

**TO:** CareerSource Broward Public and Not-for-Profit Partners

**FROM:** CareerSource Broward

**SUBJECT:** Agreement to Serve as a Host Worksite for Temporary Workers Funded through a National Dislocated Worker Grant to Alleviate the Impact on Workers as a Result of the COVID-19

**DATE:** May 13, 2020

Ordinarily disaster relief in Florida is associated with Hurricanes when disaster relief in the form of funds for Temporary Disaster Relief Workers to assist with clean up and humanitarian efforts are awarded to CareerSource Broward (CSBD) and made available to our partners throughout the County.

As a result of the COVID-19 impact on our economy, CSBD has been awarded disaster relief grants to assist individuals laid off due to COVID 19. The funds to pay for the Temporary Workers are available now. CSBD can assist you by providing Temporary Workers to assist with:

- Moving, storing, and distributing food and supplies
- Providing assistance to individuals that are homebound because of the emergency
- Staffing of medical and satellite facilities to assist with overload, quarantine, intake, and case management of individuals affected by the emergency to assess needs and help access resources.
- Cleanup and recovery activities such as sanitizing areas accessed by the public, cleaning schools or sanitizing quarantine or treatment areas after their use.

If you don't see the job assignment you would like to fill listed above contact us via the email contacts below and the CSBD Program Manager will communicate with your agency to provide assistance. We also have an FAQ posted at this address that may be helpful to you.

Most of our partners are familiar with the non-financial work experience agreements used by CSBD to place youth and adults at worksites in your organizations year round and for the summer program, During disasters, CSBD contracts with staffing companies to serve as the employer of record for the Temporary Workers, The staffing companies are responsible for payroll and mandatory taxes and benefits, provide workers compensation insurance, perform background checks, and perform drug testing. CSBD

performs eligibility testing to meet the Disaster Relief Grant requirements and is accountable for the funds.

The United States Department of Labor (USDOL), our grantor agency, is asking that in addition to our agreements with the staffing companies we also enter into a worksite agreement with our partner host worksites to acknowledge their responsibility to maintain time and attendance documentation and to supervise the temporary workers.

The worksite agreement can be downloaded from our website at:

<https://careersourcebroward.com/about-us/worksite-agreements>

If you would like to be assigned Temporary workers please email Rochelle Daniels at

[rdaniels@careersourcebroward.com](mailto:rdaniels@careersourcebroward.com)

and copy

[mbrathwaite@careersourcebroward.com](mailto:mbrathwaite@careersourcebroward.com)

In your e-mail provide the name and email of the signatory for your agency as well as the email and a contact telephone number for the individual who transmits the request to us.

The signatory will receive the Agreement with the ability to digitally sign the Agreement. They will also be able to save a copy of the document. Once the Agreement is signed it will automatically be transmitted back to CSBD. CSBD will complete the execution process and email back a fully signed digital copy of the agreement.

If you have any questions regarding the Agreement please direct them to:

[rdaniels@careersourcebroward.com](mailto:rdaniels@careersourcebroward.com) and copy [mbrathwaite@careersourcebroward.com](mailto:mbrathwaite@careersourcebroward.com)

Thank you we look forward to hearing from you.