



**West Tennessee Workforce
Development Board**
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Craig S. Butler
Board Chair

Jimmy Bell
Director

Local Workforce Development Area 11 Policy Memorandum # 17-21

Subject:

Senior Community Service Employment Program (SCSEP) - Participant Approved Break

Purpose:

The purpose of this memorandum is to establish a policy regarding approved breaks for SCSEP participants in the program.

References: 20 CFR 641.570(d); Workforce Services Policy – SCSEP Participant Approved Break TN-WIOA (16-13)

Background: SCSEP final rule Section 641.570(d) states there are circumstances when a break from SCSEP activity becomes necessary because of the participant's personal circumstances or because a suitable community service assignment is not available. USDOL requires each grant recipient of SCSEP to have a policy in place regarding approved breaks.

Policy:

It shall be the policy of West Tennessee Workforce Development Board to allow SCSEP participants necessary approved breaks per Section 641.570(d) of the SCSEP final rules.



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Action:

Approved leave without pay may be granted to a SCSEP participant. Some of the reasons a SCSEP participant may be granted an approved leave include, but not limited to, the following:

- Unexpected illness or surgery
- Attend to a personal matter
- Care for a family matter
- Waiting for a new Host Agency

An approved break will be documented in the participant's file case notes and the USDOL SPARQ database. When a leave of absence is requested because of illness or surgery, the participant must obtain a doctor's statement indicating the length of recovery time and anticipated date of return to work. The statement must include any restrictions or instructions for the participant. For any other leave of absence requests, the reason must be documented in the case notes and the USDOL SPARQ database. Participant must be re-evaluated periodically for any health-related breaks to determine if break will exceed thirty (30) days.

Should the SCSEP participant not be able to return to work within thirty (30) days, a termination letter will be sent notifying participant of exit. Any participant who exits the program due to health-related reasons can re-enroll in the program after they have fully recovered and provided a release from their doctor.

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.

Effective Date: July 1, 2017

Expiration Date: Until further notice

Approved:



Jimmy Bell, LWDA-11 Director