

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
HOST AGENCY AGREEMENT**

Type of Agency: XXX Public Organization
Organization exempt under Section 501 (c)(3)

- Funding Source:

Federal Employer Identification Number
 (FEIN): _____

This Agreement is between the Sumter County BOCC (Host Agency) and The Florida Institute for
 Workforce Innovation (SCSEP Sub grantee).

Nature of Community Service Assignment:	
The Maximum Number of Hours Participant (s) will Train Per Week:	20 hours
The Number of Participants to be Trained:	

THE HOST AGENCY AGREES:

- To establish a detailed training plan and work schedule for a meaning training assignment, complete and maintain participant time sheets, notify the SCSEP staff of any schedule changes and conduct periodic performance evaluations.
- To furnish any tools, equipment and supplies required by participants to perform their assignments.
- To assist participants with their transition to unsubsidized employment by considering them for regular employment when vacancies occur or when new positions are created.
- Participants may be reassigned at any time when it is in the best interest of the program, the host agency or the participant.
- The participant will not work in a building or surroundings or under conditions which are unsanitary, hazardous, or dangerous to the participants' health or safety.
- To allow participants to attend periodic meetings during regular working hours and to allow participant supervisors or a designated representative to attend host agency supervisor meetings.
- The participant will not result in displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits and will not employ or continue to employ any participant to perform work, which is the same or substantially the same as that performed by any other person who is on layoff.
- Not to discriminate against a participant because of race, color, religion, sex, national origin, or disability and to ensure that participants do not volunteer or bank hours.
- To report all on-the-job accidents to the SCSEP office within 24 hours, complete an accident report, and provide all requested follow-up.
- Participants cannot engage in partisan or non-partisan political activities during hours for which they are paid with SCSEP funds.

- Participants will not be assigned to work involving the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship or to work which primarily benefits private, profit-making organizations.
- To follow policies, procedures, and practices established by the SCSEP project pursuant to federal law and regulations.
- The participant will not work at a site for a person who works in an administrative capacity, staff position, or community service position if a member of that person's immediate family is engaged in a decision-making capacity (whether compensated or not) for the agency.
- To complete a SCSEP Customer Satisfaction Survey as required.

Host Agency: Sumter County BOCC		Phone #:	
Address:	City:	State:	ZIP:
Host Agency Representative's Signature:		Date:	
SCSEP Representative's Signature:		Date:	

Senior Community Service Employment Program (SCSEP)

Provided by:

Florida Institute for Workforce Innovation

FIWI



Sponsored by:

Department of Elder Affairs

DEPARTMENT OF



**ELDER
AFFAIRS**
STATE OF FLORIDA

Host Agency Handbook
Program Year 2009-2010

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Introduction Section

We would like to take this opportunity to thank you for partnering with the Florida Institute for Workforce Innovation through the Senior Community Service Employment Program (SCSEP). The purpose of this handbook is to provide you with information on the policies and procedures of the SCSEP, plus the responsibilities and duties of you as a *Host Agency Supervisor*.

In the following pages you will read about the SCSEP and Florida Institute for Workforce Innovation (FIWI). You will learn about the expectations of the program, the payroll process, training opportunities, and much more. If you have any questions regarding the material in this handbook, please feel free to contact the SCSEP office.

What is SCSEP?

SCSEP is the acronym for Senior Community Service Employment Program. SCSEP grew out of the older workers component of Operation Mainstream, a pilot project established in 1965 under Title II of the Economic Opportunity Act. Operation Mainstream provided job opportunities for chronically unemployed and low-income adults. In 1973, the older worker component of Operation Mainstream was converted from a pilot project to an on-going program, under the Older Americans Comprehensive Service Amendments. The 1978 Comprehensive Older Americans Act Amendments re-designated SCSEP as Title V of the Older Americans Act.

In 2000, amendments to the Older Americans Act (OAA) expanded the program's purpose to include increasing economic self-sufficiency among participants and increasing the number of persons who may benefit from unsubsidized employment. Along with the enactment of the Workforce Investment Act (WIA) of 1998, Title V became a required partner in the workforce investment system. As a result, Congress amended SCSEP to include greater coordination with the Workforce One-Stop Delivery System. **The focus of SCSEP is to foster and promote useful part-time training opportunities in community service activities for persons who are 55 years old or older, low income, have poor employment prospects and/or history, and have the greatest economic need.** SCSEP also attempts to provide economic self-sufficiency for persons who may benefit from unsubsidized employment.

The State of Florida Department of Elder Affairs (DoEA) administers the U.S. Department of Labor (DOL) funded SCSEP. In July 2008, the Florida Institute for Workforce Innovation was selected to be one of the sub-grantees to administer SCSEP.

Who is the Florida Institute for Workforce Innovation (FIWI)?

FIWI is a not-for-profit 501(c)(3) organization that was established in 1985 with a mission to provide employment and training services to the most disadvantaged and underserved citizens within our communities. FIWI has since expanded its mission to include providing successful and positive employment outcomes for all individuals who seek these services.

Getting Started

Your agency has decided to invest in and to benefit from the experience of Older Workers. During Orientation you were given this handbook because you made the important decision to

become part of a team that is making a difference in your local community. You now have the opportunity to serve your community by providing meaningful training opportunities, opportunities that will transfer with the participant as they embark upon a career path. **The goal of every participant that enters SCSEP is to become employed.**

Host Agency

Community Service Assignments will be at a *Host Agency*. All *Host Agencies* are non-profit or public organizations, which “host” participant training. This is practical training that offers the participant an opportunity, through the community service assignment, to learn or enhance their skills needed for obtaining unsubsidized employment. Each participant will have a supervisor that is referred to as their *Host Agency* supervisor, who will assist with training. FIWI has made all the arrangements for meaningful training at the *Host Agency*. As a *Host Agency*, please challenge and support the participants that are placed within your organization.

Training Hours

During the Participant training time they will be paid the state, or federal, minimum wage (whichever is higher) for a **maximum of 20 hours a week**. Should the participant be unable to report to training for the 20 hours per week, they should speak immediately to FIWI staff and their *Host Agency* supervisor. By communicating the circumstances to their Career Specialist and Supervisor, arrangements may be made to make up the hours they missed in the week. All hours missed should be “made-up” the **SAME** week, not the following week—remember a maximum of **20 hours per week**.

Maximum and Average Participation Length

The maximum lifetime participation length within SCSEP is 48 months, while the average number of months a participant utilizes the services of SCSEP is 27 months.

Host Agency Responsibilities

As a *Host Agency* in the program, it is important that you communicate any training plan changes to the FIWI Field Office Staff. Please contact FIWI if there is a change to the training plan, if the *host agency* supervisor changes or if contact information changes. It is also essential that you follow the goals detailed within the program to fully optimize the potential of each participant’s training. It is only with open communication that we can fully assist the participant in realizing their employment goals.

Host Agency Supervisor Roles & Responsibilities

The Host Agency Supervisor is the day to day point person for the SCSEP Participant placed with your organization. As the Participant’s Supervisor, your primary role will be to directly supervise them while on the job and to provide them with any necessary training that they may require in order to complete their outlined job duties. Additional responsibilities include but are not limited to; certifying & remitting bi-weekly timesheets, ensuring a safe working environment, reporting injuries or schedule changes to SCSEP Field Office Personnel and providing periodic performance evaluation information to SCSEP Personnel.

Host Agency Training Site

The participant you have been assigned was selected, based on your training opportunities and their assessment and Individual Employment Plan (IEP). It is important to know and understand the following:

- ✦ Each host agency must be a non-profit 501(c)(3) organization or public entity to participate in the SCSEP.
- ✦ Ensure there is consistent supervision for each participant assigned to the *Host Agency*.
- ✦ Develop and provide a job description for the position the participant is training for.
- ✦ **This is not a job.** Participants are being trained to obtain permanent employment.
- ✦ Because this is not a job, FIWI does not pay unemployment wages. However, FIWI does pay workers' compensation insurance.
- ✦ SCSEP does not compensate for vacation or sick leave.
- ✦ The participant length of stay at the *Host Agency* will depend on many factors. Each participant will be evaluated every six months, or sooner, to determine; 1) if they are receiving the best training, and 2) if they need to be moved to another *Host Agency* to enhance their training. Note: The *Host Agency*, or participant may request a transfer to a different *Host Agency*. Simply communicate this to FIWI. It is important to remember that the **placement is not permanent.**
- ✦ The *Host Agencies* are encouraged to hire SCSEP participants.
- ✦ At no time will a participant be assigned to a *Host Agency* where an immediate family member is employed.
- ✦ Participants are unable to **volunteer** at the *Host Agency*.
- ✦ FIWI will monitor *Host Agencies* routinely to ensure compliance.

Maintenance of Effort

The placement of a SCSEP Participant at your organization cannot result in displacement of currently employed workers, including partial displacement such as: a reduction in hours of non-overtime work, wages or employment benefits and will not employ or continue to employ any participant to perform work, which is the same or substantially the same as that performed by any other person who is on layoff.

Participant Training Plan (PTP)

FIWI along with the *Host Agency* and Participant will develop a training plan that documents the tasks and duties the Participant will perform. A copy should be maintained at the host agency at all times. **Please contact FIWI immediately to report any changes on the PTP. If at any time duties, assignments, and/or responsibilities change, or the participant is asked to perform a duty not listed on their PTP, contact FIWI.** Only those tasks on the PTP may be performed.

Driving for Host Agency

Participants may drive a vehicle for the *Host Agency* only if the following has been completed:

- ✦ Driving as a requirement is documented on the Participant Training Plan and placed in the participant file.
- ✦ The *Host Agency* provides a copy of their current insurance policy to FIWI staff.
- ✦ The participant provides a copy of their valid driver's license to FIWI staff.

Participant's may drive their own vehicle if:

- ✦ It is requested by the *Host Agency* supervisor in writing and placed in the participant file.
- ✦ It is approved in writing by FIWI and placed in the participant file.
- ✦ A copy of their valid driver license plus a copy of their current insurance/auto liability policy are on file with FIWI. All documents must be kept current and in the participant file.

Note: The *Host Agency* is responsible for payment of mileage when a participant uses their own vehicle.

Background Screening & Bonding

If the *Host Agency* requires participants to have a background screening preformed or to be bonded, it will be the responsibility of the *Host Agency* to pay for the screening and to provide bonding insurance for participants.

Home-based Training Assignments

Home-based training assignments are not permissible. Participants must physically report to the *Host Agency* site, and participants cannot take assignments home to complete. Any violation of this policy may be cause for termination.

Meetings and Workshops

FIWI will hold periodic meetings/workshops to provide SCSEP Participants with additional information regarding, but not limited to, training, job search, employment trends and opportunities, and/or information relevant to older workers. **Attendance at these meetings/workshops is mandatory.** (Note: Participants will be paid as if they had reported to their *Host Agency*.) Each *Host Agency* will be contacted in advance of such meetings/workshops and is mindful that on those days participants will not be reporting to the *Host Agency*, but rather to the location of the meeting/workshop.

Computer and Specialized Training

Participants are encouraged to attain as much training as possible, and will be compensated at the same rate provided this training is outlined in their IEP. The additional computer and specialized training will enhance their career marketability. FIWI asks that each *Host Agency* accommodate the schedule of the additional training, every effort will be made to ensure it does not conflict with desired schedules.

Host Agency Agreement

Each program year *Host Agencies* will be asked to sign a new *Host Agency Agreement*. Delaying or refusing to complete the documentation may result in the transfer of participants from the *Host Agency*. **It is a requirement to keep all SCSEP documentation of file for review.**

Customer Satisfaction Surveys

Annually, *Host Agencies* will receive a customer satisfaction survey directly from the Department of Elder Affairs. It is vital that you take the time to systematically complete the survey as it assists in addressing areas of concern so that the SCSEP program may better serve the *Host Agency*, participants and the community.

Performance Evaluations

Periodically, the *Host Agency* supervisor will be asked to formally evaluate the performance of Participants, provide comments on areas in which performance is satisfactory, and guidance in the areas which need improvement. This will enhance the Participant training, as this feedback will identify the essential skills that need developing to obtain and keep unsubsidized employment.

Safety and Accident Information

FIWI holds the safety, welfare, and health of SCSEP participants in the highest regard. No task is so urgent that it cannot be done safely. At the *Host Agency*, Participants should be provided with a safety orientation and all proper information, tools and working environment to safely perform their assigned tasks. By becoming a *Host Agency* in the program, you are agreeing to exercise maximum care and good judgment in preventing accidents. FIWI will make periodic, unannounced visits to the *Host Agency*, to ensure the safety of each participant.

Workers' Compensation Insurance

Participants are covered under FIWI workers' compensation insurance during their assigned training hours and while performing their assigned tasks as identified in the PTP. To ensure continued coverage, it is very important that changes to duties or scheduled hours are communicated to FIWI.

Injury Reporting

It is the policy of FIWI to establish proper procedures for Participant training-related injuries.

Participant Injury Policy & Procedures:

1. All injuries arising out of, or in the course of training, no matter how small, must be reported to the immediate supervisor at the *Host Agency*. If the injury requires immediate medical attention, the *Host Agency* supervisor should assist in obtaining emergency medical treatment.
2. The *Host Agency* supervisor must notify FIWI on the same day of the injury. The *Host Agency* supervisor will then complete a Participant Incident/Injury Report form and fax it to the FIWI office. A copy of the Participant Incident/Injury Report will be provided during the host agency orientation. (see Appendix—A)

Employer: Florida Institute for Workforce Innovation

Address: P.O. Box 474 Melrose, FL 32666

Insurance Co: Meadowbrook Insurance Company

Policy No: WC 0291996

Phone Number: 1-800-825-9489

Payroll and Timesheets

Participants are paid for the time they train at the *Host Agency*, or other training assignments, as scheduled by FIWI. Participants are responsible for accurately recording the hours of training for each day of their community service assignment. The *Host Agency* supervisor will verify the hours, sign and if necessary fax to the FIWI office. The following are important payroll procedures that should be followed in documenting hours and transmitting this information to FIWI.

Payroll Periods and Paychecks

A payroll period is a two-week period. Timesheets must be faxed to the FIWI office on time to be

reviewed and verified, ensuring there will be no delays in the Participant receiving their compensation. Once payroll is completed, checks are generated from FIWI's processing vendor, Paychex®. Payroll checks and direct deposit vouchers are mailed to the FIWI office for distribution to the SCSEP Participants.

Direct Deposit

Direct deposit of paychecks is available. Upon enrollment into the program SCSEP Participants were given an opportunity to fill-out the Direct Deposit form from Paychex®. We highly recommend this procedure as it helps in avoiding delays in receiving pay—often this is the most efficient and safest way for compensation.

Time and Attendance Records (Timesheets)

Participants are responsible for maintaining their timesheet, and accurately recording the hours of training each day. The timesheet is to be completed in blue or black ink **only** and **never in pencil**. **The following are SCSEP activities that may be paid for:**

- ✦ Community Service Training hours at the *Host Agency*.
- ✦ Meetings/Workshops approved by FIWI.
- ✦ Classroom training approved by FIWI, and documented on their IEP.

The End of the Pay Period

It is the Participant's responsibility to review their timesheet, prior to signing, indicating that they agree with the information listed before the *Host Agency Supervisor* signs the timesheet. By reviewing the timesheet both the Participant and *Host Agency Supervisor* assure that all hours are accounted for and correct. An incorrect or incomplete timesheet may cause your check to be delayed. **DO NOT SIGN AND DO NOT ALLOW THE PARTICIPANT TO SIGN A BLANK TIMESHEET.**

Correcting Errors on Timesheets

If an error is made in recording training hours on the timesheet, corrections should be made by drawing a single line through the error and indicating the correct information. Initial and date each change made to the timesheet. **Correction fluid is not allowed to be used to correct timesheets.**

Training Hours, Overtime and Compensatory Time

Participants will be assigned to train at the *Host Agency* for a **maximum of 20 hours a week**. This usually is five (5) days per week, four (4) hours per day. There may be some variations to these hours depending on the training assignment.

However, please note the following:

- ✦ FIWI approves all training hours prior to their start date.
- ✦ **They may not train for more than 20 hours in one week.**
- ✦ Their training schedule must be on file with FIWI Field Office Personnel.
- ✦ There is no overtime or compensation (comp) time during their training hours.
- ✦ There is no pay for vacation or sick leave.
- ✦ Any SCSEP related meetings/workshops will take the place of their *Host Agency* training hours.
- ✦ If they train eight (8) hours in one day, they are entitled to a 30-minute or 1-hour **unpaid** meal break. The time spent on meal breaks is not to be included in the total training hours for the day. Breaks are allowed at the discretion of the *Host Agency* supervisor who will apply the local state law regarding breaks in the work place.

- ✦ They may not train additional hours without approval from FIWI.
- ✦ They may not accept any pay from the *Host Agency* (this would be considered a job and they would be terminated from the program).
- ✦ They may not perform any duties not listed in their PTP.

Host Agency Closings & Holidays

Participants will not be paid for days the *Host Agency* is closed. If the *Host Agency* is closed due to inclement weather, power or other factors, they must plan to make-up their lost hours **during the same week, but without going over 20 hours in any one week.** They should contact their Career Specialist to ensure they are aware the *Host Agency* is closed on a day that they were scheduled to train.

Policy Regarding Leaves of Absence & No Pay Status

Should a SCSEP Participant have a need to take a leave of absence from the program, they must notify, **in writing**, their Career Specialist as soon as possible. They will be placed on a No Pay status for the duration of their leave. **If they are on No Pay Status and do not report to the *Host Agency* for more than 30 calendar days, the procedural outcome would be to terminate them from the program. It is the Participants responsibility to remain in direct, routine contact with FIWI.**

Additional Program Information and Policies

Disciplinary Procedure

If a disciplinary problem arises, the *Host Agency Supervisor* will contact the Participants' FIWI Career Specialist immediately. **Host Agency Personnel can request a Participants' removal from their site, but cannot fire, terminate, or dismiss them from the program.** The FIWI Career Specialist has sole authorization for enrolling and terminating participants. The disciplinary process:

- ✦ The FIWI Career Specialist will attempt to resolve any conflicts.
- ✦ The FIWI Career Specialist will request a letter citing the reason(s) why a transfer is being requested from the *Host Agency Supervisor*.
- ✦ If a resolution cannot be reached, the FIWI Career Specialist may arrange for the transfer to another assignment.

Drugs in the Community Service Assignments

As a condition of continued enrollment in SCSEP, Participants may not use, be under the influence of, distribute, dispense, possess, or manufacture drugs or alcohol, during paid training or meeting hours of SCSEP, or on *Host Agency* property. Any violation of this policy will result in disciplinary action, and may lead to termination from SCSEP. Legally prescribed medications are permitted as long as their use does not adversely affect the Participants ability to satisfactorily perform duties, their safety, or the safety of others.

Weapons in the Community Service Assignments

It is against FIWI policy to carry any weapon at any time during training hours, whether at the FIWI local office, a meeting location, or at the *Host Agency*. **Note:** Any violation of this policy will result in disciplinary action, and may include termination of participation in the program. Weapon is generally defined as, but is not limited to, any firearm, knife-like object, or any form of weapon whose primary use is to inflict harm.

Political Activity—Hatch Act

While participating in SCSEP Participants may not participate in partisan or non-partisan political activities during the hours for which they are in training and being paid by FIWI. (See Appendix A—Hatch Act, pg. 14)

Affirmative Action Plan

FIWI is an equal employment opportunity employer, we pledge to implement Affirmative Action to identify and overcome real or potential artificial barriers to employment, training or promotional opportunities for participants. (See Appendix B—Affirmative Action Plan, pg. 15)

Privacy Act

Section 6311 of Title V, United States Code, authorizes collection of information that may be considered private, such as your social security number. The primary use of this information is for FIWI, and is reported to the U. S. Department of Labor. Public Law 104-134 (April 6, 1996) requires that any person doing business with the Federal Government, furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary. Failure to furnish this information may delay or prevent you continuation in the SCSEP. (See Appendix C—Privacy Act, pg. 16)

Complaint Resolution Procedure and Grievance Policy

The Complaint Resolution Procedures and Grievance Policy exist to provide you with mediation for problems encountered at host agencies and/or with FIWI. (See Appendix D—SCSEP Participant Grievance Process, pg. 17)

Questions, Issues and Concerns

All information contained in this handbook is subject to change without notice, as a result of legislation, or changes from the U.S. Department of Labor, or from FIWI policies. FIWI staff will make every attempt to keep program participants, and host agencies, informed of policy changes in a timely manner. If you have any questions, issues and/or concerns about FIWI, or your *host agency*, please contact your Career Specialist. If your questions, issues and/or concerns are in relation to your Career Specialist, you may contact the FIWI Executive Director. We strive to make your time with FIWI a productive one—you attaining employment. We look forward to embarking upon this adventure with you.

Representative Contact Information

Amanda Cain
SCSEP Career Specialist
Office 352.244.5193
Cell 352.222.1117

Jessica Johnson
SCSEP Program Manager
Office 352.244.5142
Cell 352.214.0339

Jonathan Leslie
FIWI Executive Director
Cell 352.215.8157

Office Address and Fax Number

FIWI—Gainesville Office
4800 SW 13th Street
Gainesville, FL 32608

Fax Timesheet to: 352.244.5942

Appendix A

Hatch Act Political activities under the Senior Community Service Employment Program (SCSEP)

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

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

For additional information contact:

- ✦ Your FIWI Executive Director at 352-215-8157
- ✦ The Inspector General of the Department of Labor at (800) 347-3756
- ✦ Hatch Act Information at (800) 854-2824, or
www.osc.gov/hatchact.htm

Appendix B

Affirmative Action Plan

Policy Statement

The Florida Institute for Workforce Innovation is an equal employment opportunity employer and pledges to implement Affirmative Action to identify and overcome real or potential artificial barriers to employment, training or promotional opportunities for its staff, applicants and/or participants. It shall be the policy of Florida Institute for Workforce Innovation that no person is denied access, employment, training or promotion on the basis of race, national origin, sex, age, religious belief, political affiliation or disabilities; that merit principles will be followed; and those tests and other assessment mechanisms will be bias free.

Florida Institute for Workforce Innovation will encourage men and women to enter non-traditional occupational areas where their sex is under represented.

Florida Institute for Workforce Innovation will develop and review job descriptions and entry qualifications to ensure reasonableness for the tasks and duties required and not impose artificial barriers to qualified applicants.

Florida Institute for Workforce Innovation will recruit disabled individuals for referral to the Workforce Investment Act (WIA) and will develop specific actions that will be taken for the enrollment, training and placement of disabled individuals in the Workforce Investment Act and/or Refugee Employment Training (RET) Programs provided by Florida Institute for Workforce Innovation. The Florida Institute for Workforce Innovation insures that positive steps will be taken to include the identified significant segments and target groups, including women and the disabled, at all levels and in all occupational areas of Florida Institute for Workforce Innovation and its training programs.

Appendix C

Privacy Act Statement

This statement applies to forms used by the Department of Labor for the Senior Community Service Employment Program (SCSEP) that contain confidential data collected from SCSEP applicants and participants. It also describes the collection of this information and how the information will be used. The Privacy Act of 1974, as amended, requires all Federal agencies, including the Employment and Training Administration (ETA) and its agents, to give the following facts to each person from whom it requests information:

- ✦ The statutory authority for the request
- ✦ Why the information is needed
- ✦ Whether it is voluntary or mandatory to provide the information
- ✦ The effects of not providing information
- ✦ The uses which may be made of the information
- ✦ Whether disclosure of the Social Security Number (SSN) is mandatory or voluntary, by what statute or other authority the number is solicited, and what uses will be made of it

These items are more fully explained in the following sections. If you have any questions about your rights and responsibilities under the Privacy Act, you should ask for assistance from FIWI.

I. The Department of Labor's Authorization to Collect Information

The Employment and Training Administration is an agency of the U.S. Department of Labor. The Department's authority to collect information from SCSEP applicants and participants is found in the Older Americans Act Amendments of 2000 (OAA Amendments), Pub. L 106-501, sections 503(f)(3)-(4); 42 USC 3056a(f)(3)-(4).

II. Why the information is needed

The SCSEP needs information about age, citizenship, health, employability, behavior, family income, environment, and other matters related to your eligibility, assignment, and progress in the SCSEP. The information may be used to:

- ✦ Determine whether your training and employment needs can best be met through SCSEP or another program in your home community
- ✦ Determine whether you meet all eligibility requirements for the SCSEP Provide a basis for determining your progress in the SCSEP
- ✦ Maintain a record of wages and other benefits received

III. Obligatory and Voluntary Information and Possible Consequences of Withholding Information or Providing False Information

While there are no penalties under the law for refusing to supply information, the SCSEP requires the collection and maintenance of a wide range of personal information about you, including your

Social Security Number, to satisfy enrollment requirements. Not supplying the requested information could delay or prevent you from enrolling and participating in the SCSEP. The provision of false information by you could lead to expulsion from the program or prosecution under the U.S. Criminal Code when such information is used to support a fraudulent claim to benefits.

IV. How the Information is Used

Your SSN will be **not** be used as your SCSEP participant identification number. Rather, a separate number will be used on all SCSEP forms which require a unique identifier. In carrying out its responsibility under the OAA to administer the SCSEP program, the Department of Labor must sometimes disclose data from its records about you to another agency or individual without your specific written consent. Such disclosures may be made for the following reasons:

- ✦ To provide personnel, procurement, or benefit-related information to contractors and agencies to enable them to provide administrative functions for the program, including the maintenance of participant pay records
- ✦ Disclose to researchers and public interest groups those records that are relevant and necessary to evaluate the effectiveness of the overall program and its various training components in serving different subgroups of the eligible population
- ✦ To disclose information to the Office of Management and Budget in connection with its legislative review, coordination, and clearance activities
- ✦ To provide statistical information to the news media or members of the general public for the purpose of promoting the merits of the SCSEP
- ✦ To provide information to placement and welfare agencies, prospective employers, school, or training institutions to assist in participant employment
- ✦ To provide information to Federal, state, and local agencies and community-based organizations to facilitate statistical research, audit, and evaluation activities necessary to insure the success, integrity, and improvement of the SCSEP and other employment and training programs
- ✦ In addition, if a person about whom records are maintained submits a written request to a Member of Congress or his or her staff, and that request is forwarded to the U.S. Department of Labor, we may release the information to the Member of Congress or Congressional staff in response to the inquiry made on behalf of the subject of the record.

Appendix D

SCSEP Participant Grievance Process

FIWI's policies, rules, and practices are designed to benefit applicants, participants, employees, and the organization. Project leadership is responsible for applying and enforcing them fairly and consistently. Applicants, employees, or participants that believe they have been treated unfairly or in a manner inconsistent with established policies or eligibility criteria may question or challenge a decision or action through FIWI's formal complaint and grievance procedure.

Applicants, employees, or participants who pursue a complaint through the complaint and grievance procedure will not be discriminated against or suffer any reprisals for using the procedure.

A "complaint" is an allegation by an applicant, employee, or participant that there has been a specific violation, misinterpretation, or unfair application of any of the organizations or programs rules, policies or procedures.

The complaint and grievance procedure for applicants, employees, and participants will consist of a five-step procedure that is outlined below.

- a) Step One: Address the complaint/grievance with FIWI Project Director within five (5) working days of the incident. Most workplace issues can be resolved in an informal manner.
- b) Step Two: If the complaint/grievance has not been satisfactorily resolved, write to the FIWI Human Resources Manager, with a detailed explanation of the complaint/grievance at:

**FIWI Human Resources Manager
P.O. Box 474
Melrose, Florida 32666**

The FIWI Human Resources Manager will acknowledge complaint/grievance and contact the individual via U.S. Mail to resolve the complaint/grievance within ten (10) working days.

- c) Step Three: If the reply from the FIWI Human Resources Manager is not satisfactory, an appeal may be made within five (5) working days from the postmarked date of the decision letter to the FIWI Executive Director. Appeals should be mailed to:

**FIWI Executive Director
P.O. Box 474
Melrose, FL 32666**

This written appeal should contain the following:

- A detailed explanation of the complaint/grievance,
 - A copy of the previous acknowledgements, and
 - A request for a re-examination of facts.
- d) Step Four: The FIWI Executive Director will have ten (10) working days from the date of receipt of the letter to reply. The findings of the FIWI Executive Director are binding on all parties, if the allegation does not involve a violation of the law.
 - e) Step Five: If the reply from the FIWI Executive Director is not satisfactory, and the allegation is in regard to a violation of the law, an appeal may be made to the US Department of Labor. A written appeal must be filed within sixty-days of the event, which prompted the original grievance/complaint. The address is:

**Division of Older Workers Programs
Employment and Training Administration
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210**

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID AD
FLINST1

DATE (MM/DD/YYYY)
05/12/09

PRODUCER JOHNSON & FLETCHER INSURANCE P. O. Box 2310 GAINESVILLE FL 32602- Phone: 352-373-4381 Fax: 352-373-2501	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Florida Institute For Workforce Innovation, Inc. ATTN: Amy Simms 309 SR 26 Melrose FL 32666	INSURER A:	Hartford Insurance Co.
	INSURER B:	STAR INSURANCE COMPANY
	INSURER C:	United States Liability Ins Co
	INSURER D:	Landmark American Insurance
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	21SBABM4116	07/01/08	07/01/09	EACH OCCURRENCE	\$ 2000000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10000
		<input checked="" type="checkbox"/> BUSINESS OWNERS				PERSONAL & ADV INJURY	\$ Excluded
		<input checked="" type="checkbox"/> EMPLOYEE DISH				GENERAL AGGREGATE	\$ 4000000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG	\$ 4000000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EMPL DISH	50000
A		AUTOMOBILE LIABILITY	21SBABM4116	07/01/08	07/01/09	COMBINED SINGLE LIMIT (Ea accident)	\$ 2000000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS					
		<input checked="" type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY	NO COVERAGE PROVIDED			AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO		OTHER THAN AUTO ONLY: EA ACC	\$		
				AGG	\$		
		EXCESS/UMBRELLA LIABILITY	NO COVERAGE PROVIDED			EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE		AGGREGATE	\$		
		<input type="checkbox"/> DEDUCTIBLE			\$		
		RETENTION \$			\$		
					\$		
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC0291996	08/03/08	08/03/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHR
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 100000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 100000
		OTHER				E.L. DISEASE - POLICY LIMIT	\$ 500000
C		D&O	NDO1042741E	07/01/08	07/01/09	D&O	2,000,000
D		Professional Liab	LHR718237	07/01/08	07/01/09	Prof Liab	1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
EMPLOYMENT TRAINING							

CERTIFICATE HOLDER Florida Institute for Workforce Innovation, Inc. Phone# 352-475-1028 309 State Rd. 26 Melrose FL 32666	FLORINS	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE  JOHNSON AND FLETCHER INSURANCE
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