



TRINIDAD REGION

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 preliminary application on our website to give us some basic information:
<https://ser-national.org/programs/employment/scsep-host-agency-application/>

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.

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

Sincerely,

SER SCSEP Staff



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