- ◆ Health Depts/Ctrs
- ◆ Heart Associations
- ◆ Home Health Care
- ◆ Hospices
- ◆ Hospitals (pub/non-profit)
- ◆ Housing Authorities

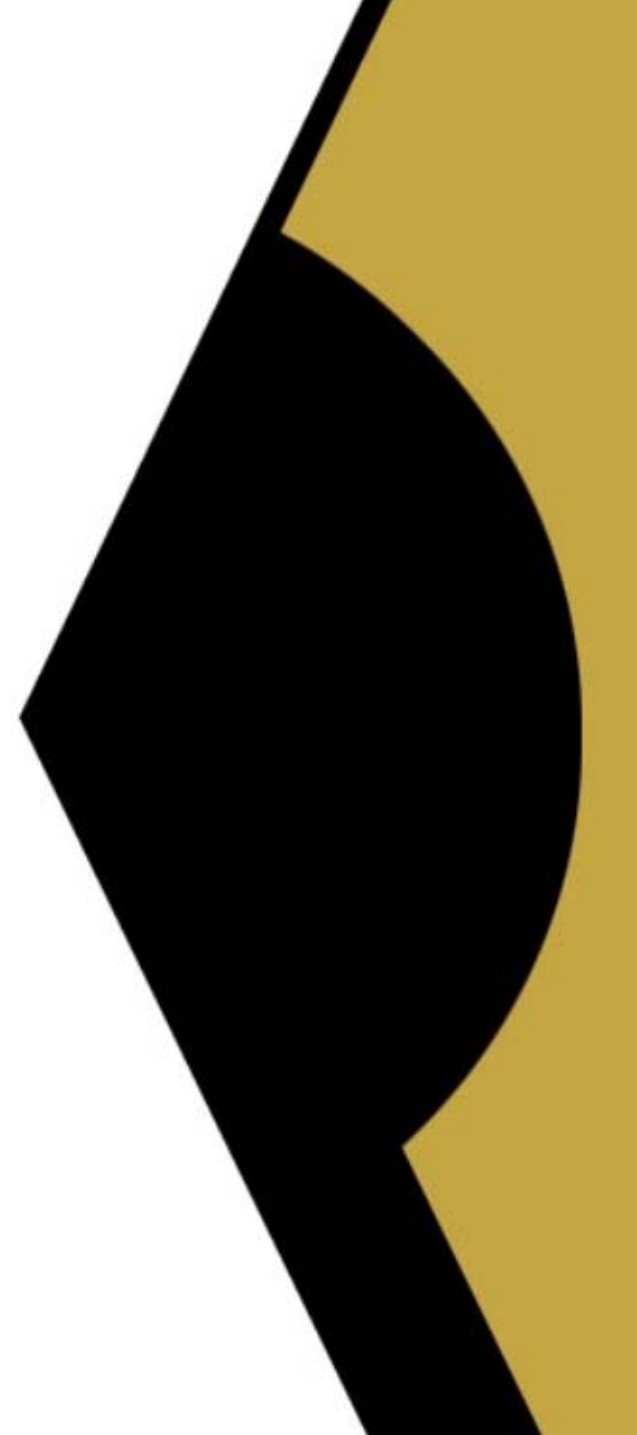
- ◆ Legal Aid Societies
- ◆ Libraries
- ◆ Literacy Councils
- ◆ Medical Clinics
- ◆ Mental Health
- ◆ Museums
- ◆ Neighborhood Ctrs.
- ◆ Nurseries
- ◆ Nutrition Programs
- ◆ Ombudsman Progs
- ◆ Orgs. For the Blind and Deaf
- ◆ Parks Services

- ◆ Police Dept.
- ◆ Pre-School Ctrs.
- ◆ Public Information offices
- ◆ Red Cross Ctrs.
- ◆ Rehab. Centers
- ◆ Retarded Persons Centers
- ◆ RSV/Services
- ◆ Weatherization Progs.
- ◆ Welfare Depts.
- ◆ Salvation Army
- ◆ SCORE

- ◆ Settlement Houses
- ◆ Sheltered Wkshps
- ◆ Homeless Shelters
- ◆ Transportation Depts.
- ◆ United Way agencies
- ◆ Veterans Hospitals
- ◆ Voc Ed Centers
- ◆ Voc Rehab
- ◆ Voluntary Agency Ctrs.
- ◆ YMCAs
- ◆ YWCAs
- ◆ Youth Centers
- ◆ One Stop Centers

Role of a waiting list

- ◆ Make an effort to develop host agencies in all 3 categories, so you have options for new participants as well as for rotation of current participants

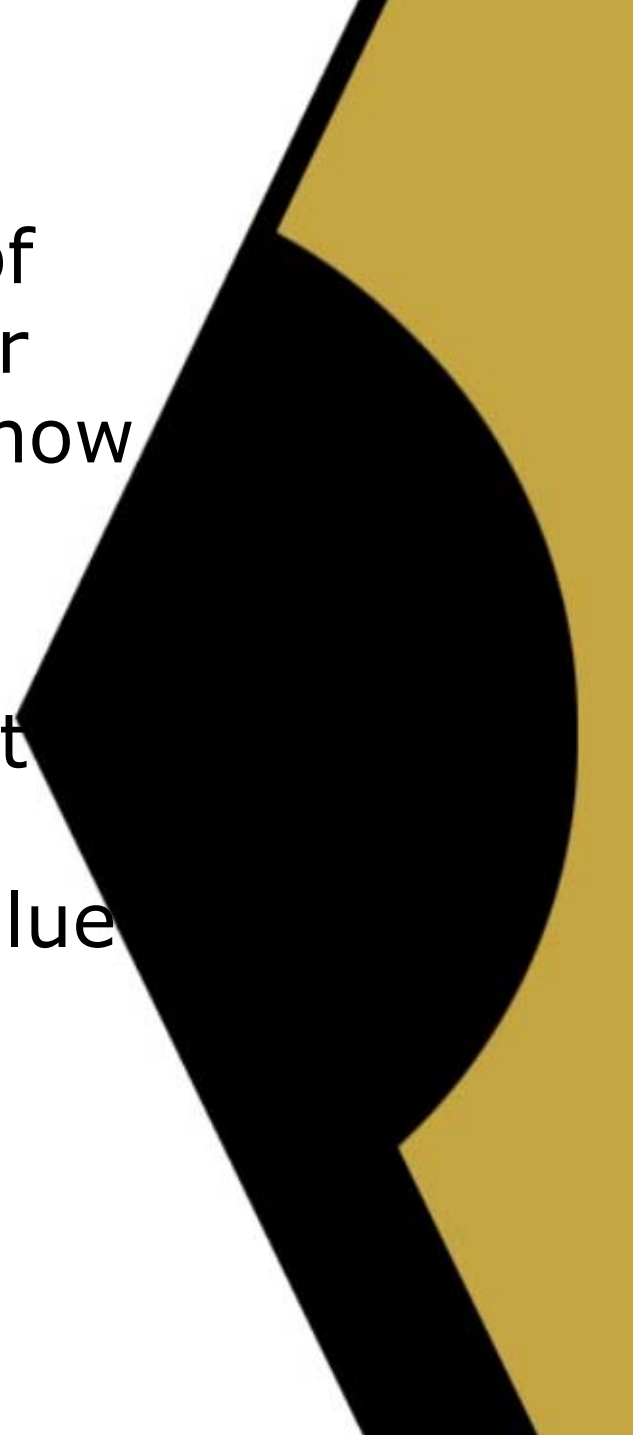


Recruiting New Agencies ...

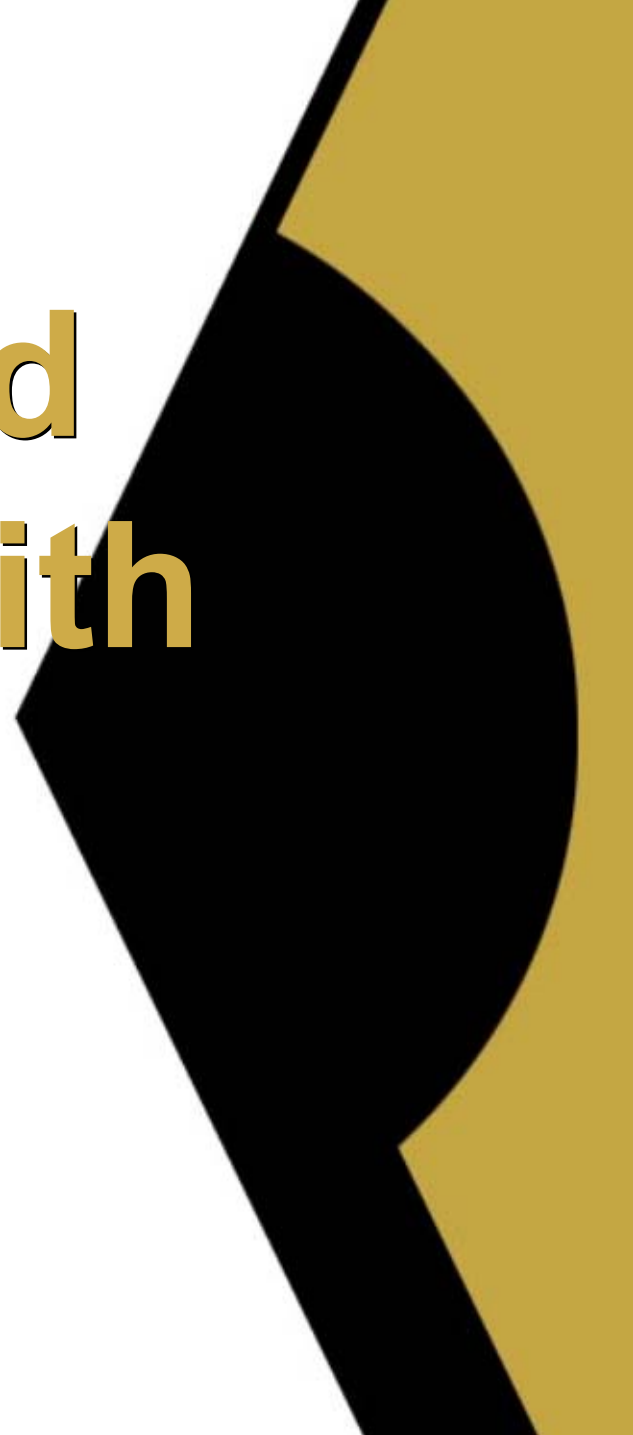
First: Position your product



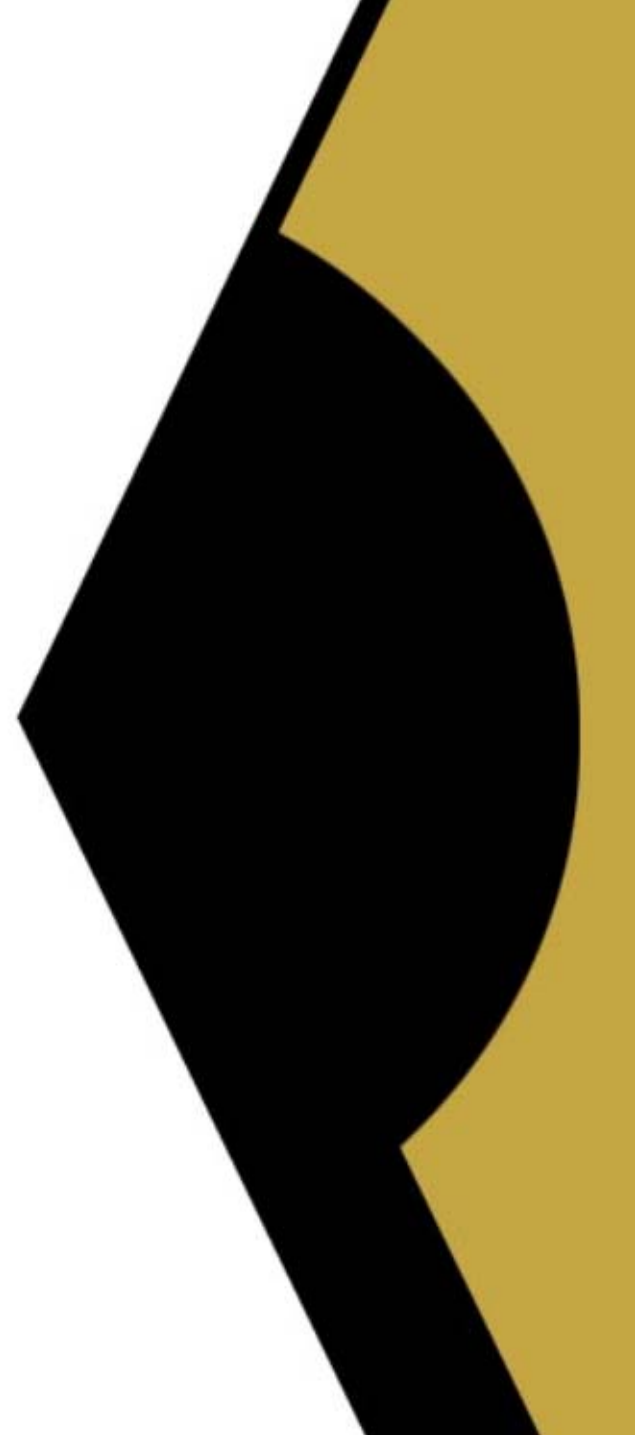
- > Product positioning is usually based on either the benefits of the product (what will it do for me?) or removal of barriers (how difficult is it for me to do?).
- > By talking about your product with the target audience, you can learn the benefits they value most and the barriers they foresee.



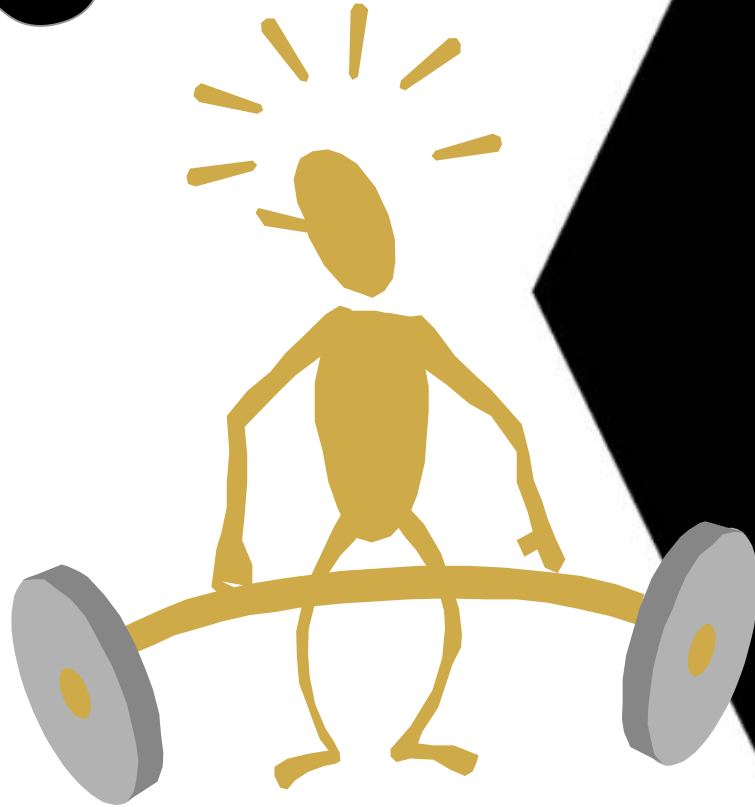
**Second ... Build
partnerships with
key allies**



- > Build connections with key people and organizations who have the potential to bring attention and credibility to your program
- > Develop beneficial relationships with the reporters covering your issue at key media outlets; pitch stories to them with a fresh news angle, provide them with fact sheets, etc.



EXERCISE



Attracting Host Agencies

Host Agency Perceptions of SCSEP (+ and - factors)

- ◆ Develop a list of all the benefits to a host agency for working with your project
- ◆ Develop a similar list of all the disadvantages (from the host agency's perspective) of being a host agency

- ◆ Now design an approach to recruit a new host agency

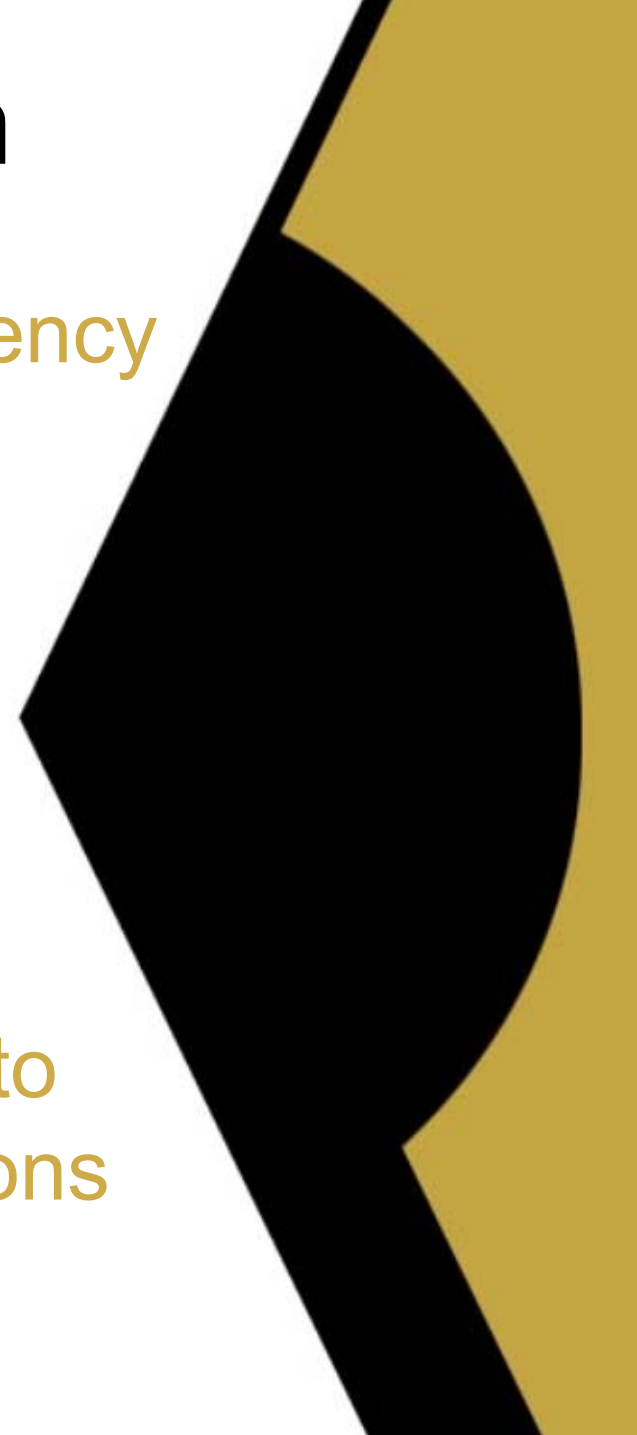
for example ...

- ◆ Develop a letter
- ◆ Bullet out talking points for a telephone conversation or meeting
- ◆ Design a feature article for a community newspaper/newsletter or a fact sheet



Host Agency Orientation

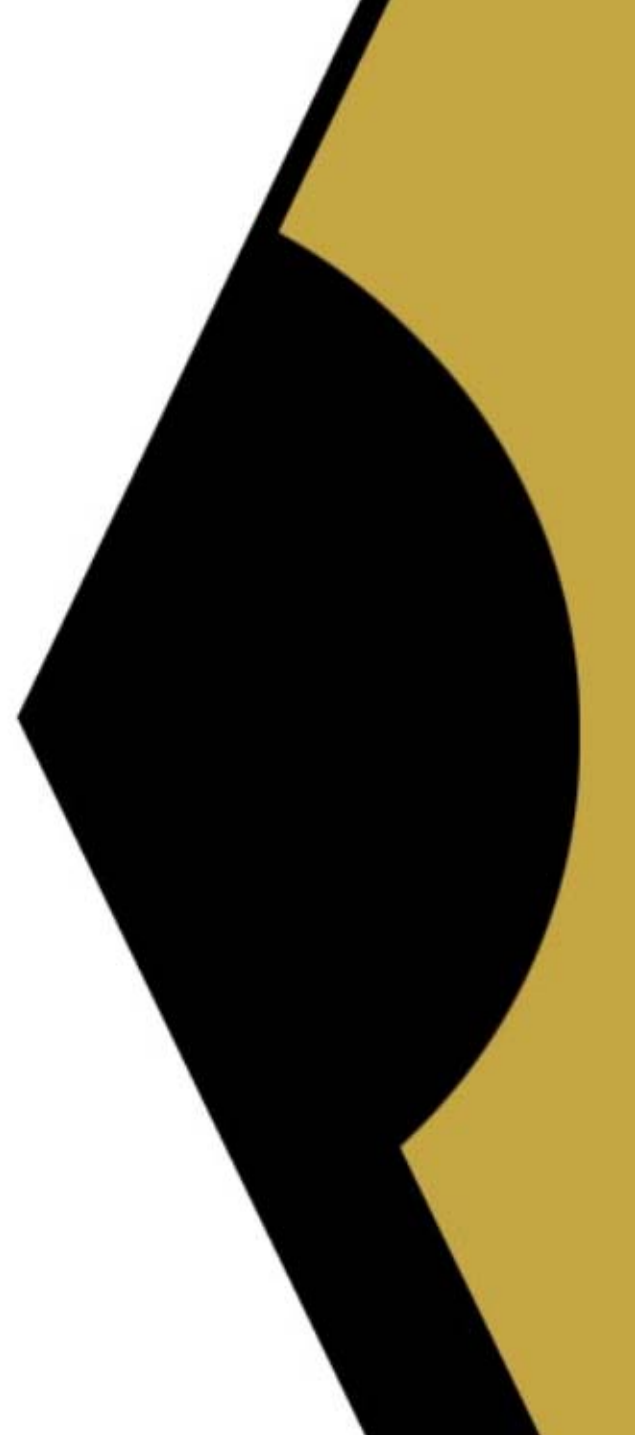
- ◆ Thoroughly orient each host agency supervisor prior to placement; preferably as part of negotiating agreement
 - › SCSEP goals and objectives
 - › Grantee and local project roles, policies and procedures
- ◆ Reorient current host agencies to new program priorities, regulations and procedures



Co-Location of Grantees

- ◆ To the extent possible, multiple grantees operating in the same service area should work together to ensure that host agencies supervise participants from only one grantee
 - differences in grantee operating policies and procedures
 - differences in fringe benefits
 - importance of serving a wide spectrum of community service needs

Host Agency Agreements



What Agreements Should Contain

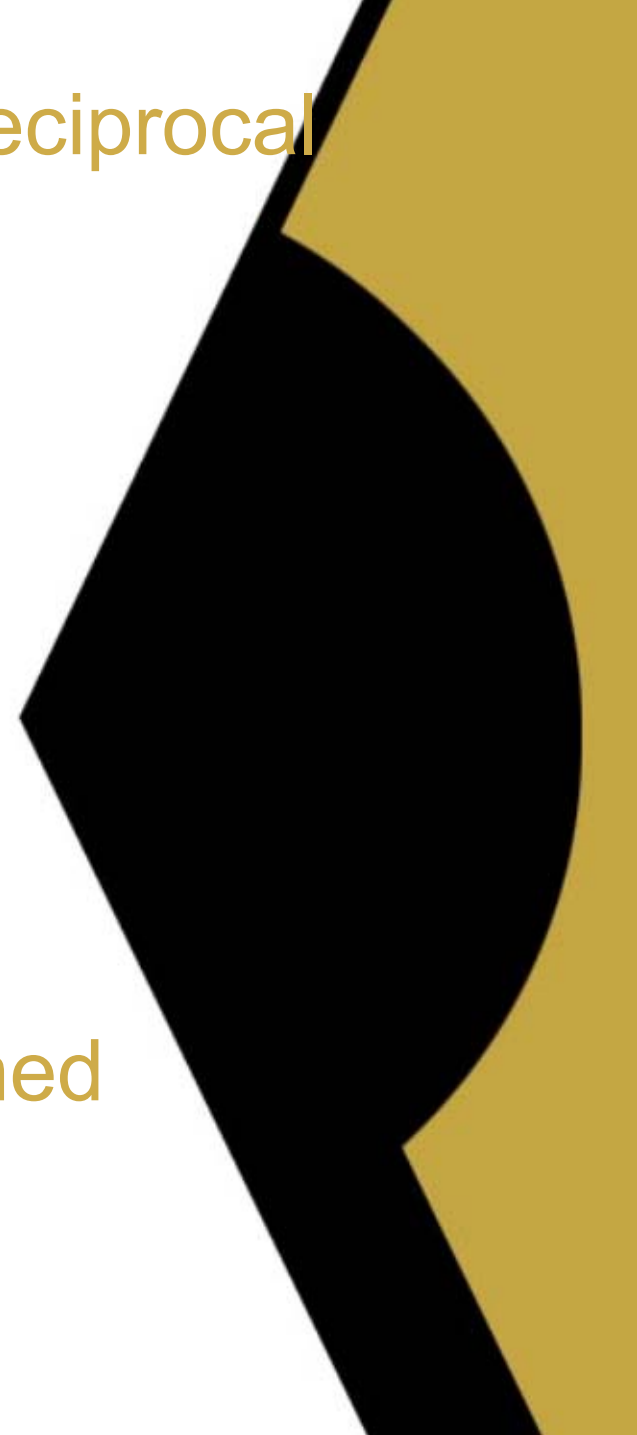
- ◆ Commitment of host agency to:
 - › Provide support to participant
 - › Provide skill training and supervision in learning /practicing new tasks
 - › Allow participant to attend meetings, go on job interviews, etc.
 - › Consider hiring participant if appropriate opening occurs



- ◆ Provide safe working environment
- ◆ Agency orientation to participant
- ◆ Abide by agreed upon work schedule
- ◆ Submit properly prepared /signed time sheets
- ◆ Provide periodic performance reviews / annual performance evaluation
- ◆ Honor maintenance of effort, volunteer service prohibition, and non-discrimination assurances



- ◆ Agreements may also contain reciprocal responsibilities of project staff
- ◆ Time frame of agreement
- ◆ Must be signed and dated
 - › Renewed each program year
- ◆ 501 (c)(3) documentation attached
 - › for host agencies not a unit of government



How/when to develop participant assignment description

- ◆ Upon developing host agency agreement ...
 - › **General** description only of possible community service assignments
- ◆ Following participant assessment
 - › Final agreement on assignment description
 - › Should meet participant training needs and fit into host agency services
- ◆ Dated, and revised when duties are substantially changed

Minimum information to include

- ◆ Assignment title
- ◆ Duties and responsibilities [detailed description]
- ◆ Host agency identification
- ◆ Hours and days of week
- ◆ Name and title of supervisor
- ◆ Criteria for selection
 - any particular skills, experiences or training requirements for the assignment
- ◆ Training needed to perform duties and/or to be provided by host agency
- ◆ Date

Role of host agency monitoring

- ◆ No less frequently than once/year; more frequently as appropriate and feasible
 - › Tie in with IEP update
 - › New regs ☒ quarterly
- ◆ Assure compliance by host agency and participant with program policy and procedures; assure satisfaction of both parties
 - › hours and conditions of work
 - › performance of duties as described; modify/upgrade as training is accomplished
 - › IEP development and progression
- ◆ Identify & resolve any problems

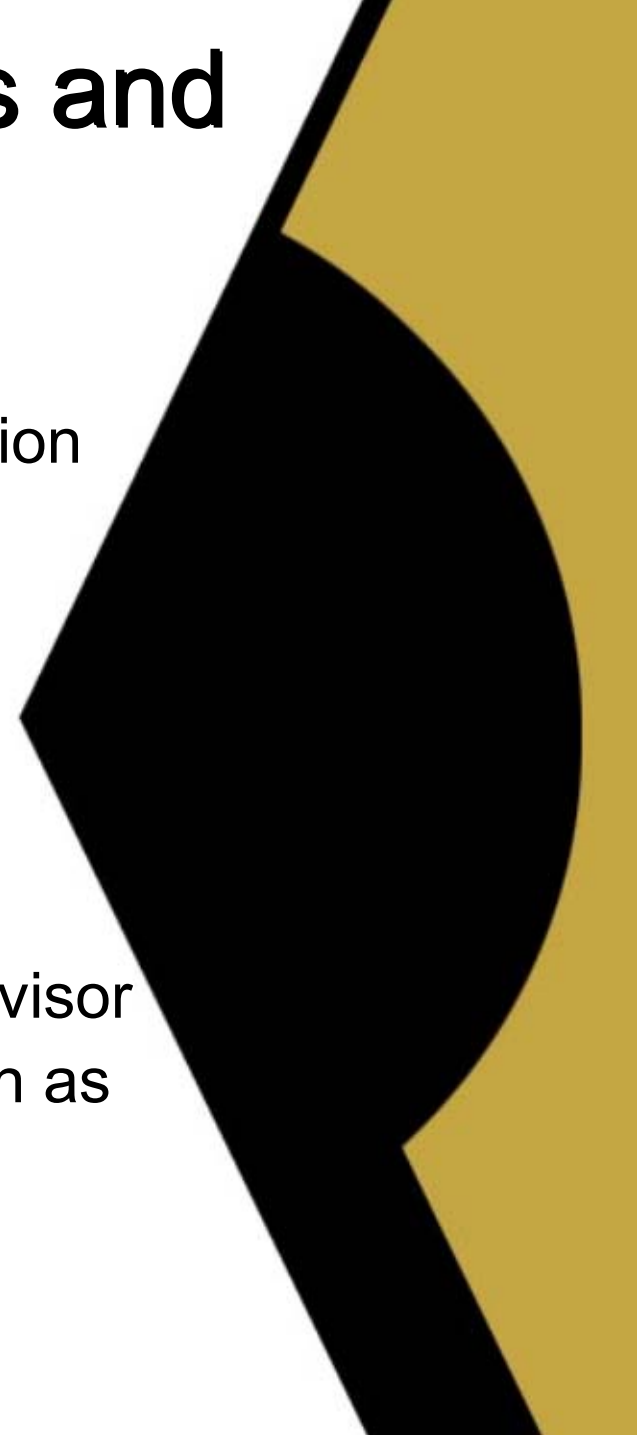
Opportunity to update IEPs and do evaluations

◆ Participant IEPs

- › Updated quarterly; assignment description modified as appropriate
- › Host agency supervisor informed of changes/new elements added to IEP; integral part of the process

◆ Participant evaluations done at least once/year

- › Responsibility of the host agency supervisor
- › based on written assignment description as it has evolved over time
- › Participant receives copy and has opportunity to comment in writing



Annual host agency evaluations

- ◆ Prior to renegotiating and signing new agreement; use current agreement as basis for evaluation
- ◆ Opportunity to resolve any issues that arose during the year around policies and project procedures
- ◆ Opportunity to reorient to any new priorities, program changes, etc.
- ◆ Opportunity to emphasize host agency role in the program; placement focus; hiring responsibility

**Other factors to consider
when working with host
agencies ...**

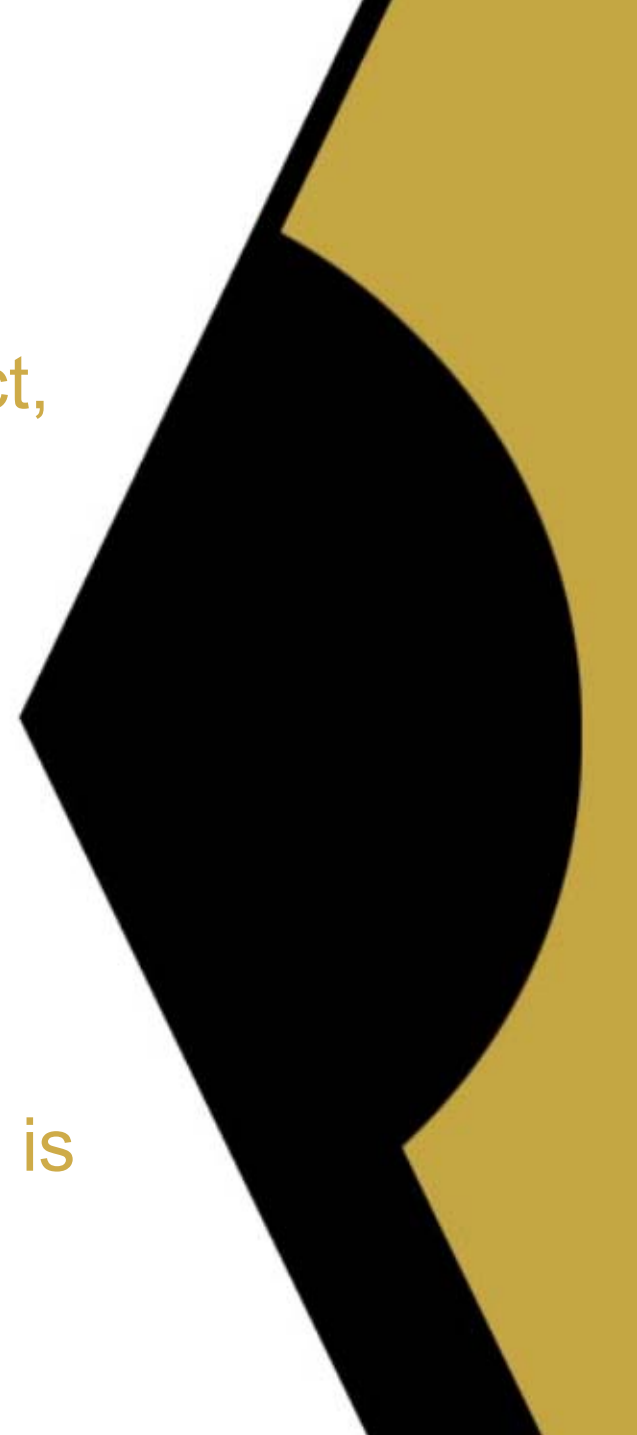


Non-allowable Host Agencies and Activities

- ◆ Participants must not be assigned to training settings or activities involving:
 - › construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship
 - › tasks that primarily benefit private, profit-making organizations
- ◆ Host agency 501(c)(3) status must be documented in project files

Non-allowable Activities

- ◆ Grantees/subgrantees may not select, reject, promote or terminate an individual based on that individual's political affiliations or beliefs.
- ◆ The selection or advancement of participants as a reward for political services, or as a form of political patronage, is prohibited
- ◆ No selection of subgrantees or host agencies based on political affiliation is allowed



No project may engage in political activities

- ◆ No participant or staff person may engage in partisan or nonpartisan political activities during the hours paid for by SCSEP funds
- ◆ No participant or staff person may be permitted to engage in partisan political activities in which such participant or staff person represents himself/herself as a SCSEP spokesperson

◆ No participant 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 or in the immediate office of any elected chief elected officer(s) or a state or unit of the general government, except:

- › Units of local government may serve as host agencies for participants in such positions, provided assignments are nonpolitical
- › Where assignments are technically in such offices, such assignments are program activities not in any way involved in political functions.

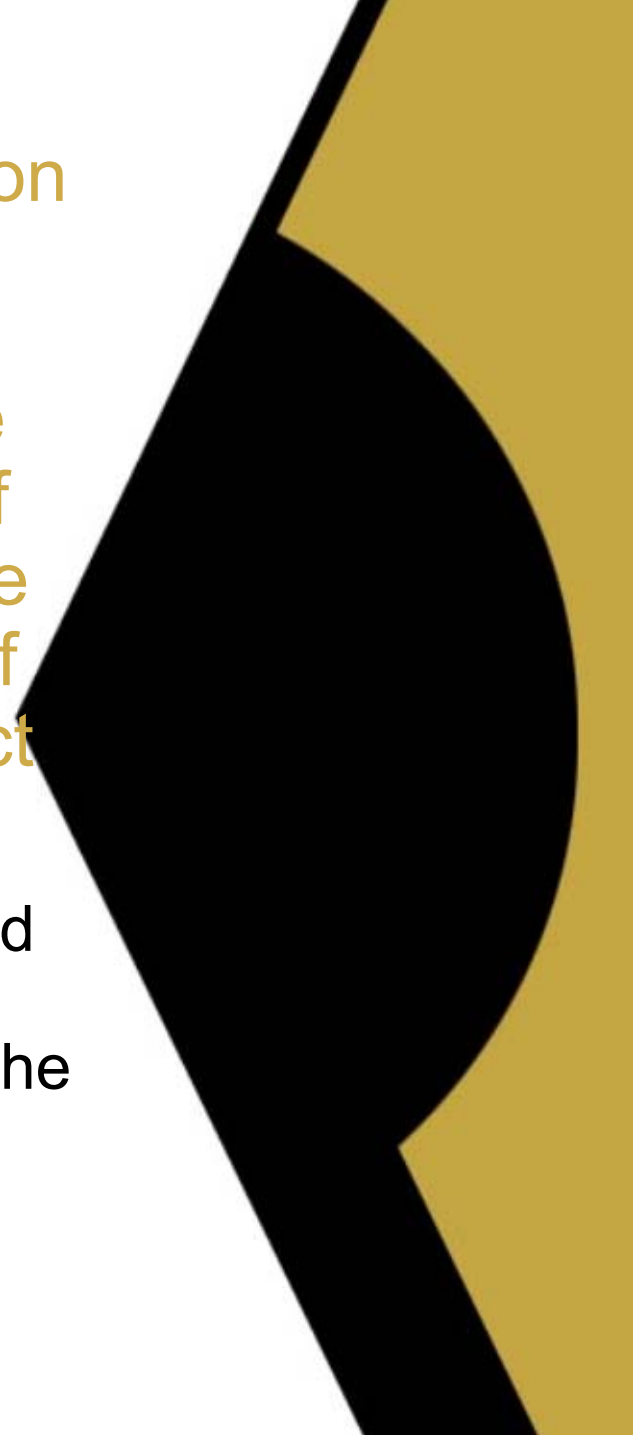


- ◆ No participant may be assigned to perform political activities in the offices of other elected officials.
- ◆ Placement is permissible provided that grantees develop safeguards to ensure that participants are not involved in political activities.
- ◆ The safeguards must be described in the grant agreement and are subject to review and monitoring by the grantee and DOL



- ◆ SCSEP projects must post a notice, and will make available to each person associated with the project, a written explanation clarifying the law with respect to allowable and unallowable political activities under chapter 15 of title 5, United States Code, applicable to the project and to each category of individuals associated with the project

- › The notice must contain the address and telephone number of DOL's Inspector General, to whom questions regarding the application of such chapter may be addressed

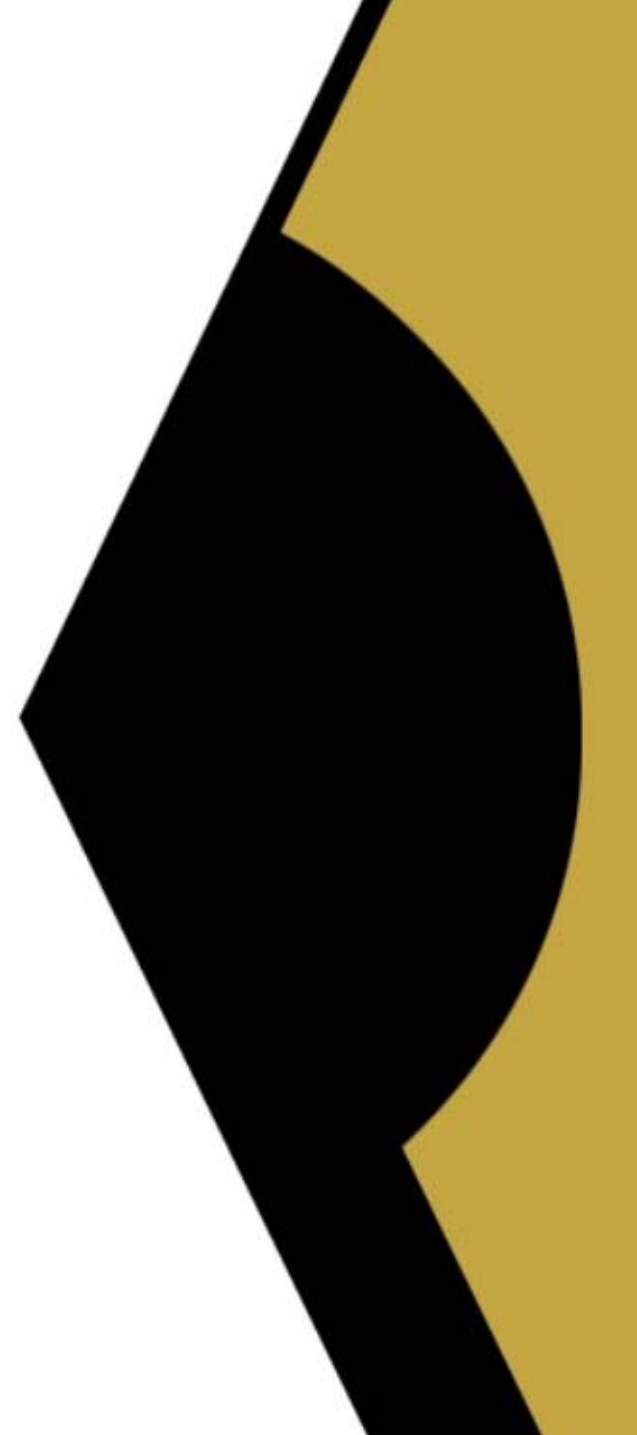


◆ Supplementation of wages

- Not recommended
- Encourage host agency to hire

◆ Hours of Participation

- Must not exceed 1300 hrs/yr
- Cannot require a participant to work more than 20 hours/week; may be extended with participant consent; same for less than 20 hours/week
- Should be during normal business hours



◆ Volunteer Service Prohibition

- Fair Labor Standards Act: individual cannot perform volunteer service for a public agency when such service involves the same or similar service the individual is paid to perform for the same agency
- Exception: if the public agency has a statutory exemption (or gift authority) to have volunteers

◆ Supervision and Safety Issues

- Participants cannot work in buildings or under conditions that are unsanitary, hazardous or dangerous to health or safety
- Site visits prior to placement
- Periodic monitoring
- Placements in or near participant's home community



◆ Handling rotation to minimize disruption in host agency operations and service delivery

- › Discuss thoroughly in host agency orientation and when negotiating host agency agreement
- › Keep supervisor appraised of progress on and additions to participant's IEP
- › Alert supervisor of this probable next step at time of IEP quarterly update

