



FREQUENTLY ASKED QUESTIONS

Who can trainee in the CSP program?

Trainees are adults who are receiving assistance through the Ohio Works First Temporary Assistance to Needy Families and Food Stamp Program.

Do I become the trainee's actual employer?

No. You are the *work sponsor*. You provide an opportunity for a trainee to gain real community service experience in a structured and supervised setting. However, they may become your employee if you hire them into a paid position.

Are trainees subject to the same screening as we require of our employees?

All trainees are subject to the same policies and procedures as your employees. Background checks and confidentiality agreements, if used by your organization, should be required of the trainees and enforced as you would with any employee.

What happens if problems arise at work?

As with other staff at your organization, the employer should attempt to identify and resolve problems that arise. If a problem cannot be resolved, a Franklin County Department of Job and Family Services (FCDJFS) workforce development representative is available to assist in resolution.

Can I hire the trainee after the CSP experience is completed?

Yes. The purpose of the program is to give the trainee a work experience and an opportunity to develop skills. We do, however, encourage you to consider trainee for permanent employment if you were pleased with their work.

How can I arrange for a CSP placement at my organization?

Once you decide to become a sponsor, you will sign a co-operative agreement and develop a written job description with a FCDJFS workforce development representative. The job description should include the position title, number of hours, duties and responsibilities, skills to be attained, requirements of the position, and who will be the worksite supervisor. A FCDJFS case manager then screens CSP trainees to determine a good match.

What is the wait time between completing a CSP job description and getting a CSP trainee?

Placements may take several weeks. FCDJFS case managers are committed to sending you the best candidate available. You have the final decision on whether that candidate is acceptable and when he/she will start.

Can I have more than one CSP trainee?

Yes. You can have as many WEP trainees as you need in multiple positions, as long as you can provide daily supervision.

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