

**SCSEP Community Service
Assignment Form**

OMB Approval Number: 1205-0040

Expiration Date: 08/31/09

1. Name of participant _____ 2. S.S. # _____
3. Grantee _____

Host Agency Information

4. Name of host agency _____

5. Host agency mailing address

_____ a. Number and Street, Suite Number; or PO Box

_____ b. City

_____ c. State

_____ d. Zip code

6. FEIN _____

7. Host agency type: Not-for-profit Government

7a. Date of host agency agreement _____ (MM/DD/YYYY)

7b. Date of host agency monitoring visit _____ (MM/DD/YYYY)

8. Host agency site name and location _____

8a. Host agency job codes: i _____ ii _____ iii _____

1. Art, Design, Entertainment, Sports, and Media	8. Food Preparation and Service	15. Production, Assembly, Light Industrial
2. Business and Financial Operations	9. Healthcare	16. Protective Service
3. Community and Social Services	10. Legal	17. Retail, Sales, and Related
4. Computer and Mathematical	11. Maintenance and Custodial	18. Self-Employment
5. Construction, Installation, and Repair	12. Management	19. Transportation and Material Moving
6. Education, Training, and Library	13. Office and Administrative Support	
7. Farming, Fishing, and Forestry	14. Personal Care and Service	

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(Revised July 2007)

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8b. Host agency continued availability Available Not available

Contact/Supervisor Information

9. Name of contact person _____

10. Contact person's mailing address if different from number 5

a. Organization or address field 1

b. Number and Street, Suite Number; or PO Box or address field 2

c. City

d. State

e. Zip Code

11. Contact person's title _____

11a. Contact person's salutation Mr. Ms.

12. Contact person's phone number _____

12a. Contact person's fax number _____

12b. Contact person's e-mail address _____

Complete fields 12c-12j if supervisor is different from contact person (number 9). If supervisor is the same as contact person, skip to field 12j.

12c. Name of supervisor _____

12d. Supervisor's mailing address if different from number 5

a. Organization or address field 1

b. Number and Street, Suite Number; or PO Box or address field 2

c. City

d. State

e. Zip Code

12e. Supervisor's title _____

12f. Supervisor's salutation Mr. Ms.

12g. Supervisor's phone number _____

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12h. Supervisor's fax number _____

12i. Supervisor's e-mail address _____

12j. Funding source of supervisor or contact person/supervisor:
 Federal Non-federal \$ _____ (hourly rate) _____ (average hours per week)

Assignment Information

13. Assignment date _____ (MM/DD/YYYY)

14. Start assignment date _____ (MM/DD/YYYY)

15. End date _____ (MM/DD/YYYY)

15a. Approved break in participation
Start date _____ (MM/DD/YYYY) Expected end date _____ (MM/DD/YYYY)
Actual end date _____ (MM/DD/YYYY)

15b. Reason for approved break in participation
 i. Family/health iii. Administrative
 ii. Personal iv. Other (specify) _____

16. CSA wage (per hour) \$ _____

16a. Number of hours per week assigned _____

16b. Participant's schedule

16c. Date of safety consultation with participant _____ (MM/DD/YYYY)

17. Community service assignment code _____ (Select only one code from following lists)

Service to the general community includes the following activities:

- | | | |
|-------------------------------------|-----------------------------------|---------------------------|
| G1. Education | G6. Environmental Quality | G11. Counseling |
| G2. Health and Hospitals | G7. Public Works & Transportation | G12. Conservation |
| G3. Housing and Home Rehabilitation | G8. Social Services | G13. Community Betterment |
| G4. Employment Assistance | G9. Legal | G14. Other _____ |
| G5. Recreation, Parks, and Forests | G10. Financial | |

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Service to the elderly community includes the following activities:

- | | | |
|-------------------------------------|------------------------|---------------------------|
| E1. Project Administration | E6. Nutrition Programs | E11. Counseling |
| E2. Health and Home Care | E7. Transportation | E12. Conservation |
| E3. Housing and Home Rehabilitation | E8. Outreach/Referral | E13. Community Betterment |
| E4. Employment Assistance | E9. Legal | E14. Other _____ |
| E5. Recreation/Senior Centers | E10. Financial | _____ |

18. Community service assignment title _____

18a. Participant's job code _____

1. Art, Design, Entertainment, Sports, and Media	8. Food Preparation and Service	15. Production, Assembly, Light Industrial
2. Business and Financial Operations	9. Healthcare	16. Protective Service
3. Community and Social Services	10. Legal	17. Retail, Sales, and Related
4. Computer and Mathematical	11. Maintenance and Custodial	18. Self-Employment
5. Construction, Installation, and Repair	12. Management	19. Transportation and Material Moving
6. Education, Training, and Library	13. Office and Administrative Support	
7. Farming, Fishing, and Forestry	14. Personal Care and Service	

18b. Participant's workers' compensation code _____

19. Total hours paid in quarter

Quarter 1 _____ Quarter 3 _____

Quarter 2 _____ Quarter 4 _____

20. Types of training received (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> a. General training (basic skills) | <input type="checkbox"/> d. Other (specify) _____ |
| <input type="checkbox"/> b. Specialized training (specific job/industry) | <input type="checkbox"/> e. None |
| <input type="checkbox"/> c. On-the job-experience (OJE) | |

21. Total hours of paid training received in quarter

Quarter 1 _____ Quarter 3 _____

Quarter 2 _____ Quarter 4 _____

22. Community service assignment comments _____

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Sub-Grantee Provided Training Information

Training Provider Information

23. Name of training provider or OJE employer _____

24. Training provider or OJE employer mailing address _____

a. Number and Street, Suite Number; or PO Box _____

b. City _____

c. State _____

d. Zip code _____

25. Training provider continued availability Available Not available

Contact Person Information

26. Name of training provider or OJE employer contact person _____

27. Contact person's mailing address if different from number 24 _____

a. Organization or address field 1 _____

b. Number and Street, Suite Number; or PO Box or address field 2 _____

c. City _____

d. State _____

e. Zip Code _____

28. Contact person's title _____

29. Contact person's salutation Mr. Ms.

30. Contact person's phone number _____

31. Contact person's fax number _____

32. Contact person's e-mail _____

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Training Information

33. Types of training received (Check only one per training record)

- a. General training (basic skills)
 d. Other (specify) _____
- b. Specialized training (specific job/industry)
- c. On-the job-experience (OJE)

34. Job code for which training is provided, if relevant _____

1. Art, Design, Entertainment, Sports, and Media	8. Food Preparation and Service	15. Production, Assembly, Light Industrial
2. Business and Financial Operations	9. Healthcare	16. Protective Service
3. Community and Social Services	10. Legal	17. Retail, Sales, and Related
4. Computer and Mathematical	11. Maintenance and Custodial	18. Self-Employment
5. Construction, Installation, and Repair	12. Management	19. Transportation and Material Moving
6. Education, Training, and Library	13. Office and Administrative Support	
7. Farming, Fishing, and Forestry	14. Personal Care and Service	

35. Participant's workers' compensation code in training _____

36. Start training date _____ (MM/DD/YYYY)

37. End training date _____ (MM/DD/YYYY)

38. Average number of hours of training per week _____

39. Average number of hours of community service per week during training _____

40. If OJE, wages paid by:

Sub-grantee
 Employer and reimbursed by sub-grantee at rate of _____%

41. Training wage (per hour) \$ _____

42. Total wages paid to participant or reimbursed to employer \$ _____

43. Total amount paid to training provider for provision of training (other than reimbursement to employer) \$ _____

44. Training Comments