



Department of Health and Social Services  
 Division of Public Assistance  
**ALASKA TEMPORARY ASSISTANCE PROGRAM**  
**Community Work Experience Site Agreement**

DPA office:	Work site name:		
Mailing address:	Mailing Address:		
City:                      State:                      Zip Code:	City:                      State:                      Zip Code:		
Physical Address:	Physical address:		
City:                      State:                      Zip Code:	City:                      State:                      Zip Code:		
Contact name:                      Phone:	Contact name:                      Phone:		
Work site is: (check one) <input type="checkbox"/> Government agency <input type="checkbox"/> Non-profit organization			
If a non-profit organization [501 (c) (3)], please identify type: <input type="checkbox"/> Religious <input type="checkbox"/> Educational <input type="checkbox"/> Civic <input type="checkbox"/> Charitable <input type="checkbox"/> Recreational <input type="checkbox"/> Cemetery			
This agreement permits the Division of Public Assistance (DPA), or its agent, to place Alaska Temporary Assistance Program participants at the work site named above, so they can perform tasks that serve a useful public purpose and develop their job skills and work habits. To carry out this agreement, the DPA and the work site agree to the following terms and conditions governing Community Work Experience placements:			
DPA, or its agent, agree to: <ul style="list-style-type: none"> <li>• Screen participants to assess their skills and sustainability to perform tasks at the work site.</li> <li>• Contact the work site supervisor to arrange placement of participants.</li> <li>• Assist the work site supervisor resolve problems that may occur during a participant's placement.</li> <li>• Assume responsibility for the cost of treatment (up to a limit of \$25,000) of accidental injuries suffered by a participant at the work site, if the work site does not already provide such coverage.</li> </ul>			
The work site agrees to: <ul style="list-style-type: none"> <li>• Identify the tasks assigned to participants.</li> <li>• Provide on-going supervision of participants.</li> <li>• Orient and train participants to perform assigned tasks.</li> <li>• Report a participants' attendance monthly to DPA.</li> <li>• Notify DPA, or its agent, within 24 hours if participants sustain an injury at the work site.</li> <li>• Notify DPA, or its agent, within 24 hours if participants do not perform assigned tasks, duties or responsibilities appropriately.</li> <li>• Notify DPA, or its agent, within 24 hours if participants fail to appear at the work site on two consecutive days, without reasonable explanation.</li> </ul>			
<b>CERTIFICATION STATEMENT:</b> We agree that Temporary Assistance participants must not displace any currently employed worker or position, including partial displacement by a reduction in hours of overtime, wages or benefits. Placements made under this agreement must not prevent an employee in layoff status from filling a similar vacant position, or fill a position created by a layoff or a reduction in force. The parties also agree to abide by the attached special provisions.			
_____ Work Site Representative	_____ Date	_____ Caseworker (DPA or its agent)	_____ Date
Original – Worksite		Copy – Case Record / File	

## **SPECIAL PROVISIONS**

By accepting a DPA Community Service placement, a participant takes steps to prepare for paid employment. If a Community Work Experience participant accepts an offer of paid employment, the Community Work Experience placement may be ended with short notice to the work site. The participant's entry into a paid job represents a successful outcome for all parties.

### **The following special provisions apply to all DPA Community Work Experience placements:**

- This Community Work Experience site is an appropriate government agency or non-profit organization as identified on the front of this form.
- Community Work Experience participants are excluded from worker's compensation coverage.
- DPA does not provide coverage of liability claims against the work site resulting from the actions of a participant.
- A participant's Temporary Assistance benefit payment is considered compensation for work performed.
- The work site may refuse to accept the placement of a participant, and may terminate a participant's placement or this agreement.
- In order to perform assigned tasks, a participant cannot be required to remain away from home overnight without DPA's and the participant's consent.
- Tasks performed by a participant must serve a useful public purpose. Tasks assigned must not involve promotion of religious views, or partisan or non-partisan political activity, or union or anti-union activity.
- Complaints by current employees at the work site, or the employee's representative, that a Community Work Experience placement violates any of the prohibitions described in this agreement's Certification Statement must be forwarded to the DPA regional manager. The aggrieved current employee must make an oral or written complaint to the DPA regional manager within 30 days of the Temporary Assistance participant's work site assignment. The DPA regional manager must offer an opportunity for an informal hearing within 15 days of receipt of the complaint. If a collective bargaining agreement exists, agreement grievance procedures are used to address the complaint. Otherwise, the regional manager makes a reasonable effort to gather information about the complaint and makes a decision. If appropriate, the regional manager can terminate the placement. If the current employee disagrees with the regional manager's decision, they may appeal to the DPA Director. The Director accepts written evidence and arguments from the current worker and the regional manager. The Director may hold an oral hearing and must issue a final decision within 30 days of receipt of appeal.

### **The work site also agrees to:**

- Adhere to reasonable health and safety standards.
- Observe discrimination laws with regard to race, sex, national origin, religion, age, or disabling condition.
- Provide the tools and equipment needed by the participant to perform assigned tasks, without charge to the participant or DPA.

**Should the work site fail to meet any element specified in this agreement, DPA reserves the right to terminate a participant's placement.**

The Alaska Department of Health and Social Services, Division of Public Assistance, complies with Title II of the Americans with Disabilities Act of 1990. These documents are available in alternative communication formats upon request.