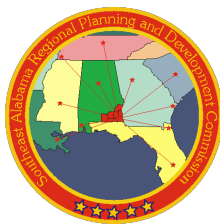


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MEMORANDUM

TO: Host Agency Supervisors

FROM: Richard A. De Vore *[RAD]*
Director, Senior Community Service Employment Program

DATE: October 01, 2016

SUBJECT: Updated Host Agency Supervisor Information

Welcome to the Senior Community Service Employment Program as a new host agency supervisor. Many of the tools you will need to assist you meet your goals are located on either side of this introductory letter. They include various Supervisory Forms to carry out different functions of the job, and Host Agency Assignment Descriptions summarizing the various training positions being offered at different host agency training sites serving local communities throughout the Senior Community Service Employment Program. Please refer to the Host Agency Supervisor's Meeting Information and New Host Agency Orientation Handbook (Revised 09/01/2016) to assist you as you begin your new position. If at any time you have questions, feel free to email or call me using the information shown on this webpage.

/rd