



West Tennessee Workforce Development Board

www.westtennesseecareers.org

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Craig S. Butler
Board Chair

Jimmy Bell
Director

Local Workforce Development Area 11 Policy Memorandum # 17-20

Subject:

Senior Community Service Employment Program (SCSEP) - Durational Limit for Participants

Purpose:

The purpose of this memorandum is to provide guidance regarding the duration of SCSEP participants in the program.

References:

20 CFR 641.570(a)(1); Workforce Services Policy – Senior Community Service Durational Limit TN-WIOA (16-5)

Background: SCSEP serves low-income unemployed persons who are 55 years of age and older. The program is designed to provide useful part-time community service training opportunities for participants, enhance the abilities, skills and aptitudes of participants to increase their opportunities to obtain mainstream employment and foster individual economic self-sufficiency. SCSEP strives to change negative attitudes and stereotypes about older workers through demonstrated success.

Section 641.570(a)(2) of the SCSEP final rules states that SCSEP eligible individuals may participate in the program for a maximum duration of 48 months in the aggregate (whether or not consecutive) from the date of the individual's enrollment in the program. (See 20 CFR 641.570(a)(1).

The state of Tennessee Department of Labor and Workforce Development implemented a policy effective August 15, 2012, that states individual participant durational limit of SCSEP participants will be 48 months without the possibility of extensions. This means NO participants will be offered an extension beyond the 48-month time limit for participation in SCSEP.



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Policy:

It is the policy of West Tennessee Workforce Development Board that the 48-month time limit for participation in SCSEP will be followed with no possibility of an extension.

Action:

The following steps will be followed regarding SCSEP participant durational limit

- I. Participants are made aware of this policy at the time of enrollment, and heightened by having each participant sign the SCSEP Durational Limit form. (Please see attachment.)
- II. A 90-day and 30-day notice will be submitted to each SCSEP participant who is about to reach their 48-month durational limit.

Transitional Planning:

A timely transitional plan will be implemented to ensure the best possible outcome for each SCSEP participant. Other relevant community partners, including one-stop career center partners, will be identified by sub-grantee to ensure other opportunities are available to SCSEP participants. SCSEP participants will be invited to meetings at the local American Job Center for provision of employment services, resume writing and interviewing workshops, High School Equivalent Testing (HSET), and educational training opportunities during participation in the program. These meetings will allow SCSEP participants the opportunity for additional exposure to current job market trends.

Contact:

Questions regarding this policy should be addressed to Jimmy Bell, LWDB-11 Director, at SWHRA, 1527 White Avenue, P.O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: jbelle@swhra.org.

Attachments:

SCSEP Durational Limit Form

Effective Date: July 1, 2017

Expiration Date: Until further notice

Approved: _____
Jimmy Bell, LWDA-11 Director

Durational limit 90-day letter

[RETURN ADDRESS OF SCSEP PROJECT COORDINATOR]

[DATE]

[PARTICIPANT'S NAME AND ADDRESS IF DESIRED]

Dear [Mr./Ms PARTICIPANT'S LAST NAME]:

You are receiving this letter because participation in the Senior Community Service Employment Program (SCSEP) is limited by law to no more than 48 months and you have approximately 90 days until you reach that limit.

You will reach your durational limit for SCSEP participation on *DATE*.

I urge you to contact me at any time as I am available to answer questions and be of assistance. I will remind you again of your termination date, when you have only 30 days remaining for participation in SCSEP.

Sincerely yours

[NAME AND TITLE OF SCSEP PROJECT COORDINATOR]

cc: Host Agency Supervisor

Durational limit 30-day
TERMINATION LETTER

[RETURN ADDRESS OF SCSEP PROJECT COORDINATOR]

[DATE]

[PARTICIPANT'S NAME AND ADDRESS IF DESIRED]

Dear [Mr./Ms PARTICIPANT'S LAST NAME]:

You are receiving this letter because participation in the Senior Community Service Employment Program (SCSEP) is limited by law to no more than four years/48 months and you have 30 days until you reach that limit.

You will reach your durational limit for SCSEP participation on **DATE**. This will be your last day on SCSEP and you will be exited.

Your participation with the SCSEP Program has been greatly appreciated. I encourage you to continue your job search and if you are successful, please contact the SCSEP Office.

Please don't hesitate to contact me if you have any questions.

Sincerely yours

[NAME AND TITLE OF SCSEP PROJECT COORDINATOR]

cc: Host Agency Supervisor