

**COMMUNITY SERVICE WORK PROGRAM
Recipient Agency Agreement**

_____, hereinafter referred to as recipient agency, and the Community Service Work Program mutually agree to the following conditions:

The recipient agency agrees to:

1. Provide safe work for clients and any tools and materials necessary for the job assignment.
2. Provide supervision of work participants insuring that the client is productive and working safely throughout the work assignment.
3. Treat clients with dignity and respect.
4. Insure that proper medical treatment is administered when required and notify the CS staff immediately.
5. Notify CS staff immediately if client fails to show or is continually tardy or is performing community service in an unsatisfactory manner.
6. Ask client to leave and notify CS staff immediately if client consumes alcohol or a controlled substance while doing community service or reports to perform community service under the influence of alcohol or a controlled substance or has the odor of alcohol on his person.
7. Return the completed placement/verification form within five(5) days of the completion of the required hours to CS staff verifying that client has completed the required hours and that the information reported is true and accurate.
8. Accept no gratuities (gifts, money, agency donations, etc.) in exchange for crediting hours not actually worked or for falsifying records. This is in direct violation of the North Carolina General Statutes and may be punishable by imprisonment, a fine or both.
9. Make all staff who are responsible for supervising CS clients aware of the conditions of this agreement and the conditions of the CS Requirements and Regulations.**
10. Notify CS staff immediately if client or agency personnel violate any of the conditions of this agreement or the conditions as set out in the CS Requirements and Regulations.

The Community Service Work Program agrees to:

1. Provide clients, as available, to recipient agency with an explanation of client's offense.
2. Inform recipient agency if client has any disabilities.
3. Notify recipient agency of changes relative to client's reporting to that agency.
4. Promptly and effectively work with the recipient agency to resolve any problems that may arise as a result of the work placement.
5. Provide medical insurance for accidental injury to the client.

The undersigned have affixed their signatures this _____ day of _____, 19____. It is further stated that the undersigned is an authorized representative of the agency concerned and authorized to enter into this agreement.

Agency Representative

CS Staff

This contract will be null and void by mutual consent of the authorized representative of the recipient agency and the community service staff.

One signed copy should be maintained by each party.

** A copy of the Community Service Work Program Requirements and Regulations is attached hereto and incorporated by reference as if fully set out herein.