[MS-0087.005.006.003]

Rec'd 12-15

San Diego Kind Corp.
d/b/a
DOWNTOWN SENIOR CENTER
945 C Street
San Diego, California 92101
Tel: (714) 239-7751

TO: Agency Directors

FROM: Mark Schiffrin, Director, PROVEN SENIOR Program

RE: PROVEN SENIOR program purpose and application procedures

The PROVEN SENIOR Program will administer a work experience program for unemployed, underemployed, and economically disadvantaged persons ages 45 and above. The purpose of this program is to update the work skills and experience of program participants to better qualify them for permanent unsubsized employment either with participating agencies such as your own, or other employment opportunities in business and industry. Each work experience participant with your agency will be paid at the rate of $2.30/hour for an average of 13 weeks. Individuals interested in applying for the program must apply at one of the R.E.T.C. agencies providing intake services (see attached information for agency locations). Intake Specialists will determine applicant eligibility and make referrals to the PROVEN Senior program when appropriate. These individuals will in turn be referred by PROVEN SENIORS to cooperating community agencies for interview and placement determination. Your agency has been selected to receive __1__ slot(s) for work experience. If this number is less than your original request, please call Rhetta Alexander 239-7751 and indicate your agency's priorities for the position(s) to be filled. At this time you may also indicate the duties or special qualifications of the positions.

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Should I file this?

San Diego Kind Corp.
d/b/a Downtown Senior Center
945 "C" St.
San Diego, CA 92101
239-7751

January 7, 1976

TO: Agency supervisors and work experience program participants

FROM: Mark Schiffrin, Director-P.R.O.V.E.N. Senior Program

RE: Policies and procedures of Senior Work Experience Program

As of this mailing, you have been notified that your agency is to receive work experience placement for older workers. For those agencies who may be new to this program, its purpose is to update the work skills and experience of unemployed individuals 45 years of age and older to better qualify them for unsubsidized employment either within your agency or in business and industry. Each participant will be paid $2.30/hour, 20 hours/week, for 3 months.

Individuals interested in applying for the program must call for an appointment with one of the agencies providing intake services (see attached information for phone numbers and agency locations). Eligible applicants will in turn be referred to P.R.O.V.E.N. SENIORS for work experience placement. Interviews with your agency will then be scheduled for individuals who qualify for the type of job you have available. When you have made a selection from those interviewed, the participant must return to our office for final processing.

TO INSURE THAT PARTICIPANTS RECEIVE THEIR CHECKS ON TIME, ALL TIME CARDS MUST BE COMPLETED ACCURATELY AS FOLLOWS:

1). INDICATE TOTAL NUMBER OF HOURS WORKED EACH DAY AND ENTER THAT NUMBER IN THE BOX FOR THAT DAY (PLEASE DO NOT USE X'S, CHECK MARKS, ETC).

2). BOTH SUPERVISOR AND PARTICIPANT MUST SIGN THE CARD.

3). MAIL OR DELIVER THE CARD AT THE END OF THE DAY ON THE DATE INDICATED IN THE PAYROLL SCHEDULE.

IF ANY OF THIS IS DONE INCORRECTLY, OR IF THE CARD IS NOT IN OUR OFFICE BY NOON ON MONDAY OF THE FOLLOWING WEEK, THE CHECK CANNOT

BE PROCESSED UNTIL THE NEXT PAYROLL PERIOD.

CHECKS WILL BE MAILED TO THE AGENCY ADDRESS INDICATED IN YOUR ORIGINAL LETTER OF REQUEST FOR PLACEMENTS. IF THIS ADDRESS IS DIFFERENT FROM THE LOCATION OF THE PLACEMENT AND SUPERVISOR, YOU MUST NOTIFY US OF THIS CORRECTION SO TIME CARDS AND CHECKS WILL BE MAILED ACCURATELY.

NOTE: PLEASE CHECK YOUR TIME CARDS AND PAYROLL SCHEDULE BEFORE MAILING. PRE-DATED AND EARLY TIME CARDS ARE NOT ACCEPTABLE.

MARK SCHIFFRIN
Director, P.R.O.V.E.N. Sr. Program