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### ***CSP SPONSOR RESPONSIBILITIES AND ASSURANCES***

**Responsibilities** – By entering into a co-operative agreement to be a CSP sponsor, you agree to provide assigned CSP trainees the following:

- Develop a job description.
- A safe and hazard-free work environment.
- An orientation session to explain your policies, expectations, and emergency procedures.
- Adequate training to perform assigned duties.
- Daily supervision to perform assigned tasks, as specified in the job description.
- Appropriate materials and equipment required to fulfill duties.

**Assurances** - As a sponsor, you also agree to:

- Notify the Franklin County Department of Job and Family Services (FCDJFS) workforce development representative of emergencies, accidents, and changes of a trainee's working hours or job description.
- Notify the FCDJFS workforce development representative of any change of the work site supervisor or sponsor agreement signatory.
- Provide bi-weekly or monthly verification of attendance, utilizing the county trainee timesheet or schedule and returning it to a FCDJFS workforce development representative by the third working day following the end of the time period.
- Cooperate with the FCDJFS workforce development representative during on-site monitoring.
- Excuse trainees from their assignments to attend periodic job interviews, job search workshops, meetings, and other training and employment-related opportunities.
- Provide trainees the opportunity to apply for job openings.
- Relay messages to the trainee from the FCDJFS workforce development representative.
- Complete and return trainee performance evaluations in a timely manner.
- Notify the FCDJFS workforce development representative of changes in the sponsor's mailing address, physical address, and telephone or fax number.

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