

- 9) **The participant and the local Project Coordinator shall determine the most suitable available part-time community service employment opportunity. Such determination must consider the individual's job preference, work history, skills and aptitudes as set forth in his/her Individual Employment Plan (IEP). The Host shall work with ANPPM staff to help the participant maximize his/her potential for employment in the private or public sector. As such, the Host, in coordination with ANPPM staff must demonstrate a concerted effort to locate unsubsidized employment for the participant. The Host is encouraged to give first priority to hire a participant working at the site, whenever a job opening is suitable for the participant. The Host's failure to support the participant in securing unsubsidized employment may be cause to terminate this agreement.**
- 10) **The ANPPM will conduct monitoring visits and interview participants and supervisors at the Host's work sites.**
- 11) **If a participant's performance is unsatisfactory, the Host is responsible for contacting the ANPPM to seek assistance in resolving the matter before the participant is transferred to another work site or terminated. If this step does not provide favorable results and termination of the participant is necessary, then the Host must document in writing the facts and circumstances preceding the termination and must submit these documents to the local ANPPM office.**
- 12) **The Host understands and agrees that having a participant volunteer extra time/work without pay at his/her regularly scheduled job assignment is a violation of the U.S. Department of Labor Fair Standards Act. Any violation of this law may result in the immediate removal of the participant from the agency, and may result in the Host being denied future participation in the ANPPM's SCSEP. The Host shall not permit any participant to perform any volunteer activity whatsoever and shall bear full liability for any violation of this policy.**
- 13) **All accidents to ANPPM SCSEP participants, regardless of how minor, shall be reported immediately to the local ANPPM office. A written statement describing the accident must be submitted within two (2) working days of the accident or injury.**
- 14) **The Host shall allow participants to attend monthly training meetings. These meetings are considered part of participants' work time, and participants receive their regular pay for time spent in attending the training meetings.**
- 15) **If labor dispute threatens to affect a participant's job assignment, the participant may be temporarily transferred to another work site. The Host shall inform the local ANPPM SCSEP coordinator of any potential labor dispute as soon as the possibility of such a dispute becomes known.**
- 16) **The Host shall maintain accurate records (time sheet) for each participant (including a sign-in-and-out log verifying start time and the time the workday ended), so that the ANPPM can verify the legality of wages paid to each participant. The Host will maintain these records in a secure manner. Further, the Host will be responsible for the timely preparation and submission of time sheets for each participant.**
- 17) **The Host understands that the ANPPM makes no commitment as to how long a participant can be placed at the host agency. The Asociacion Nacional Pro Personas Mayores retains the right to remove any and all participants from a Host work site at any time. The Host understands and agrees that participants maybe moved from one agency to another, in order to upgrade their job skills and marketability or to provide a better employment opportunity for the participant.**
- 18) **Participants may not work or receive training or services in surroundings or conditions that are unsanitary, hazardous or dangerous to their health or safety. The Host agrees to provide a safe and sanitary working and training environment for all ANPPM SCSEP participants assigned to the Host. No participant is allowed to drive a vehicle as part of his/her job assignment, and the Host shall monitor this policy closely to assure it is not violated.**
- 19) **Participants are prohibited from lifting, pushing or pulling objects that exceed 15 LBS. Participants are not allowed to climb on ladders, chairs, or other objects above floor level. Participants are prohibited from using power tools, machinery, garden clippers, sharp tools or knives. Violation of this policy will result in immediate termination of the participant and the Host from the ANPPM's SCSEP.**

- 20) No participant shall be involved in any partisan political activities during the fulfillment of their assigned work training job, this also includes paid personal leave time. Violation of this policy will result in immediate termination of the participant and the Host from the ANPPM's SCSEP.
- 21) The Host hereby acknowledges that it is not the agent of the Asociacion Nacional Pro Personas Mayores and that it has no right, power or authority to create any obligations, expressed or implied, encumbering the ANPPM. This agreement and the work to be performed thereunder may be terminated by the ANPPM at any time with reasonable notice.
- 22) The Host hereby acknowledges that in the event that the Host and its worksites shall receive letters of commendation and/or recognition of any ANPPM participant(s) by any members of the press and media, proper acknowledgement shall be made to the Asociacion Nacional Pro Personas Mayores, the U.S. Department of Labor, and ANPPM'S SCSEP participants.
- 23) The Department of Labor (DOL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey. The DOL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DOL purposes and prevents these follow-ups. Your cooperation will help us better serve low income older persons.

List number of participants requested with their corresponding training assignments titles:

Number of Participants

Community Service Assignment Job Title

(Attach additional sheet if needed)

The term of this agreement is for 1 year(s) starting February 1, 2017 and ending June 30, 2017.

HOST AGENCY

ASOCIACION NACIONAL PRO PERSONAS MAYORES

By _____
Print Name of Authorized Officer

234 E. Colorado Boulevard, Suite 300
Pasadena, CA 91101

Signature

By _____
Dr. CARMELA G. LACAYO
President/CEO

Title

Date

Date

ANPPM / SCSEP Host Agency Agreement Information Summary

Procuring Department Information

County Department: Department of Child Support Services
752 La Guardia St. Salinas, CA 93905

Department Contact: Ken Carlin
carlink@co.monterey.ca.us / (831) 796-3681

Vendor Information

Vendor: Asociacion Nacional Pro Personas Mayores / SCSEP

Vendor ID: TBD

Vendor Address: 234 E. Colorado Boulevard, Suite 300, Pasadena, CA 91101

Vendor Contact: Dr. Carmela G. Lacayo

Agreement Information

Description of Services: To provide volunteers for part-time job training opportunities at the Department of Child Support Services for the low-income elderly.

Type of Services: Volunteer services for office and accounting staff as needed.

Job Descriptions: Office Staff:
Greets the public, customers, and other County employees in person or over the phone, and obtains or gives information; explains policies and procedures to inform customers of correct processes; transfers calls and takes messages; assists customers in completing forms and documents; schedules customers for appointments; dispenses and receives documents such as applications, time sheets, and invoices, verifies them to ensure accuracy and completeness.

Sorts and files information alphabetically, numerically and chronologically according to office procedures to maintain organized and accurate filing systems; locates and retrieves files from manual or computerized systems to provide requested information; creates new files and purges old files according to established procedures; updates and corrects file information to maintain accurate files; merges and assembles files to maintain records; delivers and/or picks up files to provide requested information; photocopies files as requested.

Proofreads, reviews, and compares documents which may require assembling information from different sources and using discretion in recognizing discrepancies.

Computes and extends figures and may receive fees when the amount is readily obtainable by simple computations or from fixed schedules.

Retrieves, opens and date-stamps mail and delivers to appropriate location; responds to computer messages sent via electronic mail system and routes messages to the appropriate person; sorts and distributes mail to department employees and locations; folds and stuffs documents to process outgoing mail; receives and sends documents via fax machine, and sends mail using inter-office or U.S. mail system.

Types and/or keys in a variety of documents including memos, letters, reports, minutes, labels, dockets, and receipts, following specified formats, using computer, printer, and/or typewriter; completes various forms to process requests or claims; proofreads and/or spell checks documents to eliminate errors; copies documents using photocopier or computer printer to maintain records; creates documents such as charts, forms, and logs to meet departmental needs.

Prepares statistical or other types of reports in accordance with pre-determined forms and procedures.

Requisitions, stores, and distributes office supplies, and keeps a record of supplies needed, received and issued.

Operates standard office machines; such as personal computer, typewriter, printer, copier, calculator, and fax machine.

May compose a variety of routine, standard correspondence or form letters requiring research of department files, records, and commonly used regulations.

Accounting Staff:

Participates in posting of financial and statistical information to logs, journals, ledgers and other records utilizing hand posting techniques, or personal and mainframe computers; reviews source documents to insure accuracy; assigns proper account codes as needed.

Prepares periodic summaries of transactions; including trial balances, worksheets, and revenue and expense statements.

Examines, reconciles and adjusts accounting records; identifies and resolves problems and makes corrective entries using hand posting techniques, or personal and mainframe computer generated programs.

Responsible for the gathering, compiling, analysis and evaluation of financial, statistical, and operational data; answers questions that involve searching for and abstracting financial and statistical data and explaining policies and procedures.

Assists in preparation and control of a departmental budget; may prepare preliminary budgets.

Reviews clerical accounting systems, procedures and forms and makes changes to meet new needs and requirements, devising new forms and determining appropriate format of computer spreadsheets for reports.

Assists administrative personnel in analyzing statistical and financial data and in preparing special reports.

Works with departmental personnel, representatives of other departments and agencies in coordinating, evaluating and modifying financial recordkeeping.

Maintains cost accounting records by participating in the computing, allocating, and posting of costs to various accounts; computes and allocates charges and depreciation costs; prepare summaries and cost statements.

All Staff – Confidentiality and Privacy Policy:

All financial, personal, technical and other data/information designated as confidential by Monterey County DCSS, including information from the CSE CCSAS Production Environment and information received by the IRS, Office of Child Support Enforcement, Social Security Administration, Department of Motor Vehicles and personally identifiable information and made available to ANPPM SCSEP participants shall be protected from unauthorized use and disclosure.

ANPPM SCSEP participants must comply with the California Family Code 17212 and Title 22 of the California Code of Regulations 111430 and 111440. ANPPM SCSEP participants must complete mandatory Information Security Awareness Training (ISAT) in order to certify their understanding of Security Policy and Procedure for protecting IRS information and child support information and the penalties for unauthorized disclosure.

Supervisors List:

Karen Young, Management Analyst III, 831-769-8726 – Accounting Staff

Rene Pulido, Management Analyst II, 831-796-3668 – Office Staff

Ken Carlin, Personnel Analyst, 831-796-3681 – Human Resources/All Staff

Shirley Liu, Administrative Secretary, 831-769-8714 – Back Up/All Staff

Estimated Length: 5 months

Start Date: **February 1, 2017** End Date: **June 30, 2017**

Total Cost: **\$0**

Vendor's Terms & Conditions: Please see the attached vendor's agreement.

County's Payment Terms: All vendors are required to review the Monterey County general terms and conditions which apply to all contracts, purchase orders, and other electronic procurements made with the County unless otherwise noted. Said terms and conditions can be found on the County website at http://www.co.monterey.ca.us/admin/terms_conditions.htm.