

COMMUNITY SERVICE PROGRAM AGREEMENT

This agreement is made on _____, 20 ____, between the Department for Children and Families and _____ to provide a structured volunteer site for the Community Service component of DCF.

Structured volunteerism provides monitored activity for DCF clients. Participants will gain experience in different types of work and provide a useful community service designed to improve the employability of the client.

DCF will:

1. Approve participant-directed selections or select participants for assignments at community service sites.
2. Notify participants and community service sites of the date assignments are to begin, the number of hours to be worked, changes in the assignments and the dates of termination of assignments.
3. Monitor community service site activities periodically including meetings with on-site supervisors.
4. Clarify program policies when necessary.
5. Be available for staffing if unresolved personnel-type issues arise between participant and Community Service site.

The Public or Non-profit Agency will:

1. Provide work which will enable participants to learn vocational skills, gain work experiences, and provide a service to the community.
2. Not displace regular employees or fill vacant permanent positions with participants.
3. Accept only that number of participants who can be utilized productively.
4. Provide supervision of participants in accordance with the company's established volunteer policies and procedures.
5. Maintain time sheets verifying the actual time the participant was present and return these to DCF as specified on the report form.
6. Assure that participants do not participate more than the number of assigned hours as specified by DCF.
7. Notify the DCF staff immediately of the reasons not to accept a referral when such person is believed to be unsuitable for assignment.
8. Provide a written statement if a participant appeals an DCF case decision resulting from volunteer assignment.
9. Notify DCF staff of any unresolved personnel-type issues with participant that may need to be addressed by DCF staff (i.e. excessive absences, tardiness, hygiene, inappropriate behavior, etc.)

THIS AGREEMENT shall be signed by an official of the volunteer site and the DCF Designated Representative. This agreement may be terminated by either upon thirty (30) days notice in writing to the other party.

_____ Signature	_____ Date	_____ Signature	_____ Date
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_____ DCF Designated Representative	_____ Title
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_____ Department for Children and Families	_____ Area Agency
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Distribution: Local DCF Office, Community Service Site