



Carl Young <cyoung@huerfano.us>

Fwd: Prospective Host Agency

1 message

O'Rourke - CDHS-County, Kathleen <kathleen.o'rourke@state.co.us>

Fri, Nov 17, 2023 at 9:45 AM

To: Carl Young <cyoung@huerfano.us>

Cc: Dreama Ortivez - CDHS-CTY <dreama.ortivez@state.co.us>, Hallie Coulter - CDHS-CTY <hallie.coulter@state.co.us>

Hello,

Here is the information I received for the SCSEP program. Also, as we discussed, we may have Colorado Works clients that can help us with Care & Share and also help in the office, giving us extra support for the front desk, helping client's complete paperwork, visitation support for Child Welfare, etc. They also can assist in any other department in the county. It falls under the CWEP program (Community Work Experience Program) and they would gain hours towards their work activities and we can also give them supportive payments. I have asked Marcie to go through her caseload list to see if she has some good candidates to assist in any area to gain some work experience and meet their work requirements.

I will set up a time to meet with Jan next week so it can be determined how much funding we have for supportive payments.

Please let me know if you have any questions or need any additional information.

Thank You!

Kathleen O'Rourke, Assistance Payments Manager I
Huerfano County Department of Human Services
121 West 6th Street
Walsenburg, CO 81089
(719)738-2810, Ext. 123
kathleen.o'rourke@state.co.us

----- Forwarded message -----

From: **SER-SCSEP Trinidad** <serscsep-trinidad@ser-national.org>

Date: Tue, Nov 14, 2023 at 4:11 PM

Subject: Prospective Host Agency

To: kathleen.o'rourke@state.co.us <kathleen.o'rourke@state.co.us>

Cc: Gabrielle Black <gblack@ser-national.org>, Suzette Alva <salva@ser-national.org>, MIS <MIS@ser-national.org>

Dear Prospective Host Agency,

We are thrilled to partner with you in providing quality training for our participants.

Overview of SCSEP & Host Agency Partner: SCSEP helps job seekers (55+) receive on-the-job training experience at 501(c)3 nonprofit or government agencies so they can obtain the necessary skills to enter or re-enter the workforce. As a SCSEP Host Agency, your organization can benefit from additional manpower by training our participants for the workforce. SER SCSEP participants are trained according to your agency's operations, and assignments are tailored to both the participant's training needs and your organization's requirements. SER SCSEP will provide you with one or more candidates to interview. **SER SCSEP covers workers' compensation and pays the participant directly; all your organization needs to do is provide a safe, supportive training environment, help evaluate training performance and assist with tracking training hours by completion of a simple timesheet.** There is No Charge to the organization; this is all **funded by the Department of Labor.** It's simple, fast, and can save you hundreds of dollars in staffing costs. **Becoming a partner with SER SCSEP is easy; sign a one-page agreement** and undergo a safety inspection to ensure the training site is hazard-free.

First, you can fill out a Host Agency Request for Information-60 pdf(see above)

Next: Sign the Host Agency Agreement form.

- After the agreement is signed, we will come to your site (in person or virtual) for a **Safety Inspection** and fill out form #65 to ensure a safe workplace training environment.
- We will also need a copy of your **501c3 nonprofit** status if your organization is not a government agency.
- Please let us know how many people you can host and the community service training opportunity; *receptionist, greeter, gift shop, administrative, filing, janitorial, etc.* The SCSEP participant could train with the current staff & act as an assistant and/or relief for breaks. Form #60 has a list of potential training opportunities and tasks the participant could perform.
- Participants can train up to 18 hours per week at this time.

Thank you again for your time. We look forward to working with you.

Sincerely,

Sherry M. Bombria

SER SCSEP Staff



Sherry Bombria

Office Assistant Trainee

SER National – Trinidad

136 W. Main St. #103 & #104| Trinidad, Co 81082

serscsep-trinidad@ser-national.org

(719) 872-1750 / (866) 682-4896 Fax


www.ser-national.org

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6 attachments


 **CO Host Agency Flyer Regions and Counties PY 23.pdf**
238K

 **HA Flyer 040323-Trinidad.pdf**
1320K

 **HA Tri-Fold Flyer 4-27-2023-Trinidad.pdf**
712K

 **60 - Host Agency Request for Information.pdf**
1878K

 **20231114182846704.pdf**
136K

 **20231114182500048.pdf**
91K