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Oklahoma Employment and Training Issuance #27-2009

TO: SCSEP Grantees

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: December 16, 2009

SUBJECT: Senior Community Service Employment Program (SCSEP) Policy and Procedures

PURPOSE: To *update and clarify* policy on the administration of the Title V Senior Community Service Employment Program.

BACKGROUND: The Senior Community Service Employment Program (SCSEP) was established to foster individual economic self-sufficiency and promote useful part-time opportunities in community service activities for unemployed low-income persons who are age 55 or older, particularly persons who have poor employment prospects, by assisting them in transitioning to unsubsidized employment.

SCSEP enhances employment opportunities for older Americans and promotes them as a solution for businesses seeking trained, qualified, and reliable employees. Older workers are a valuable resource. SCSEP is committed to providing high-quality job training and employment assistance to participants.

MESSAGE:

The Senior Community Service Employment Program (or the SCSEP), administered by the Department of Labor, serves low-income persons, 55 years of age and older, with poor employment prospects to foster individual economic self-sufficiency and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

This policy is being issued to provide an outline of operational principles and procedures for the Senior Community Service Employment Program. Changes made to this policy were done for clarification purposes.

State Title V Policy and Procedures

Operational Principles

The SCSEP, authorized by Title V of the Older Americans Act, is the only federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. The program offers participants training at community service work-training assignments in public and non-profit venues to provide on-the-job experience. The goals of the program are to move SCSEP participants into unsubsidized employment and achieve economic self-sufficiency.

In the Older Americans Act Amendments of 2006 (2006 OAA Amendments), Congress expressed its sense of the benefits of SCSEP, stating, “placing older individuals in community service work-training positions strengthens the ability of the individuals to become self-sufficient, provides much-needed support to organizations that benefit from increased civic engagement, and strengthens the communities that are served by such organizations.”

The SCSEP provides training opportunities to participants that lead to increased participant self-sufficiency by helping participants:

- Develop a sense of personal and occupational identity including defining realistic job goals;
- Develop sufficient job related knowledge and flexibility so that they will not be confined to one job but can transfer to another as opportunities for advancement arise;
- Develop personal and social skills needed for successful job performance; and
- Accept and utilize supervision needed for successful job performance.

What responsibility do grantees have to place participants in unsubsidized employment?

Because the program goal is to foster economic self-sufficiency, Grantees must make reasonable efforts to place as many participants as possible into unsubsidized employment, in accordance with each participant’s Individual Employment Plan (IEP). Grantees are responsible for working with participants to ensure that participants’ IEPs include an unsubsidized employment goal and that participants are receiving services and taking actions designed to help them achieve this goal. Grantees must contact private and public employers directly or through the Workforce Center to develop or identify suitable unsubsidized employment opportunities. They must also encourage host agencies to assist participants in their transition to unsubsidized employment, including unsubsidized employment with the host agency.

Who is a Participant?

A Participant is an individual who is determined to be eligible for the SCSEP, is given a community service work-training assignment, and is receiving any service funded by the program as described in 20 CFR Part 641 - Subpart E (i.e., has been assessed and has been assigned to a community service employment position, etc.) and is legally filling an authorized position.

Program Eligibility

Grantees will provide community service work-training assignments and other authorized activities only for eligible individuals except for necessary technical, administrative, and supervisory personnel, and such personnel will, to the fullest extent possible, be recruited from among eligible individuals. Initial eligibility is determined at the time individuals apply to

participate in the SCSEP. Once individuals become SCSEP participants, grantees are responsible for verifying their continued income eligibility at least once every 12 months. Grantees may also verify an individual's eligibility as circumstances require. **The grantee must develop eligibility determination policies and procedures.**

In order to be eligible for SCSEP, the following criteria must be met:

1. Applicant must be 55 years of age or older at the time of enrollment:
 - Participant age, which is used both for eligibility and the most-in-need measure, is now calculated from the eligibility determination date rather than the application date for any records entered after July 1, 2006; and
 - Documentation is required. Acceptable documentation includes:
 - Drivers License
 - Federal, State, or Local Government Identification Card
 - Hospital Record of Birth
 - Birth Certification
 - Passport
 - School Records/Identification
 - DD-214 (Report of Transfer or Discharge Paper)
 - Tribal Records
 - Baptismal Record
 - Work Permit
 - Cross-match with Department of Vital Statistics
 - Public Assistance/Social Services Records
 - Social Security Award Letter
 - Report of Separation
 - Marriage License or Divorce Decree

2. Applicant must be a resident of the state where she/he is enrolled in the SCSEP program:
 - Residence is defined as an individual's primary dwelling place or address as demonstrated by appropriate documentation. No minimum length of residence is required;
 - A homeless individual is considered a resident of the state in which she/he is applying;
 - Grantees may accept residents of other states if there is an approved multi-state agreement; and
 - Documentation of residence is required. Residence is verified based on any one of the following documents:
 - Lease/Rental Agreement
 - Approved Cross-Border of Multi-State Agreements
 - Federal or Tribal ID Card
 - Tax statement
 - Driver's license
 - Home Utility Bill or Other billing statement providing documentation of residence or mailing address(if different than address on license or ID)
 - Document from a public or private institution(independent living housing, CBRF or AL)
 - Housing Authority Official government mail dated within the last 30 days

- Social Security Statement
- Bank statement
- Homeowners of rental insurance policy or statement
- Voter Registration Card

Note: A copy of the document used for residence verification must be placed in the participant's case file.

3. Applicant must be legally eligible to work in the United States:
 - U. S. Citizenship is not a requirement for enrollment, however, an Employment Eligibility Verification Form (I-9) is required by law;
 - The I-9 documents U. S. Citizenship or Approval to Work in the United States; and
 - As of November 7, 2007, the amended Form I-9 is the only valid version of the form. The Department of Homeland Security will not seek penalties against an employer for using a previous version of the Form I-9 on or before December 26, 2007.
 - A copy of the I-9 must be maintained in the participant's file
4. Applicant must be currently unemployed – a signed self-attestation is required. The term 'unemployed,' used with respect to a person or individual, means an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. Sec. 518(a)(8) of the 2006 OAA.

Employed on the date of participation is defined in the SCSEP Data Collection Handbook as one who, on the date participation occurs:

- Did any work at all as a paid employee (except the individual is NOT considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close; or b) he/she is currently on active military duty and has been provided with a firm date of separation from military service);
- Did any work at all in his/her own business, profession, or farm;
- Worked 15 hours or more as unpaid worker in an enterprise operated by a member of the family; or
- Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

Employed applicants are presumed to be job-ready and thus ineligible for SCSEP. Whenever a participant has done any work within the last year or two of enrolling, whether it constitutes employment or not, there may be a question as to whether the applicant is job-ready. A recent work history creates a presumption that the applicant is job-ready and thus does not need community service. This presumption may not apply if the participant has had only very limited work experience or if the applicant's personal circumstances render him or her no longer job ready. Job-ready applicants must be determined ineligible and referred to a Workforce Center.

5. Applicant must meet revised income inclusions and exclusions for determining SCSEP Eligibility.

On December 28, 2006, the Department of Labor issued Training and Employment Guidance Letter (TEGL) #12-06 to provide administrative guidance on changes in the SCSEP income guideline resulting from the enactment of Public Law 109-365. The law governing the SCSEP defines the term “eligible individual” to limit eligibility to individuals with a “low income”. To determine if an individual is “low income”, the Department issued administrative guidance on income definitions and income exclusion and inclusion.

To assist Grantees, OESC has developed a sample “SCSEP Income Worksheet” for capturing and calculating income to be completed and maintained in the participant’s file (See Attachment C). The Income Worksheet must be retained in the file for all applicants. Verification of continued income eligibility must be conducted every 12 months and documented in SPARQ. However, if at any time a grantee determines a change in circumstances may make the participant over-income, a recertification calculation should be performed as soon as possible.

If grantees determine that a participant is no longer eligible for the SCSEP due to an increase in family income, the grantee must give the participant written notification of termination within 30 days, and the participant must be terminated 30 days after the participant receipt of notice. The only exception is for participants found ineligible because of providing false information who must be terminated immediately with written notification of the reason. Grantees must refer such individuals to the services provided under the Workforce Center or other appropriate partner programs. Participants may file a grievance according to the grantee’s procedures (20 CFR 641.510).

Ineligible Applicants

All applicants who are determined to be ineligible for the SCSEP must be referred to WIA or other appropriate partner programs. These arrangements should be negotiated in the MOU. SCSEP resources may only be used to provide services to SCSEP eligible individuals and to provide ineligible individuals with access to other activities and programs carried out by other Workforce Partners.

Recruitment and Selection of Applicants

Grantees must develop methods of recruitment and selection that ensures that the maximum number of eligible individuals have an opportunity to participate in the program. In selecting participants from among those individuals who are eligible, special consideration must be given, to the extent feasible, to individuals who have incomes below the poverty level, who have poor employment prospects and who have the greatest social and/or economic need and to individuals who are eligible minorities, limited English speakers, or Indians, as further defined in OAA §502(b)(1)(M).

Grantees must list all community service opportunities with the State Workforce Agency and all appropriate local offices and must use the One-Stop Delivery System in the recruitment and selection of eligible individuals. OAA §502(b)(1)(H).

Documentation of recruitment efforts must be maintained for monitoring purposes under WIA. The outreach and recruitment methods are quite varied and include:

- Presentations to community and civic groups;
- Public presentations;
- Brochures in supermarkets, libraries, community bulletin boards, doctors offices;
- Newspapers/newsletters;
- Fliers;
- Web site postings;
- Recruitment at One-Stop Career Centers;
- Attending community functions;
- Recruitment of Veterans through local VFW halls, veterans groups and the one-Stop Career Centers;
- Presentations to staff of Area Agencies on Aging and Councils on Aging for those 60 years of age and older;
- Presentations to Chambers of Commerce; and
- Presentations to Vocational Rehabilitation schools, local community colleges, and community action agencies.

Priority that Grantees must use in selecting eligible individuals for participation in the SCSEP — in selecting eligible individuals for participation in the SCSEP, priority must be given to:

1. Individuals who are at least 60 years old [OAA §516(2)]; and
- 2a. A veteran, or
- 2b. The spouse of a veteran who:
 - died of a service-connected disability,
 - is a member of the Armed Forces on active duty, who has been listed for a total of more than 90 days as missing in action,
 - was captured in the line of duty by a hostile force, or forcibly detained by a foreign government or power,
 - who has a total disability resulting from a service-connected disability, or
 - died while a disability so evaluated was in existence, who met program eligibility requirements under section 2 of the Jobs for Veterans Act, Public Law 107-288 (2002).
3. Grantees must apply these priorities in the following order:
 - Veterans and qualified spouses at least 60 years old;
 - Other individuals at least 60 years old;
 - Veterans and qualified spouses aged 55-59; and
 - Other individuals aged 55-59.

Recertification of Participant

SCSEP requires that participants be recertified at least every 12 months, to determine eligibility for continued enrollment. Programs are free to recertify on the participants' anniversary dates or to recertify all participants at the same time each year. If a program requires that all participants be recertified at a specific time, it will be necessary to recertify new participants as well. Otherwise, the time between enrollment and the first recertification for those participants would exceed 12 months. The State recommends all participants be recertified for eligibility in February and/or March of each program year to align with publication of the Federal Income Guidelines; however, this is not required.

If a grantee learns of a substantial change in circumstances that is likely to have an effect on eligibility, such as a substantial increase in an existing source of income or the addition of a new source of income, the grantee must do a recertification as soon as it becomes aware of this information. The marriage of a SCSEP participant is a substantial change of circumstances that requires a recertification.

- Recertification in person with the participant. Participant data must be obtained through an in-person interview with the participant, and must be updated in the appropriate SPARQ screens and OSL. Documents used to recertify participants must be placed in the participant's file.
- Participants who are determined during re-certification to be ineligible for continued SCSEP services, will be given an immediate written notice that enrollment will be terminated 30 days after date of notice. Grantee will also notify the host agency of the participant's termination date. When feasible, the participant should be referred to other potential sources of assistance.
- For those individuals re-enrolling after termination from the SCSEP, eligibility must be determined.

Over-Enrollment

Should funding become available, SCSEP staff may over-enroll eligible individuals on a short-term basis. Over-enrollment levels may match the annual Service Level goal as determined by the US Department of Labor. SCSEP participants in the over-enrolled assignments must be informed in writing that the assignment is short-term. Temporary participants will:

- Acknowledge their temporary status in writing;
- Be enrolled at the regular rate of pay; and
- Will be moved into regular enrollment positions if such positions become available.

When there is over-enrollment for any reason, US DOL recommends a gradual shift that encourages current participants in subsidized community service work-training assignments to move into unsubsidized employment to make positions available for eligible individuals in the areas where there has been an increase in the eligible population. **OESC strongly encourages SCSEP staff to maintain a “waiting list” of eligible participants.**

Waiting Lists

An applicant is entitled to remain on the waiting list as long as she/he is still interested in an assignment and meets the eligibility requirements. However, it is not fair to the applicant or helpful to the program to let applicants languish on the waiting list for an excessive period. Applicants should be contacted periodically (e.g., every three months) to determine if they are still interested in the program and are still eligible, and provided an update on when enrollment may begin. If there is no reasonable prospect of an opening, the participant might decide to withdraw or explore some other program. An applicant has an absolute right to apply to the program, and any eligible applicant who is not assigned to a host agency within two weeks of being determined eligible should be placed on a waiting list.

You should enter a case note explaining the reason for removing the applicant from the waiting list, especially if the administrative reason involves fault on the part of the applicant, such as falsifying the eligibility information. Except in cases of falsification of eligibility information,

you should generally provide 30-days written notice before removing someone from the waiting list on your own initiative. Obviously, no notice is required when the applicant informs you that she/he is no longer interested in the program.

Intake Orientation

Intake orientation will provide orientation to the SCSEP participant, such as information on project goals and objectives, community service employment assignments, training opportunities, available supportive services, the availability of a free physical examination, participant rights and responsibilities, and permitted and prohibited political activities. OAA §502.

SCSEP participants will not receive annual leave, sick leave, holiday pay, bonuses or any kind of monetary incentive:

SCSEP Participants **are not** employees of the SCSEP or the Work-Training Site Agency. The Senior Community Service Employment Program Participant Handbook (Attachment A), associated procedures, forms, etc. do not constitute a “work” contract or a guarantee to obtain work. SCSEP Participants who exit the program are not entitled to unemployment compensation. The Senior Community Service Employment Program Participant Handbook (Participant Handbook) provides the minimum policy requirements—each **recipient of WIA funds may develop their own form(s) so long as they contain the minimum policy requirements.**

Participants must be provided Workers’ Compensation coverage equal to that provided by law for covered employment; and, offer a basic physical examination. A participant may decline the offered physical examination. A Physical Examination Waiver must be signed by the participant and placed in participant’s file.

A copy of the Senior Community Service Participant Handbook will be provided to participants at orientation. The final signature page of the Handbook must be signed by the participant and the SCSEP staff and the original placed in the participant’s file for monitoring purposes. A copy of the signature page must be returned to the participant.

Note: Each participant must be offered the opportunity to take a physical examination after enrollment (start of work-training assignment) and annually. The physical is a fringe benefit and not an eligibility criterion. The results of the physical exam are the private property of the participant. The participant may, at his/her option, provide a copy of the exam results. A participant may waive the physical exam, which will be documented through a signed Physical Exam Waiver.

Filing a Grievance — SCSEP will follow WIA grievance procedures. A copy of the grievance procedures are to be given to new participants as part of the orientation process.

Enrollment into OSL and SPARQ

All participants must be registered in Oklahoma Service Link (OSL) and SPARQ. Grantees must ensure that all information is entered in SPARQ and updated regularly.

Assessment

Upon completing the Intake Orientation and before assigning the participant to a community service work-training assignment, a complete assessment of the participants' work history, skills and interests, talents, physical capabilities, aptitudes, needs for supportive services, occupational preferences, training needs, potential for performing community service work-training assignments, and potential for transition to unsubsidized employment must be completed.

Assessment and reassessment are essential for monitoring the progress of the participant. The assessment is used to determine the most suitable host agency work-training site and community service work-training assignment for the participant. It indicates the starting point for the participant's overall development and is the first step in writing the IEP. Grantee staff will use the initial assessment and reassessments as a basis for developing and updating the IEP whenever circumstances warrant, but no less frequently than two times during a twelve month period. If there are no changes in the participant's circumstances, grantees are free to determine when, within the 12-month period, the two assessments will be conducted and IEP updated. Grantees must establish written procedures to ensure the required assessments and updates to the IEP occur.

Under §502(b)(4) of the OAA, the individual assessment or IEP completed by the SCSEP satisfies any condition for an assessment, service strategy, or IEP completed at the One-Stop and vice-versa. These reciprocal arrangements and the contents of the SCSEP IEP and WIA IEP should be negotiated in the MOU

Individual Employment Plan (IEP)

The Individual Employment Plan (IEP) is an ongoing strategy jointly developed by the participant and SCSEP staff that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals. **Goals set out in the IEP must be Specific, Achievable, Measurable, Enforceable and Time Limited.** The IEP will be developed, and amended, in partnership with the participant, and must:

- Consider skills, talents, training, work history, and capabilities;
- Identify appropriate training needs;
- Identify needed supportive services;
- Be the basis for host agency work-training assignment;
- Be signed by participant and program staff; and
- Be updated as goals are completed, or at least twice within twelve months.

The participant's IEP must be updated at the completion of each identified goal to:

- Evaluate the progress of each participant in meeting the objectives of the IEP;
- Determine the participant's potential for transition to unsubsidized employment;
- Determine the appropriateness of the participant's current community service work-training assignment; and
- Review progress toward the participant's employment and training objectives.

At the time of the IEP review, changes must be signed by participant and SCSEP staff and placed in the participant's file. Should the participant refuse to complete activities consistent with his/her IEP, the participant may be terminated as described in procedures for exiting the SCSEP program. Reassessments are documented in the participant's IEP and maintained as part of the

participant's permanent record. **A copy of the IEP will be distributed to the Participant and his/her Host Agency Supervisor.**

Orientation to Host Agency

A "host agency" is either a public agency or a non-profit organization that provides supervision for one or more SCSEP participants during their community service work-training assignment.

An orientation to the host agency where the participant will be assigned will be provided before she/he begins the community service work-training assignment. Orientation to the host agency will include the following:

- Location of the assignment site;
- Job description;
- Work schedule;
- Community service work-training assignment Supervisor's name and contact information;
- Administrative procedures (time sheets, leave requests, grievance procedures, etc.)
- Reassignment/Rotation Policy; and
- Plans for transitioning to unsubsidized employment as described in the IEP.
- Documentation of host agency orientation should be placed in participant or host agency file.

Community Service Work-Training Assignments

Community service work-training assignments are provided through a host agency. This training offers the participant an opportunity through the community service work-training assignment to receive needed skill training. A detailed training plan must be developed through the IEP that lists the needed skills and a realistic timeline for learning them.

This type of training at the work place is often more practical than that offered in the classroom. The participant works on real tasks, with actual equipment, dealing with current issues. It may be less time sensitive because the participant can work at his/her own speed to learn a new skill or refresh an old one. Both of these characteristics have been described as helpful for older learners.

Community service work-training assignment should be promoted as the most cost-effective and participant-friendly approach to serving those who are most in need. Grantees should seek to place individuals in community service work-training assignments which are similar to "in demand" private sector jobs. In addition, Grantees may wish to consider rotating participants to different host agencies where they may obtain additional skills to prepare them for unsubsidized employment. When a participant masters the skills needed for a job, they are candidates to move off the program into unsubsidized employment.

Additional skill training designed to either allow the participant to more effectively perform the community service work-training assignment or lead to unsubsidized employment is permitted. This training may involve classroom lectures, seminars, individual instruction, training through other employment and training programs and community colleges. In addition, community service work-training assignments have a goal of placing participants into unsubsidized employment. Through this program, older workers should have access to all of SCSEP work training services and the Workforce Investment System.

Reassignment

Grantees are responsible for assessing participant's IEP and the participant may be required to transfer to another host agency due to any one or combination of factors, which include, but are not limited to:

- Fulfillment of IEP goals, the establishment of new goals or modification of existing goals;
- Change in the non-profit status of the Host Agency;
- General performance of the participant and/or problems with the Host Agency Site; or
- Re-evaluation of the participant skills and aptitudes that necessitates a change in the Host Agency Site

The participant should fully participate in the IEP changes and be fully aware of the impact to community service work-training assignments. Notification of pending changes will be provided to both the host Agency and the participant 30-days in advance whenever possible. Changes in program funding or the status of a Host Agency Site may require immediate reassignment.

Training Services

Participants who have been given a community service work-training assignment may be provided training opportunities, which are market demand and consistent with the participant's IEP. This section does not apply to training provided as a part of a community service work-training assignment. Training may be in the form of:

- Lectures;
- Seminars;
- Classroom instruction;
- On-the-job experience (OJE);
- Skills training;
- Classroom training;
- Individual instruction;
- Job search workshops; and
- Training through other employment and training programs and/or colleges.

Job Search

Grantees may not use SCSEP funds for individuals who only need job search assistance or job referral services. However, Grantees may provide job search assistance and job club activities to participants who are enrolled in the SCSEP and are assigned to a community service work training assignment.

- A Participant may be assigned to complete a certain number of employer contacts each pay period requiring the completion of a job search log;
- A Participant may be assigned to a "16/4 split," where the Participant will be at the Work-Training Community Service Employment Assignment for 16 hours a week and have 4 hours a week of paid job search activity;
- Requires the completion of a separate time sheet for job search hours and a job search log;

Note: Signed documentation verifying attendance at job search workshops or while job searching must be placed in the participant's file. The Grantee will instruct the Participant in allowable job search activities that meet the guidelines for payment.

Regulations require that participants be paid the minimum wage for orientation, training, and community service work-training assignments. Job search activity alone, however, is not considered training. You may pay participants for engaging in job search activity, but you are not required to do so unless the job search activity is provided in conjunction with required training. If you do pay wages for job search activities, you must record these hours in SPARQ, so the hours can be deducted from total paid hours to derive the hours of community service.

Training provided by a Workforce Center or any other source would be considered required training and §641.540(e) encourages grantees to seek training from the Workforce Centers and other locally available resources.

Grantees are encouraged to place a major emphasis on training available through on-the-job experience and locally available resources, including host agencies, at no cost or reduced cost to the Program. Grantees may pay reasonable costs for instructors, classroom rental, training supplies and materials, equipment, tuition, and other costs of training. Participants may be paid wages while in training.

The type of training at the workplace should be more practical than that offered in the classroom. The participant works on real tasks, with actual equipment, dealing with current issues. It may be less time sensitive because the participant can work at his/her own speed to learn a new skill or refresh an old one. Both of these characteristics have been described as helpful for older learners.

The community service work-training assignment should be promoted as it may be the most cost-effective and participant-friendly approach to serving those most-in-need. Grantees should seek to place individuals in community service work-training assignments which are similar to "in demand" private sector jobs. In addition, Grantees should reassign/rotate participants to different host agencies where they may obtain additional skills to prepare the participants for unsubsidized employment. When a participant masters the skills needed for employment, they are candidates to move off the program into unsubsidized employment.

Participant Rotation (Host Agency Assignment)

Grantees are strongly encouraged to rotate participants twice a year. This rotation better prepares participants for unsubsidized placements. Participant rotation:

- Encourages host agencies to hire participants;
- Motivates participants who become too comfortable in a position and neglect their job search responsibilities;
- Expands training and hiring opportunities by a move to another site;
- Should be considered if a participant has completed their assignment and is not being considered for hiring;
- Allows greater access to a wider variety of job skills training thru the use of new assignments; and
- Results in more unsubsidized placements.

Many grantees have found that setting durational limits on community service employment assignments at a host agency is beneficial to participants. However, any policy must allow for limited exceptions and enforcement of any such limits is essential.

Participant Leave of Absence

Participant leave of absence may be accepted for the following reasons:

Category A. (Maximum Length of 12 work weeks in any 12 month period)

- If participant has been given placement of a child for adoption or foster care;
- If participant must care for an immediate family member (spouse, child, or parent) with a serious health condition;
- If participant is temporarily unable to work because of a serious health condition;

Category B. (Maximum Length of 2 work weeks)

- If participant must handle personal business (non-medical) which makes it difficult for participant to work.
- If participant must handle family business (non-medical) which makes it difficult for participant to work.

Participants must be made aware of the following information and documentation of notification must be placed in the participant's file:

- Leave of absence of any kind shall be UNPAID leave;
- Leave of absence under Category B will be considered as part of the duration of enrollment in the program (scheduled end date will not be extended to accommodate leave taken)
- Participant must keep SCSEP case manager informed of status while on leave;

Leave of absence outcome must be documented by SCSEP case manager and placed in the participant file.

On-The-Job Experience (OJE) (OWB 4-04).

Participation in an appropriate community service work-training assignment provides the opportunity to develop and practice the skills and/or experience the participant must attain in order to secure unsubsidized employment. In some instances, however, a participant's IEP may show a goal of obtaining an unsubsidized job with a public or private employer that requires specific skills that are not attainable through the regular community service work-training assignment. In these instances, if the participant has completed **at least 2 weeks** at a community service work-training assignment, the Grantee may elect to provide the participant with an "on-the-job experience" (OJE). The employer may be reimbursed **up to 50%** of the participant's wages earned while the participant is in training.

Supportive Services

Supportive Services assist participants in community service work-training, gaining skills for future employment. Grantees may provide assistance and/or make arrangements for needed supportive services identified in the IEP. Supportive Services assist in community service work-training, and unsubsidized employment retention. Support Services may be provided while participants are in community service or in the first six months of unsubsidized employment. Participants may receive (but are not limited to) the following support services **in accordance with the Grantee's Supportive Services Policy:**

- The payment of reasonable costs of transportation;

- Health and medical services;
- Special job-related or personal counseling;
- Incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools);
- Child and adult care;
- Temporary shelter; and
- Follow-up services.

Decisions to pay for such services should be made locally and on a case-by-case basis, depending on the needs of the participant. To the extent feasible, Grantees should provide for the payment of these expenses from other resources.

Unsubsidized Employment

SCSEP Participants are required to seek unsubsidized employment as a condition of participation in SCSEP. The IEP specifies the agreed upon steps to be taken in pursuit of unsubsidized employment. Failure to meet the obligation to seek and find employment will result in termination for cause from the program. Efforts to place the participant into unsubsidized placement should begin once the participant and the case manager have determined job readiness. **Job referrals and placements in unsubsidized employment must be documented in OSL.**

Placement Efforts May Include:

- Coordination with the One-Stop System to place the participant on an active job registry;
- Identifying suitable, unsubsidized employment opportunities;
- The identification of other forms of job-related assistance;
- Encouraging host agencies to hire qualified participants;
- Rotational assignments (work-training sites) as applicable to meeting the goals of the IEP;
- Providing guidance to and assisting participants to contact public and private employer so to identify suitable employment opportunities and arrange for interviews; and,
- Providing counseling on participant's progress identified in his/her IEP and in meeting his/her supportive service needs.

SCSEP Exit Procedures

Participants may be exited from the SCSEP for the following reasons:

- Voluntary Termination;
- Unsubsidized Employment;
- Participant was incorrectly declared eligible;
- Changes in family income which affect eligibility;
- Lack of cooperation;
- Durational Limit: and
- **Termination for Cause**, which may include, but is not limited to participant's:
 - Refusal to cooperate in recertifying eligibility;
 - Inability and/or unwillingness to perform assigned duties;
 - Unreasonable refusal to accept job offers or job referrals;*
 - Unreasonable refusal to accept a different work-training assignment;*
 - Failure and/or refusal to cooperate with the IEP;
 - Frequent tardiness;

- Falsification by the participant of time sheets or other official records;
- Insubordination;
- Obscene/abusive language or behavior;
- Non-compliance with substance abuse policy;
- Failure to cooperate with grantee and/or host agency staff; and/or
- Failure to maintain Standards of Conduct.

Note: *Unreasonable refusal is defined as the refusal of three community service work-training assignments, job offers, or job referrals.

Participant terminations must be documented to the fullest extent possible in the participant case notes. When feasible, participants terminated from the SCSEP should be referred to other potential sources for assistance. If it is determined that a participant was incorrectly declared eligible as a direct result of false information provided by the participant, the participant should be terminated immediately. If a participant, through no fault of his/her own, was incorrectly determined to be eligible, the participant will be given written notice of termination effective 30-days from the date of receipt of notice.

Follow-Up Services

To ensure successful placement, SCSEP staff shall provide follow-up services to a participant placed in unsubsidized employment during the first 180-days of placement to determine that the participant receives needed supportive services to remain in the job and to determine whether the participant is still employed. Also, Grantees must contact participants 6 months after placement to determine if they have been retained by the employer. OAA §513(c)(2)(B). Follow-up must include, but not be limited to:

- Determining if the job placement is an appropriate match for the participant and the employer and how satisfactory the job placement is to the participant and the employer.
- Identifying potential SCSEP services required by the participant and/or the employer as described in this section.
- Maintaining contact with the participant within the first 180 days of placement. Follow-up activities are specifically authorized in the regulations for 180 days after exit in order to help a participant in unsubsidized employment achieve retention. Should a problem be identified with the job placement, SCSEP staff will work with the participant and the employer to resolve the problem. Each follow-up shall be documented on the Unsubsidized Employment Form based on system calculated dates in SPARQ.

Note: If, during the follow-up process, it is determined a former participant has become unemployed, the participant must be considered for re-enrollment.

Right of Return

Right of return is limited to participants who exit for unsubsidized employment but do not achieve 30 days of employment within 90 days of exit. Their exit is reversed.

- Individuals who meet the right of return criteria are allowed to return to the SCSEP without being subject to priorities and preferences.

- Right of return participants shall be assigned to the next appropriate and available host agency assignment and the Community Service Work-Training Assignment Form shall be completed.
- If there is not an appropriate assignment available the participant may be placed on an approved wait list until an appropriate assignment is available.

The right of return is limited to participants who exit to enter unsubsidized employment, work for a total of less than 30-days, and return to the program within 90-days of exit. **Those who do not meet all three criteria for the right of return may seek to re-enroll.** Either option may be available depending upon how long the participant worked, when the participant attempts to re-enter the program, why the participant is now unemployed, and whether the participant is job-ready.

Durational Limits for SCSEP

1. Average project duration of 27-months: Grantees are required to manage their projects so as to maintain an average **project** duration of 27-months or fewer [see OAA §502(b)(1)(C)]. This is the average length of participation for all participants a grantee serves, **not a limit for individuals**; indeed, a project can still meet this requirement even if many of the individuals it serves are enrolled for longer than 27-months.
 - The average project duration is the sum of the number of months of enrollment of all of a project’s participants, divided by the number of participants.
 - This durational limit applies to each individual Grantee and the State as a whole.

How is it measured —the clock for this measurement started on July 1, 2007; participant’s prior time in the project does not count. All participants who are currently active or who have been active in the preceding nine quarters are counted.

2. Individual durational limit for participants of 48-months: Individuals are only eligible to receive SCSEP services for a total of 48-months in their lifetime [See OAA §518(a)(3)]. Grantees must terminate any participant who reaches the 48-month durational limit.

Note: Participants are not automatically entitled to remain in the program for 48-months. Eligibility and other programmatic considerations, such as the IEP, apply.

How is it measured — the clock for this measurement started on July 1, 2007, for all participants; participants’ prior time in the program does not count toward the limit. This limit applies to any and all enrollments in SCSEP, whether or not consecutive, with any grantee.

- Participation in both the regular and the Recovery Act (ARRA) funded programs counts towards this durational limit.
- The earliest date at which a participant can reach the 48-month limit is **July 1, 2011**.

Tracking Durations in SPARQ

- SPARQ will report average project and individual participant time limits, which will be reflected in the QPR and management reports.
- If properly entered into SPARQ, approved leaves of absence **do not count toward the aggregate limit**.

Community Service Work-Training Requirements:

- A contract is not required, but there must be a host agency agreement.
- SCSEP participant must be assigned to a community service work-training assignment prior to receiving training.
- The participant must have an IEP that details skills to be attained and timelines for achieving the goals.
- The host agency agreement must specify the nature of the community service work-training assignment and the hours the participant will train. (A signed copy of host agency agreement must be kept in a host agency file).
- Rotation to new host agencies to maximize skills attained.
- The SCSEP Community Service Work-Training Assignment Form will be completed and maintained in the participant's file.
- Training wages are provided to a participant who is assigned to a work-training site;;
- Participants must receive a training wage consistent with the current minimum wage;
- All participants must sign and submit time sheets on a regular basis to the work-training site supervisor for signature. Supervisors may also request that participant keep a log of specific tasks completed;
- Time sheets must indicate the number of hours worked per day for each week. **This does not include time taken for lunch;**
- Hours for work-training assignments **must not be** more than 25 hours per week;
- There is **no minimum** number of hours that can be worked per week, although 20 hours per week is strongly encouraged. Remember, SCSEP is a work-training program;
- Community service work-training is practical, working with real tasks, with actual equipment and dealing with current issues;
- Work-training assignments are developed with the SCSEP staff, and the participant.

Case File Documentation

Participant files must be maintained in accordance with the requirements for confidentiality outlined in the Workforce Investment Act. The following documentation and information are required to be maintained in the participant's case file by the SCSEP staff:

- Enrollment/Eligibility Documentation (i.e., residence, family size, date of birth, income and employment status);
- I-9 Employment Eligibility Verification;
- SCSEP Participant Handbook Acknowledgement Form;
- Physical Examination Waiver (if waived)
- Initial Assessment;
- Proof of Veteran status (or qualified spouses of veteran);
- Signed Individual Employment Plan (IEP);
- Community Service documentation (work schedules and time sheets);
- Participant Recertification Information;
- Unsubsidized Employment Information(if applicable)
- Host Agency Agreement 501 C3 Documentation (if non-government)
- Orientation to Grievance Procedures
- Notice of Termination (if applicable)
- Supportive Services Information;

- Physical examination results (if participant allows access) must be kept in a separate, locked file pursuant to HIPPA Laws;
- Exit Form/Data Validation Documentation; and
- Case notes documenting supportive service, referrals, counseling reports, job development efforts made and the results of the efforts, follow-up to unsubsidized placements, and other participant related activities.

The Health Insurance Portability and Accountability Act of 1996 (HIPPA)

Participant's health information is protected by Federal Law. Grantees must have procedures in place to limit who can view and access participants' health information as well as implementing training programs for employees about how to protect participants' health information.

Retention of case files, financial records and other documentation

According to the grants office of DOL, all required documentation, both fiscal and programmatic, must be retained for three program years after the end of the program year in which the document was generated. For participants who enter unsubsidized employment after exiting the program, this means three program years after the end of the program year in which all follow-up activity is ended.

If documentation is missing, reasonable steps must be taken to recreate the missing documents to avoid audit/monitoring problems. If documents are created, a note must be placed in case notes.

Programmatic Reporting

The grantee will ensure data is collected for SPARQ and OSL services for its respective service area. All data must be accurately entered in the SPARQ and OSL system to ensure timely calculation and production of the QPR.

Using Participants as Staff to the Grantee

The Grantee can be a host agency. Participants are not allowed to be placed at the Grantee's agency as a "holding site" until a better host site becomes available, or where a participant waits for his/her next assignment and continues to be paid. The Grantee must have an approved community service work-training assignment available, the assignment must be legitimate, and the assignment must be consistent with the participant's IEP. Furthermore, participants must not be trained as "Case Manager Trainees" but rather be more specific in the training to be provided.

1. A participant training at a Grantee's office will hold the title of **Participant Staff Trainee (PST)**. It is recommended the Grantee train participants in the many facets of SCSEP and not as a "case manager trainee." The PST can receive training in areas such as job recruiter, program recruiter, file clerk, data entry clerk, follow-up clerk, etc. These areas will assist the Grantee in giving attention to the many details the program requires;
2. Prevailing wage – a PST can be paid the prevailing wage for the area and the job title. The PST can receive training up to 25 hours per week. The Grantee will be responsible for documenting the prevailing wage for the area and job title;
3. The number of participant staff trainees cannot exceed 10% of the Grantee's authorized slot levels.

4. A participant staff trainee must:
 - Be adequately supervised and motivated to seek unsubsidized employment;
 - Relate well with and maintain confidentiality of co-workers, participants and potential employers; and
 - See beyond the obvious and notice the potential in participants.

5. A supervisor of a participant staff trainee must:
 - Identify what the participant does on a daily, weekly, or monthly basis.
 - Ensure the participant is making satisfactory progress. If not, a rotation of placement should be considered.
 - Determine if benchmarks are being achieved.
 - Inform participant of the measures that will be used to evaluate his/her performance.

6. In developing the participant staff trainee's IEP, Grantees must:
 - Determine the staff position;
 - Consider O*Net as a resource for identifying tasks, skill sets, and training needs;
 - Address all skill needs in a logical order;
 - Develop benchmarks and measures for evaluation;
 - Clearly delineate the duties of the participant.

HOST AGENCY DEVELOPMENT

The host agency must provide adequate instruction, supervision, work-training and assistance needed to each participant to enable each participant to perform as an effective and productive worker. The host agency must make a commitment to consider hiring the participant when an appropriate vacancy occurs. However, if a host agency has history of not considering SCSEP participants for appropriate employment opportunities, they should not be used as host agencies. SCSEP is a training program designed to meet the needs of participants ... not host agencies. Host agencies do not "own slots" nor do they "have positions to be filled" by the program."

The host agencies sites should include, but are not limited to the following:

- Public agencies such as public health departments, school systems, social service departments/agencies (such as councils on aging, domestic abuse shelters, drug abuse treatment centers, and ethnic/cultural centers, museums, etc) courts, police departments, housing authorities, child and youth services, adult services, adult education centers, general hospitals, community mental health centers, mental hospitals, recreation departments, community development/outreach services, employment services, vocational counseling rehabilitation services, local Federal agencies, extension services and local tribal government agencies; and
- Private Non-Profit Organizations such as voluntary hospitals, neighborhood health centers, community and neighborhood centers, health and welfare council agencies, community action agencies and private schools.

Recruiting New Agencies:

- Position your product: product position is usually based on either the benefits of the product (what will it do for me?) or removal of barriers (how difficult is it for me to do?). By talking

with current host agencies, you can learn the benefits they value most and the barriers they foresee.

- Build partnerships with key allies: build connections with key people and organizations that have the potential to bring attention and credibility to your program. Develop beneficial relationships with the reporters covering your issue at key media outlets; pitch stories to them with a fresh news angle, provide them with fact sheets, etc.
- Develop a Pro/Con list: develop a list of all the benefits to and disadvantages (from the host agency's perspective) of being a host agency.
- Design an approach to recruit a new host agency:
 - Develop a letter
 - Bullet out talking points for a telephone conversation or meeting
 - Design a feature article for the community page of the newspaper
 - Work in partnership with other service providers.

Select Host Agency Work-Training site(s) that have the:

- Capability to provide a safe environment with adequate space and equipment for the participant;
- General responsiveness to the goals and objectives of the SCSEP;
- Ability to comply with program requirements;
- Ability to provide work-training that supports the IEP goals and offer opportunities for the participant to enhance skills and be transitioned to unsubsidized employment;
- Capability to provide the participant with work-training that will develop marketable skills in all business sectors with emphasis on demand occupations;
- Capacity to supervise the participant on a day-to-day basis;
- Potential for employing the participant on a permanent basis;
- Ability to ensure the participant is given the same consideration and treatment as other staff members;
- Ability to prepare an appropriate work base training description and to adjust the description as the participant develops additional skills;
- Ability to approve time for participants and the supervisor to attend SCSEP training meetings; and
- Appropriateness of work base training for older workers.

SCSEP staff will conduct an orientation for host agencies and explain role and responsibilities to the program and the SCSEP participants. At a minimum, orientation should include the host agency roles and responsibilities to orient, supervise, train, and instruct the participants assigned to the agency. Host agencies will be provided with a copy of the SCSEP Participant Handbook. The host agency must be informed of the established Affirmative Action procedures to assure that no person will be discriminated against on the grounds of race, creed, color, handicap, national origin, sex, political affiliation, or beliefs, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or part with funds made available under the SCSEP program.

Host Agency Agreements —Host Agency Agreements must contain the commitment of the host agency to:

- Provide support to the participant;

- Provide skill training and supervision in learning/practicing new tasks;
- Allow participant to attend meetings, go on job interviews, etc;
- Consider hiring participant if appropriate opening occurs;
- Provide safe working environment;
- Abide by the agreed upon work schedule and hour limits;
- Provide periodic performance reviews;
- Support the participant's IEP goals;
- Honor volunteer service prohibition and non-discrimination assurances;
- Honor maintenance of effort;
- Provide agency orientation to participant;
- Submit properly prepared/signed timesheets;
- Prohibit supplementation of wages;

Host Agency Agreements must:

- Be renewed annually;
- Contain the timeframe of the agreement; and
- Be supported by a copy of the 501(c) (3/) documentation (for host agencies not a unit of government).

Note: A copy of each Host Agency Agreement, as well as any monitoring reports, reviews, or related documents must be maintained in a Host Agency file and retained for three years.

Host Agency Monitoring

Per the Governor's Oversight and Monitoring Plan as issued by OESC - the Governor of Oklahoma is responsible for the development of the State monitoring system. As a component of that system, the Governor has assigned OESC oversight and monitoring responsibilities for workforce-related grants, programs and activities established and funded by the U.S. Department of Labor and administered by the State including the Senior Community Service Employment Program as authorized under the 2006 Older Americans Act (OAA) Amendments, P.L. No. 109-365.

The Grantee must monitor the host agency site(s) at least two times a year to ensure that:

- The host agency is adhering to the signed Host Agency Agreement;
- There are no safety issues;
- The participant and supervisor are on track with the training plan and scheduled hours;
- Program satisfaction; and
- There is an open dialogue to resolve issues that might arise.

Note: The monitoring observations and/or findings must be documented and included in the host agency file.

- A. The monitoring visit will consist of, but not be limited to:
 - a. Interviewing the host agency supervisor to:

- i. Ensure awareness of the policies and procedures that govern the partnership with SCSEP;
 - ii. Discuss the possibility of hiring the participant;
 - iii. Discuss how the employer is helping the participant find a job (e.g., time off for interviews, etc.);
 - iv. Determine whether the supervisor has suggestions for changes and/or enhancements, including the possibility of placing the participant in a more responsible training assignment or providing additional training;
 - v. Assure compliance with Maintenance of Effort (MOE) requirements, non-discrimination requirements, and safe and healthful training conditions requirements; and
 - vi. Determine whether the host agency supervisor is satisfied with the participant's performance.
- b. Areas to be monitored include, but are not limited to:
- i. Safety and working conditions at the host agency site;
 - ii. Possibility of additional training at the host agency site;
 - iii. Possibility of unsubsidized employment at the host agency site; and
 - iv. Host agency compliance with community assignment description.
- c. Interview the participant to:
- i. Assure that the participant is knowledgeable of his/her training assignment;
 - ii. Assess the participant's satisfaction with his/her training assignment;
 - iii. Confirm the participant is not exceeding training hours or volunteering at the host site;
 - iv. Discuss any problems or complaints the participant may have;
 - v. Discuss suggestions for change or program improvements, including possibility of other training;
 - vi. Assure that the participant understands the time limit of the assignment and the payroll procedures;
 - vii. Review the efforts of the participant to obtain unsubsidized employment; and
 - viii. Participant involvement in training outside the host agency community service work-training assignment.

Review the Community Service Work-Training Assignment to:

- Verify that the duties and tasks have not been changed without prior approval of the SCSEP staff;
- Confirm that the scheduled hours of training, as set forth on the community service work-training agreement;
- Ensure that the participant is not volunteering at the host agency;
- Verify the participant's work-based training tasks are consistent with the goals set out in the IEP;
- Assure compliance by host agency and participant with program policy and procedures;
- Assure satisfaction of both parties;
- Determine hours and conditions of work;
- Verify performance of duties as described;
- Modify/upgrade as training is accomplished;
- Verify the participant is making progress in meeting their IEP goals; and

- Identify and resolve any problems.

Maintenance of Effort (MOE)

Maintenance of Effort refers to the substitution of participants for permanent agency employees. Federal regulations prohibit host agencies using SCSEP participants as substitutes for their permanent employees. Participants are additions to, not substitutes for, regular staff and the host agency is not allowed to substitute federal funds for local expenses. Host agencies that violate MOE are at risk of having their host agency status terminated with the SCSEP.

Host Agency Assignments must NOT result in:

- The displacement of currently employed workers,
- The impairment of existing contracts for service,
- Other costs being substituted by federal funds, in connection with work which would otherwise be performed,
- Substitution of project assignments for existing federal jobs, or
- Employment of a participant to perform the duties assigned to a previously employed person who is currently on laid-off status.

Host Agency Layoffs and SCSEP

It is against OESC policy to assign a SCSEP participant to train in the same area/department where the agency/organization has had to lay off a staff person within the last two years from the date of interest in SCSEP. Participants may be assigned to other departments but not to the department where the layoff took place. Violation of this policy will affect future participation in SCSEP.

The definitions found at §641.140 are attached and made a part of this OETI.

§641.140—DEFINITIONS (As published in the Federal Register June 29, 2007 (Volume 72, Number 125).)

Additional indicators mean retention in unsubsidized employment for one year; and satisfaction of participants, employers and their host agencies with their experiences and the services provided and any other indicators of performance that the Secretary determines to be appropriate to evaluate services and performance. (Sec. 513(b)(2) as amended by Pub. L. 109-365).

At risk for homelessness means an individual is likely to become homeless and the individual lacks the resources and support networks needed to obtain housing.

Co-enrollment applies to any individual who meets the qualifications for SCSEP participation as well as the qualifications for any other relevant program as defined in the Individual Employment Plan.

Community service includes, but is not limited to, social, health, welfare, and educational services (including literacy tutoring); legal assistance, and other counseling services, including tax counseling and assistance and financial counseling; library, recreational, and other similar services; conservation, maintenance, or restoration of natural resources; community betterment

or beautification; anti-pollution and environmental quality efforts; weatherization activities; and economic development. OAA§516 (1).

Community service work-training assignment means part-time, temporary employment paid with grant funds in projects in host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. (Sec. 518(a)(2) as amended by Pub. L. 109-365).

Core indicators means hours (in the aggregate) of community service work-training; entry into unsubsidized employment; retention in unsubsidized employment for six months; earnings; the number of eligible individuals served; and most-in-need (the number of individuals described in subsection (a)(3)(B)(ii) or (b)(2) of section 518 of the OAA). (Sec. 513(b)(1) as amended by Pub. L. 109-365).

Core services means those services described in section 134(d)(2) of WIA.

Disability means a disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in one or more of the following areas of major life activity:

- Self-care;
- Receptive and expressive language;
- Learning;
- Mobility;
- Self-direction;
- Capacity for independent living;
- Economic self-sufficiency;
- Cognitive functioning; and
- Emotional adjustment.

Frail means an individual 55 years of age or older who is determined to be functionally impaired because the individual—

(1)

- (i) Is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing (something that prompts or reminds somebody to do something), or supervision; or
- (ii) At the option of the State, is unable to perform at least three such activities without such assistance; or

(2) Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

Greatest economic need means the need resulting from an income level at or below the poverty guidelines established by the Department of Health and Human Services and approved by the Office of Management and Budget. OAA §101(27).

Greatest social need means the need caused by non-economic factors, which include:

- Physical and mental disabilities;
- Language barriers; and
- Cultural, social, or geographical isolation, including isolation caused by racial or ethnic status that restricts the ability of an individual to perform normal daily tasks, or threatens the capacity of the individual to live independently. OAA §101(28).

Homeless includes

- (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and
- (2) An individual who has a primary nighttime residence that is:
 - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - (ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (iii) A public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

Host agency means a public agency or a private nonprofit organization exempt from taxation under the provisions of section 501(c)(3) of the Internal Revenue Code of 1986, other than a political party, which provides a work site and supervision for one or more participants. [See also OAA §502(b)(1)(C)]. A host agency may be a religious organization as long as the projects do not involve the construction, operation, or maintenance of any facility used or to be used as a place for religious instruction or worship.

Individual employment plan or IEP means a plan for a participant that includes an employment goal, achievement of objectives, and appropriate sequence of services for the participant based on an assessment conducted by the grantee and jointly agreed upon by the participant. OAA §502(b)(1)(N).

Intensive services means those services authorized by section 134(d)(3) of the Workforce Investment Act.

Jobs for Veterans Act means the program established in section 2 of Public Law 107-288 (2002) (38 U.S.C. 4215), that provides a priority for veterans and the spouse of a veteran who died in a service-connected disability, the spouse of a member of the Armed Forces on active duty who has been listed for a total of more than 90 days as missing in action, captured in the line of duty by a hostile force, or forcibly detained by a foreign government or power, the spouse of any veteran who has a total disability resulting from a service-connected disability, and the spouse of any veteran who died while a disability so evaluated was in existence, who meet program eligibility requirements to receive services in any Department of Labor-funded workforce development program.

Limited English proficiency means individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Local Workforce Investment Area or local area means an area established by the Governor of a State under section 116 of the Workforce Investment Act.

Local Board means a Local Workforce Investment Board established under section 117 of the Workforce Investment Act.

Low employment prospects means the likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program. Persons with low employment prospects have a significant barrier to employment. Significant barriers to employment may include but are not limited to:

- Lacking a substantial employment history,
- Basic skills, and/or English-language proficiency;
- Lacking a high school diploma or the equivalent;
- Having a disability; being homeless; or
- Residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

Low literacy skills means the individual

- Computes or solves problems, reads, writes, or speaks at or below the 8th grade level or
- Is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job, in the individual's family, or in society.

Most-in-need means participants with one or more of the following characteristics:

- Have a severe disability;
- Are frail;
- Are age 75 or older;
- Are age-eligible but not receiving benefits under title II of the Social Security Act;
- Reside in an area with persistent unemployment and have severely limited employment prospects;
- Have limited English proficiency;
- Have low literacy skills;
- Have a disability;
- Reside in a rural area;
- Are veterans;
- Have low employment prospects;
- Have failed to find employment after utilizing services provided under title I of the Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.);
- Or are homeless or at risk for homelessness. (Older Americans Act (OAA) section 513(b)(1)(E) as amended by Pub. L. 109-365).

National grantee means a public or non-profit private agency or organization, or Tribal organization, that receives a grant under title V of the OAA (42 U.S.C. 3056 et seq.) to administer a SCSEP project. (See OAA section 506(g)(5) as amended by Pub. L. 109-365).

One-Stop Center means the One-Stop Center system in a WIA Local Area which must include a comprehensive One-Stop Center through which One-Stop partners provide applicable core

services and which provides access to other programs and services carried out by the One-Stop partners. WIA §134(c)(2).

One-Stop Delivery System means a system under which employment and training programs, services, and activities are available through a network of eligible One-Stop partners, which assures that information about and access to core services is available regardless of where the individuals initially enter the statewide workforce investment system. WIA §134(c)(2).

One-Stop partner means an entity described in section 121(b)(1) of the Workforce Investment Act; i.e., required partners, and an entity described in section 121(b)(2) of the Workforce Investment Act, i.e., additional partners.

Other participant (enrollee) cost means the cost of participant training, including the payment of reasonable costs to instructors, classroom rental, training supplies, materials, equipment, and tuition, and which may be provided on the job or in conjunction with a community service work-training assignment, in a classroom setting, or under other appropriate arrangements; job placement assistance, including job development and job search assistance; participant supportive services to assist a participant to successfully participate in a project, including the payment of reasonable costs of transportation, health care and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, and follow-up services; and outreach, recruitment and selection, intake orientation, and assessments. OAA §502(c)(6)(A).

Participant means an individual who is determined to be eligible for the SCSEP, is given a community service work-training assignment, and is receiving any service funded by the program as described in 20 CFR Part 641 - Subpart E (i.e., has been assessed and has been assigned to a community service position, etc.) and is legally filling an authorized position.

Persistent unemployment means that the annual average unemployment rate for a county or city is more than 20 percent higher than the national average for two out of the last three years.

Placement into public or private unsubsidized employment means full-or part-time paid employment in the public or private sector by a participant for 30 days within a 90-day period without the use of funds under title V or any other Federal or State employment subsidy program, or the equivalent of such employment as measured by the earnings of a participant through the use of wage records or other appropriate methods. OAA §513(c)(2)(A).

Poor employment prospects means the likelihood that an individual will not obtain employment without the assistance of the SCSEP or any other workforce development program. Persons with poor employment prospects include, but are not limited to, those without a substantial employment history, basic skills, and/or English-language proficiency; displaced homemakers, school dropouts, persons with disabilities, including disabled veterans, homeless individuals, and individuals residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

Program year means the one-year period beginning July 1 and ending on June 30. OAA §515(b).

Project means an undertaking by a grantee according to a grant agreement that provides community service, training, and employment opportunities to eligible individuals in a particular location within a State.

Residence means an individual's declared dwelling place or address as demonstrated by appropriate documentation.

Retention in public or private unsubsidized employment means full- or part-time paid employment in the public or private sector by a participant for 6 months after the starting date of placement into unsubsidized employment without the use of funds under title V or any other Federal or State employment subsidy program. OAA §513(c)(2)(B).

Rural means an area not designated as a metropolitan statistical area by the Census Bureau; segments within metropolitan counties identified by codes 4 through 10 in the Rural Urban Commuting Area (RUCA) system; and RUCA codes 2 and 3 for census tracts that are larger than 400 square miles and have population density of less than 30 people per square mile.

Severe disability means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that--

- Is likely to continue indefinitely; and
- Results in substantial functional limitation in 3 or more of the following areas of major life activity:
 - Self-care;
 - Receptive and expressive language;
 - Learning;
 - Mobility;
 - Self-direction;
 - Capacity for independent living;
 - Economic self-sufficiency.

Severely limited employment prospects means a substantially higher likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program. Persons with severely limited employment prospects have more than one significant barrier to employment; significant barriers to employment may include but are not limited to:

- Lacking a substantial employment history, basic skills, and/or English-language proficiency;
- Lacking a high school diploma or the equivalent;
- Having a disability;
- Being homeless; or
- Residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

Training services means those services authorized by section 134(d)(4) of the Workforce Investment Act.

Veteran means as individual who is a 'covered person' for purposes of the Jobs for Veterans Act, 38 U.S.C. 4215 (a) (1).

ACTION REQUIRED: This OETI is effective immediately and is to become a part of your permanent records. Please make this issuance available to all appropriate personnel.

INQUIRIES: If you have questions regarding this issuance, please contact either John Cole at 405-557-5344, john.cole@oesc.state.ok.us, or Tami Decker at 405-962-7595, tdecker@oesc.state.ok.us

RESCISSIONS: This policy rescinds OETI #11-2008 issued June 17, 2008.

ATTACHMENTS: To assist SCSEP Grantees with the writing of local policies, OESC's Workforce Integrated Programs Division has provided the following sample forms as attachments to this OETI.

- A. SCSEP Participant Handbook
- B. Family Size Verification
- C. Leave of Absence Form
- D. Income Worksheet

**SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM**

PARTICIPANT HANDBOOK

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Welcome to the Senior Community Service Employment Program (SCSEP). You are now a participant in the only National work-training and employment program exclusively for persons age 55 and older. We are happy that you are a participant in this work-training program.

WHAT IS SCSEP?

The SCSEP is a work-training program which encourages and lengthens self-sufficiency by supplementing income while providing work-training and increased marketability. SCSEP fosters useful part-time work-training opportunities in community service for unemployed low income persons who are 55 years of age or older and have poor employment prospects to sharpen employment skills. The Program also fosters individual economic self-sufficiency by assisting participants in transitioning to unsubsidized employment. Community service activities are provided through community service work-training assignments at host agencies, which must be a governmental or non-profit, nonpartisan organization.

PARTICIPANT GOALS

Your Goals in entering this program should include:

- Upgrading job skills and work experience by attending training sessions and through a “work-training” experience providing community service;
- Seeking improved employment opportunities beyond this program;
- Improving your living situation through paid training while connecting with your community and preparing for unsubsidized employment;
- Pursuing the work and community related goals you have;
- Pursuing additional skill improvement through this program and developing a comprehensive plan to assist you; this plan is called an “Individual Employment Plan” (IEP), and we help you create it; and
- Finding unsubsidized employment.

PROGRAM GOALS

The overall goal of this program is to help you build skills that improve your ability to find and maintain unsubsidized employment. This goal is achieved by providing a combination of useful part-time work-training assignments and traditional training, while promoting transition to unsubsidized employment.

To this end, the Senior Community Service Employment Program’s goal is to:

- Help the participant receive training in a demand-occupation by successfully participating in community service work-training assignments;
- Assist participants in developing marketable skills so they may secure unsubsidized employment in today’s market and remain self-sufficient for a longer, more vital life-span; and
- Provide community service activities to communities.

Additionally, other resources are often available that will improve your ability to contribute to your community or to a private organization and ultimately find work. Participants may find that

with these improved skills and experience, they obtain better employment. We are excited about your participation and can offer suggestions, support, and services—including resume-writing, interviewing skill development, job search workshops, etc.—to help you meet your employment goals.

SCSEP—HISTORY AND TODAY

History

During the 1960s, President Lyndon Baines Johnson announced his “War on Poverty” campaign. The Senior Community Service Employment Program (SCSEP), Title V of the Older Americans Act, was a product of that campaign. The program, which has been continuously funded since its inception, is in response to the unfortunate reality that many mature people seek work with outdated skills and that economic changes often result in mature persons losing work or being forced into retirement before they are financially ready. Additionally, many older workers especially women, may find themselves seeking work for the first time (or returning after many years of homemaking) because of family changes and in need of gaining updated skills.

Today

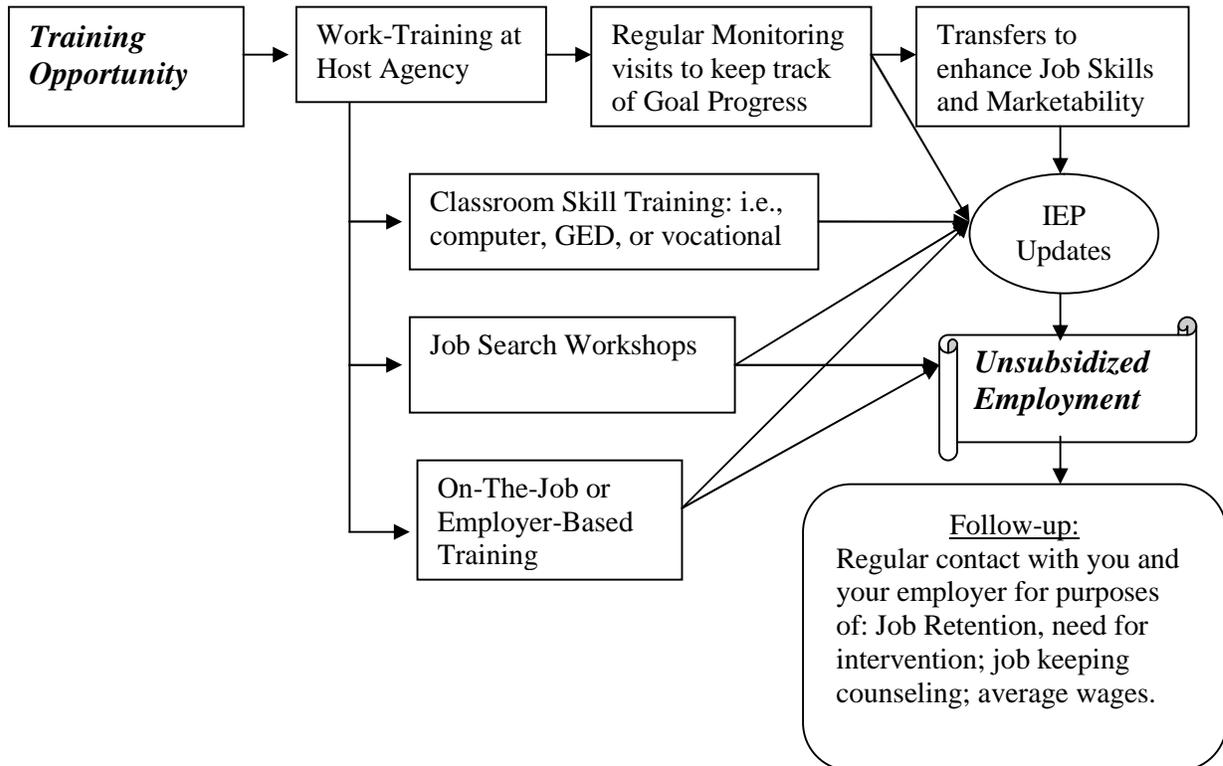
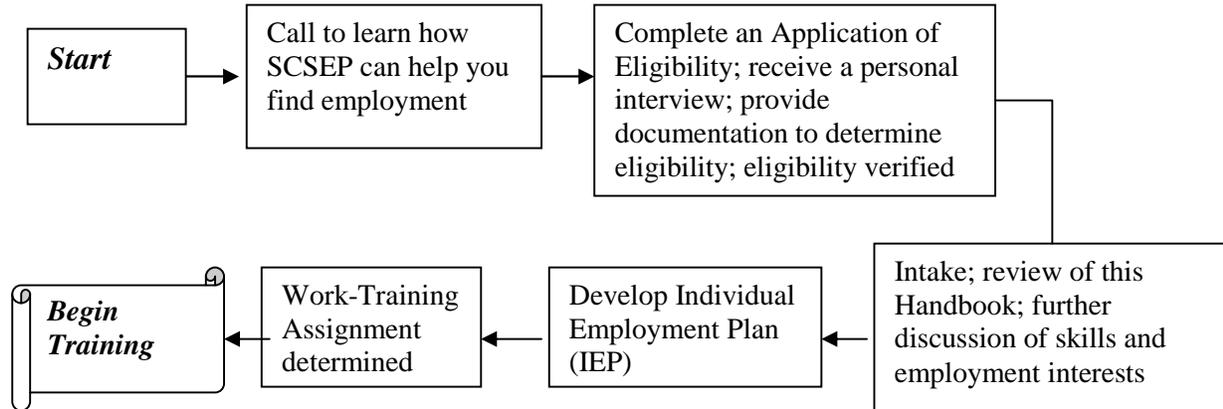
SCSEP has been updated to take into account changes in the modern economy and to provide greater focus on the work-training aspects afforded to SCSEP Participants. Private companies ensure success by updating their policies and procedures to take advantage of more efficient methods and to keep pace with the changing social and economic environment. Similarly, SCSEP makes use of over 40 years of history while taking advantage of new knowledge and constraints in the modern employment market.

Experience has shown that mature persons can modernize and improve their skill levels in a wide range of activities. Additionally, by working closely with SCSEP Participants to create a plan that aligns work-training with traditional learning and other support services, SCSEP Participants can focus their efforts more effectively. The ultimate result is that SCSEP Participants can develop skills and behaviors that result in greater employability, facilitating their transition into unsubsidized employment.

Recently, changes have been implemented to make use of additional programs and services to provide SCSEP Participants with more complete work-training and support. As they go through the initial assessments and develop Individual Employment Plans (IEPs), SCSEP Participants will help to identify barriers they face, and then work with their Case Managers and use the IEP to design specific plans to overcome those barriers whenever possible. These additional services are designed to enhance not only job obtainment, but also retention. “Retention” means keeping the unsubsidized job. Your Case Manager will do periodic follow-ups over a 15-month period to determine that employment has continued and to collect wage information for average wage measurement. Participants are asked to save pay stubs and notify the Senior Employment Center of any changes in address and/or phone numbers, in addition to keeping the Case Manager current on the status of the job during this follow-up period. This will greatly assist us in collecting this important follow-up information to complete the Participants’ files after they have secured employment.

SCSEP PROCESS

As a SCSEP Participant, it is very important that you have a good understanding of the process you are undertaking. These representations present a simple visualization of the process from your point of view.



PRIVACY ACT STATEMENT

The Senior Community Service Employment Program (SCSEP) is strongly committed to maintaining the privacy of your personal information and the security of our computer systems. With respect to the collection, use and disclosure of personal information, SCSEP staff makes every effort to ensure compliance with applicable Federal law, including, but not limited to, the Privacy Act of 1974, the Paperwork Reduction Act of 1995, and the Freedom of Information Act.

SERVICES

Intake and Eligibility Process

The intake and eligibility process introduces all applicants to the Program. This process explains:

- Goals and objectives of the SCSEP
- Community Service Work-Training Assignments
- Availability of a free physical examination
- Training opportunities
- Supportive services
- Participant's rights and responsibilities
- Assessment
- Individual Employment Plan
- Permitted and prohibited political activities
- Reasons for termination from the program
- Grievance procedures

Overviews of the following topics are also included:

- The Americans With Disabilities Act (ADA)
- The Drug-Free Workplace Act
- The Age Discrimination in Employment Act (ADEA)

Host Agency Work-Training Site Orientation

A "Host Agency" is either a public agency or a non-profit organization that provides supervision for one or more SCSEP participants during their community service work-training assignments.

Orientation to the host agency work-training site will be provided before participants begin community service work-training assignments. Work-training site Orientation will be held during normal business hours and will include the following:

- Location of the work-training assignment site
- Job description

- Work schedule
- Community service work-training assignment Supervisor's name and contact information
- Administrative procedures (time sheets, leave requests, grievance procedures, etc.)
- Plans for transition to unsubsidized employment as described in the Individual Employment Plan (IEP).

NOTE: No Participant should be the only representative on the premises at any Work-Training Site at any time.

Assessment

The assessment is used to identify the appropriate training objective, and for determining the most suitable SCSEP community service work-training assignment. The assessment is the starting point for your overall success and is the first step in writing your IEP. An effective initial assessment is crucial to properly match your skill needs with a host agency that will enable you to meet the milestones and goals identified in your IEP.

Individual Employment Plan (IEP)

You will work together with SCSEP staff to complete an IEP. This plan lists specific goals, milestones and needs and the action steps necessary—with associated timeframes—to achieve those goals.

A summary of any counseling needs, medical assistance and personal concerns are discussed and, if necessary, supportive services (i.e., safety glasses, tools, uniforms, etc.) may be provided and documented on the plan. The IEP is jointly prepared by you and SCSEP staff and constitutes a contract. The IEP will be updated regularly as you meet goals and set new goals to achieve successful unsubsidized employment.

Physical Examinations

A physical examination is a fringe benefit and a service to the participant. It is not used to determine eligibility.

Each participant must be offered a physical examination within 60 calendar days after enrollment. The offer of a physical examination must be documented. Results of the examination are the property of the participant and are kept completely confidential. Participants may, but are under no obligation to, share the results with the program staff. Results of physicals disclosed to SCSEP staff are kept in a separate locked file.

Participants have the right to waive the physical examination. If you object to having a physical examination, you will be required to sign a Physical Examination Waiver. Waiving the physical examination may limit your work-training site assignment because of the need to comply with applicable health laws.

TRAINING

Training goals for program participants are designed to encompass the teaching of specific skills deemed crucial to obtaining or maintaining employment. SCSEP training includes:

- Community service work-training assignments
- On-The-Job Experience
- Classroom and Educational training
- Other training programs

Community Service Work-Training Assignment

The community service work-training assignment description is used to document the duties and responsibilities that will be expected of you at the work-training site. The SCSEP staff and host agency work together to develop a work-training assignment description based on the goals set in your IEP. The work-training assignment description is updated as your responsibilities are increased, or as new skills or tasks are added.

Additional skill training designed to either allow the participant to more effectively perform the community services work-training assignment or lead to unsubsidized employment is permitted. This training may involve classroom lectures, seminars, individual instruction, training through other employment and training programs and community colleges. In addition, community services work-training assignments have a goal of placing participants into unsubsidized employment. Through this program, older workers should have access to all of SCSEP work training services and the Workforce Investment System.

Community service work-training assignments are based on skills that you need to learn in order to achieve your employment goals. As you achieve each goal, it may be necessary to change your Host Agency Assignment location. When you master the skills needed for a job, you are then a candidate to move into unsubsidized employment.

On July 1, 2007, changes were implemented which reduce the time a Participant may be enrolled in SCSEP. Individual enrollments average 27 months. This means that it is imperative that Participants find unsubsidized employment as quickly as possible – hopefully within 3 to 9 months of enrollment, allowing for time remaining for additional assistance, should it be needed in the future. This time allowance will be monitored by Oklahoma Sub-Grantees and DOL. It is vital to the success of each Participant in the attainment of their employment goals that they understand these restrictions, and that they work to achieve unsubsidized employment as quickly as possible.

On-The-Job-Experience (OJE)

SCSEP participants are placed in appropriate work-training experience that give them the opportunity to develop and practice the skills and/or experience needed to secure unsubsidized employment. In some instances, however, a participant may choose a goal of obtaining unsubsidized employment with a public or private employer requiring specific skills that are not

attainable through the regular community service work-training assignment. In these instances, if the participant has completed at least 2 weeks at a community service work-training assignment, the sub-grantee may elect to provide the participant with an “on-the-job experience” (OJE).

In order to provide a participant with an OJE, the grantee must first negotiate a contract with the prospective employer. The contract must specify skills, timelines and benchmarks the participant must achieve in order to be hired permanently by the public or private employer. The prospective employer will then place the participant in a suitable training assignment for no more than 40 hours a week for up to 12 weeks to accommodate the gap between actual and needed skill levels. It must also stipulate that at the end of the training period, if the participant’s OJE has been satisfactory, the participant will remain on the potential employer’s payroll. The employer may be reimbursed up to 50% of the participant’s wages earned while in OJE training for up to 12 weeks. In order to implement an OJE component within its SCSEP project, a sub-grantee must provide a separate proposal delineating the provisions of its OJE project.

During the OJE project regular contact must be maintained in order to address any issues, safety concerns or problems with the employer or the participant. The contact may take place in-person, by telephone or e-mail and just be noted in the participant’s case notes. Each sub-grantee may exercise the OJE training option with a particular participant once in any 12 month period. Each sub-grantee may exercise the OJE training option with the same employer, but no more than 5 times per year for the same job category.

Classroom and Educational Training

You are encouraged to pursue short-term training at career technology centers or colleges/universities. If these approved courses are consistent in meeting the goals set in the IEP, the program may pay for part or all of the costs, including the payment of reasonable costs of instructors, classroom rental, training supplies, materials, equipment, and tuition, if funds are available.

Other Training Programs

SCSEP often works with other training programs that have related objectives. These programs can provide information on job training, job-search workshops, resume writing classes, and vocational training. Many of these training programs are offered free of charge at Workforce Centers.

NOTE: Documentation signed by Workforce Center staff must be submitted to the Case Manager for participants to be paid for attending training.

Workforce Centers

These Centers offer a variety of services (depending on the center location), such as:

- Career information and planning
- Skills assessment

- Career resource library
- Computer lab for preparing or updating your resume and practicing computer skills
- Telephones, copiers and fax machines
- Internet access for job leads or job searches
- Local employer and labor market information
- Free informational workshops, such as resume writing, job search assistance and interviewing skills
- Career Readiness Certificates (Work Keys)
- Screening for training assistant programs
- Referral to other services, if needed

Check with your local Workforce Center for available programs. A directory of Workforce Centers is available at www.workforceok.org/locator.htm. SCSEP staff can also assist you.

Training Wage And Fringe Benefits

Training wages are set by the Oklahoma Minimum Wage Act (40 O.S. § 197.1 *et seq*) at:

- \$7.25 per hour as of July 24, 2009

Training hours for work-training assignments are not to be more than 25 hours per week. There is no minimum number of training hours, although 20 hours per week is strongly encouraged.

Fringe Benefits for SCSEP participants are limited to a basic physical examination and Workers' Compensation coverage. The Senior Community Service Employment Program is a training program. Participants are not eligible to receive unemployment benefits, retirement benefits, paid annual leave, paid sick leave, paid holidays, bonuses or any kind of monetary incentive.

Absences from your community service work-training assignment must be requested in advance and approved by the work-training site supervisor and in accordance with work-training site guidelines. The work-training site designated supervisor will notify SCSEP staff of the approved, unpaid leave. In the event of an unexpected illness or accident, notification must be given to your SCSEP counselor as soon as possible. Your SCSEP counselor will notify the work-training site designated supervisor of the illness.

Participant Leave of Absence

Participant leave of absence may be accepted for the following reasons:

Category A. (Maximum Length of 12 work weeks in any 12 month period)

- If you have been given placement of a child for adoption or foster care;
- If you must care for an immediate family member(spouse, child, or parent) with serious health condition;
- If you are temporarily unable to work because of your own serious health condition;

Category B. (Maximum Length of 2 work weeks)

- If you must handle personal business (non-medical) which makes it difficult for you to work.
- If you must handle family business (non-medical) which makes it difficult for you to work.

Please be aware of the following:

- Leave of absence of any kind shall be UNPAID leave;
- Leave of absence under Category B will be considered as part of the duration of enrollment in the program (scheduled end date will not be extended to accommodate leave taken)
- Participant must continue to keep SCSEP case manager informed of status while on leave;

Recertification

All SCSEP participants are required by the Department of Labor to be recertified if there has been a substantial change in circumstances that is likely to have an effect on eligibility, such as a substantial increase in an existing source of income or the addition of a new source of income. The marriage of a SCSEP participant is a substantial change of circumstances that requires a recertification. (Data Collection Handbook, Participant Form- 53, Topic 64—Recertification within 12 months; substantial change in circumstance)

During the recertification process, if it is determined that you are no longer eligible, you will receive written notification advising you of the date of termination from the program. SCSEP staff will assist you in contacting other available employment and training resources.

Standards Of Conduct

Drug-Free Workplace

The dispensing, possession, or use of a controlled substance or alcohol is prohibited by participants in the Senior Community Service Employment Program. The use, consumption, sale, purchase, transfer or possession of any illegal or nonprescription drug by program staff or participants while on a community service work-training assignment or SCSEP-sponsored training is prohibited. Any participant who violates this policy is subject to disciplinary action, including termination from the program.

Lobbying

SCSEP funds shall not be used in any way to influence the legislative process.

Volunteer Time

You will not volunteer or be asked to volunteer additional work hours beyond your training hours. To do so is in violation of the Fair Labor Standards Act. If you are asked to volunteer additional work hours beyond your training hours, you must notify SCSEP staff immediately. Any participant who violates this policy is subject to disciplinary action, including termination from the program.

Nepotism

You will not be assigned to a host agency site if any member of your immediate family is in a decision-making capacity at that agency.

Prohibited Activities

While participating in the SCSEP, you may not be selected, rejected, promoted, or terminated based on your political affiliation or beliefs. Your selection or advancement as a reward for political services or as a form of political patronage, whether or not the political patronage is partisan in nature, is prohibited. Neither you nor any staff person may engage in partisan or nonpartisan political activities during time for which the person is paid with SCSEP funds. Neither you nor any staff person may engage in partisan political activities in which the person represents him/herself as a spokesperson of the SCSEP. Any participant who violates this policy is subject to disciplinary action, including termination from the program.

Termination From Program

Your participation in the Senior Community Service Employment Program may be terminated for "Cause." "Cause" may include, but is not limited to:

- Refusal to cooperate in recertifying eligibility
- Inability and/or unwillingness to perform assigned duties
- *Unreasonable refusal to accept a different work-training assignment
- *Unreasonable refusal to accept job offers or job referrals
- Failure and/or refusal to cooperate with the IEP
- Frequent tardiness
- Falsification by the participant of time sheets or other official records
- Insubordination
- Obscene/abusive language or behavior
- Non-compliance with substance abuse policy
- Failure to cooperate with grantee and/or host agency staff
- Failure to maintain Standards of Conduct

*"Unreasonable refusal" is defined as the refusal of three community service work-training assignments, job offers, or job referrals.

Disciplinary Action is defined as:

1. Verbal warning
2. Written warning
3. Termination from program

Participants who disagree with the termination may file a grievance. When participants are terminated for Cause, the SCSEP staff will inform the participant in writing of the reasons for termination and of the right to file a grievance as advised in orientation.

When feasible, participants terminated from the SCSEP will be referred to other potential sources for assistance.

If, at any time, the SCSEP staff determines that you were incorrectly declared eligible as a direct result of false information provided by you, you will be terminated from the program immediately.

If, at any time, the SCSEP staff discovers that you, through no fault of your own, were incorrectly determined to be eligible, you will be given written notice of termination effective 30 days from the date of notice and will be referred to other potential assistance sources.

ADA and EEO Compliance and Grievance Procedures

Americans with Disabilities Act (ADA)

The Senior Community Service Employment Program is committed to complying with the Americans with Disabilities Act. The Program will ensure that qualified individuals with disabilities are given an opportunity to participate in and benefit from its services, programs, benefits and training opportunities.

Equal Opportunity

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title 1 of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I-financially assisted program or activity.
- The recipient must not discriminate in any of the following areas:
 - Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
 - Providing opportunities in, or treating any person with regard to, such a program or activity; or
 - Making employment decisions in the administration of, or in connection with, such a program or activity.

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the

alleged violation with the recipient's Equal Opportunity Officer or person designated for the purpose. If the issue alleging violations of law, other than discrimination, still remain unresolved within 90 days as a result of the combined complaint resolution procedure, the Complainant may file the grievance with the SCSEP Coordinator, Workforce Integrated Programs Division, Oklahoma Employment Security Commission, PO Box 52003, Oklahoma City, OK 73152-2003.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center.

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (within 120 days of the incident). The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Grievance Procedures

You are to receive a copy of Grievance Procedures during Program Orientation. You may get an additional copy from SCSEP staff members upon request. You may file a Grievance if you feel you were incorrectly denied service or terminated unjustly. The grievance process begins when you submit a written grievance to your Community Service/Host Agency Supervisor. If you are not satisfied with the results received from the Host Agency, SCSEP staff and the Oklahoma State Title V Coordinator will step in. The US Department of Labor only reviews grievances that are in violation of Federal law.

Participant Responsibilities

As a SCSEP participant, I am responsible for:

- Performing the assigned duties of my community service work-training assignment to the best of my ability and reporting to SCSEP staff immediately should any of my duties change.
- Abiding by all host agency personnel policies and SCSEP rules and regulations.
- Attending all SCSEP meetings, training, classes, and other activities, as required by the SCSEP staff or my host agency supervisor.
- Registering and placing my resume on Oklahoma Job Link.
- Seeking unsubsidized employment on my own.
- Attending all appropriate job interviews to which I am referred or instructed to arrange by the SCSEP staff.
- Reporting my job-seeking activities to the appropriate SCSEP staff member.

- Notifying SCSEP staff of potential training opportunities that I may be interested in, which will help me meet my Individual Employment Plan goal.
- Not volunteering time at my worksite without pay or compensatory time, which is prohibited and in violation of the U.S. Fair Labor Standards Act.
- Understanding that I may be terminated from the program, and the reasons for which I may be terminated.

PARTICIPANT RIGHTS

As a participant in the Senior Community Service Employment Program, you have the right to:

- A suitable assignment, with consideration for personal preference, temperament, life experience, education and employment background, and job development goals.
- Receive an orientation to your community service host agency assignment.
- A safe and orderly training environment.
- Participate fully in the development of the Individual Employment Plan.
- A community service work-training assignment description which accurately reflects the tasks and responsibilities of the assignment and the right to participate in updating the assignment description periodically, to show goals achieved, accommodate changes in tasks and/or added responsibilities.
- Be treated as a trainee with a community service work-training assignment and not as free help.
- Patient and thoughtful guidance from an informed and experienced host agency supervisor.
- Obtain additional responsibilities during your community service work-training assignment.
- Apply for permanent employment when vacancies occur at the host agency that aligns with the goals set in your IEP.
- Assistance from SCSEP staff to obtain unsubsidized employment.
- Not be discriminated against for excluded from participation or denied benefits under this project on the grounds of race, creed, color, disability, national origin, sex, political affiliation, beliefs or age.
- Have all information pertaining to participation in SCSEP kept confidential.

SCSEP PARTICIPANT HANDBOOK ACKNOWLEDGEMENT

*(This page with the original signatures is to be placed and maintained
in the participant's file, a copy must be returned to Participant)*

I, the undersigned SCSEP participant, have received and read a copy of the Senior Community Service Employment Program Participant Handbook. I have read and understand the SCSEP Standards of Conduct, Reasons for Termination from the program, Participant's Responsibilities and Participant's Rights. I fully understand and agree to follow the program requirements set forth within.

This agreement is intended to reinforce the participant's understanding of the SCSEP training program and his/her rights and responsibilities to the program.

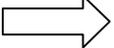
Participant's full name (please print)

Participant's signature Date

SCSEP Staff Member (please print)

SCSEP Staff Member signature Date

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM FAMILY SIZE VERIFICATION

 **IMPORTANT: Only the SCSEP staff person should complete this section of the form.**

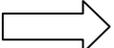
SCSEP Applicant Name: _____

On this date: _____, there are _____ (#) persons living in the above named individual's household at the following address:

Street Address/City/State: (print) _____

The names of the residents and their relationship to the SCSEP Applicant are as follows:

Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____
Name: _____	Relationship to SCSEP Applicant: _____

 **IMPORTANT: Only the person signing below should complete this section of the form.**

I know the SCSEP Applicant because I am his/her:

Neighbor
 Apartment manager/landlord
 Social worker/case worker
 Clergy
 Other: _____

I attest that I do not currently reside at this address myself, but I do have personal knowledge that the above information is true and correct.

Signature

Date

Printed Name of Person Providing Verification

Telephone Number

SCSEP LEAVE OF ABSENCE (LOA) AUTHORIZATION

NAME: _____

I hereby request a Leave of Absence from my participation in the SCSEP program for the following reason:

CATEGORY A. (Maximum Length of 12 work weeks in any 12 month period)	
	I have been given placement of a child for adoption or foster care.
	I must care for an immediate family member (spouse, child, or parent) with a serious health condition.
	I am temporarily unable to work because of my own serious health condition.

CATEGORY B. (Maximum Length of 2 work weeks)	
	I must handle personal business (non-medical) which makes it difficult for me to work.

BEGINNING DATE:	ANTICIPATED RETURN DATE:	MUST RETURN BY:

I understand that:

- Leave of Absence of any kind shall be UNPAID leave,
- Leave of Absence under Category B will be considered as part of the duration of enrollment in the program (scheduled end date will not be extended to accommodate leave taken),
- I must continue to keep my SCSEP case manager informed of my status while on Leave.

PARTICIPANT SIGNATURE: _____ DATE: _____

APPROVED BY CASE MANAGER
(SIGNATURE): _____

LEAVE OF ABSENCE OUTCOME:	
	Participant returned to work on: _____ CM Initials _____
	Participant elects not to return to work by signature below: Participant Signature: _____ Date: _____
	Other Outcome (specify): _____ CM Initials _____

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) - FAMILY INCOME WORKSHEET

Name of Family Member	Relationship	Source	Date Started	Date Ended	Earnings (indicate per week, per month, etc.)	Method 1	Method 2	
						Income Amount Last 26 Weeks/ 6 Months	Income Amount Last 52 Weeks/ 12 Months	
<p>SIGNED ATTESTATION: (For Claims of Zero Income Only) If zero income is claimed, participant signed self-attestation or signed third-party attestation is that explains how participant supported self is required.</p> <p>Beyond establishing total includable family income through official documents and business records, participant signed self-attestation is also required to document that no other includable family income exists.</p>						SUBTOTALS		
							Last 26 weeks/6 mos.	Last 52 weeks/12 mos.
						UNADJUSTED ANNUAL INCOME	(multiplied by 2)	(same as above)
						OASI EXCLUSION OPTION FOR <u>ALL</u> ENROLLEES		
						25% DEDUCTION OF OASI	-	-
						GRAND TOTAL ANNUALLY/SIX Mo INCOME		

COMMENTS:

I certify that the information provided is true to the best of my knowledge. I am aware that the information I have provided is subject to review and verification and that I may have to provide documents to support this application. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility.

Applicant's Name (print clearly)	Social Security Number	Applicant's Signature
Intake Worker Signature	Date	