

Worksite Letter of Agreement

Pursuant to your request, the Metropolitan Community Service Program (MCSP) has established your organization as an official worksite for the assignment of individuals who have been court ordered to complete community service. The MCSP works under the guidance of the courts and must properly and timely report back to those courts the completion or failure of an individual to complete the community service that has been ordered. This places significantly responsibility on the MCSP as it relates to where an individual has or will be assigned, the work that will be performed and the collection of hours that and individual has worked toward completing his/her community service requirement.

Your selection and approval as an MCSP worksite brings with it some policies and procedures that must be adhered to in order for us to address our responsibilities to the courts. For clarification and understanding those policies and procedures relating to worksite activities is as follows:

- All individuals ordered to complete community service are required to perform work. Playing games and/or participating in any leisure activity is not permitted.
- Individuals must not be given credit for work that has not been performed. Extra credit for work is not authorized.
- All individuals assigned through the MCSP will be given a “Worksite Assignment” sheet. Before permitting an individual to work please request that they produce the assignment sheet to verify any deadlines that may apply and that they are officially assigned to your organization.
- Please ensure that MCSP workers sign in and out only on the MCSP provided time sheet.
- Fax the MCSP time sheet once a week to the number provided on the form. If no hours are worked at your facility please fax the same report showing zero hours.
- Do not give any letters of completion to a worker. Completion of the work hours may not mean that the individual’s obligations have been fulfilled. Giving any correspondence to a worker usually causes considerable confusion when court appearances or hearings are required.
- MCSP workers are not to be working with, supervising, teaching or in any manner be involved with youth or children or elderly handicapped individuals.

If any MCSP assigned worker fails to follow instructions or to comply with your organizations policies and procedures please notify MCSP immediately at 816-960-6811.

Worksite Signature and Date
MCSP Fax Number 816-960-6808

MCSP Representative