



# Host Agency Handbook Senior Community Service Employment Program

**Your Agency Logo Here**

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## INTRODUCTION

Thank you for your interest in serving as a host agency for the Senior Community Service Employment Program (SCSEP).

Host agencies provide a valuable service. Placing older individuals in community service positions provided by host agencies 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.

This handbook serves as a resource for you to use as you provide this valuable service to the individuals who are participating in SCSEP

### ***SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM***

The purpose of the Senior Community Service Employment Program (SCSEP) – Title V of the Older Americans Act Amended 2006 is to enhance the quality of life of eligible older persons by providing useful part-time community service training assignments for persons with low incomes who are 55 years old or older while preparing them for placement in the mainstream workforce.

The SCSEP is funded through the United States Department of Labor (USDOL). A formula distributes funding among 56 states and territories (“state grantees”) and 18 national organizations (“national grantees”). The Arizona Department of Economic Security’s Division of Aging and Adult Services (DES/DAAS) is the Arizona state grantee. Local agencies contract with DES/DAAS and are considered sub-grantees.

The program is designed to accomplish these four objectives:

- To promote useful part-time community service training opportunities for economically disadvantaged persons who are 55 years of age or older and who may have poor employment prospects.
- To enhance the abilities, skills, and aptitudes of participants to increase their opportunities to obtain mainstream employment offering improved income and benefits.
- To conduct projects that promote career training and the placement of participants into unsubsidized employment.
- To change negative attitudes and stereotypes about older workers through education and demonstrated success.

### ***WHAT IS A HOST AGENCY?***

A Host Agency is a community-based organization (501(c)(3)) or government entity that provides part-time training and supervision for one or more SCSEP participants who may have poor employment prospects.

Each host agency is encouraged to develop training situations which are mutually beneficial to the participant and the host agency.

Host agencies provide valuable services to their community and to the participants they train, and are encouraged to develop situations which will benefit the participant first and then the host agency. While receiving this training, or updating their existing skills, participants provide significant services to their local communities and their host agencies. Their ultimate goal, however, is to continue to learn and gain the skills they need to qualify for unsubsidized employment.

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***GENERAL INFORMATION***

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## **GENERAL INFORMATION**

SCSEP participants must be 55 years of age or older, meet federal poverty income guidelines, and be unemployed. Training is designed in the form of assignments to local nonprofit or public agencies (host agencies) for 20 hours per week where participants receive a training wage based on the higher of the state or federal minimum wage rate. Wages are funded through the grant and paid by the sub-grantees. Through a formal training plan, these assignments can be combined with classroom training.

It is the policy of SCSEP that no person be excluded from participation in this program because of race, creed, color, sex, age, handicap or other developmental disability, national origin, religion, political affiliation, or ethnicity.

### ***MAINTENANCE OF EFFORT***

According to federal regulation 20 CFR 641.844; "Assignment of a participant funded under Title V of the OAA [Older Americans Act] to a host agency is permissible only in addition to employment that would otherwise be funded by the host agency without assistance under the OAA." This means that participants may not perform duties or be in a position which would normally be in the host agency's budget if funds are/were available. It also means that participants may not displace currently employed workers.

### ***VOLUNTEER SERVICE PROHIBITION***

According to the USDOL, the Fair Labor Standards Act (FLSA) prohibits individuals under certain circumstances from volunteering for extra hours of service with a public agency if they are employed by the same agency. Although these community assignments are training opportunities and not employment the following still applies. Section 3[e][4][A](iii) of the FLSA does not permit an individual to perform volunteer service for a public agency when such service involves the similar or identical service which the individual is assigned to perform for the same public agency.

### ***BACKGROUND AND REFERENCE CHECKS***

SCSEP does not verify references or conduct criminal background checks on participants. If the host agency deems it necessary to do so, they will assume full responsibility for any investigation including payment of any associated costs.

### ***UNSUBSIDIZED EMPLOYMENT AT A HOST AGENCY SITE***

Participants may not train at the host agency and work as an unsubsidized employee at that site at the same time. Host agencies may never compensate participants for extra hours worked or increase the wage being paid with other funds. Any such payment for hours worked at the training site in excess of the allowed training hours will be considered unsubsidized employment, and the participant will immediately be exited from the program as an unsubsidized placement. This action will also result in submission of a warning letter to the host agency and may result in cancellation of the Host Agency Agreement.

### ***WORKERS' COMPENSATION***

The SCSEP sub-grantee provides Workers' Compensation coverage for participants. Host agencies are required to:

1. Post Workers' Compensation posters in an area easily visible for participants.
2. Have copies of the Employer's Report of Industrial Injury available.

### ***DRUG FREE WORKPLACE POLICY***

Host agencies should provide participants with a safe assignment environment, free of drugs and alcohol. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited.

### ***SAFETY PROCEDURES CONSULTATION***

Host agencies are required to insure that all laws governing workplace safety are followed. Host agency safety procedures must be reviewed with the participant at the beginning of the training assignment, or no later than the time of the host agency orientation. We encourage participants to report unsafe conditions to their host agency supervisor and to the SCSEP staff who will discuss these with the host agency supervisor directly for information purposes and possible corrections.

### ***CONFIDENTIALITY***

All records related to the participant's assignment shall be kept confidential in accordance with the host agency's policies and procedures regarding personnel files. Participants may give permission to a SCSEP staff and/or the host agency supervisor to share pertinent information with other agencies to help reach his/her employment goal(s) by providing written and signed consent.

### ***ASSIGNMENT DURATIONAL LIMITS***

The length of time at a host agency or on the program varies for each participant and is based on individual training needs.

It is the expectation that participants should be able to reach employment goals within a maximum of two years. Most training can be completed within one year. If it is necessary, rotation of position or training site may be recommended to provide continuing growth and learning for the participant.

### ***EXPECTATIONS OF HOST AGENCIES***

- When possible, consider participants for employment in open positions for which they qualify. Also help participants by referring them to positions they know are available in the community and by providing references.
- Provide additional support to SCSEP by promoting the program with their peers and employers in the community, co-sponsoring special events, or providing in-kind or direct support to the program.
- Complete a customer satisfaction survey that may be sent from the Department of Labor. If you do receive a survey, please take a moment to complete and return it in the stamped, self-addressed envelope provided.

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***HOST AGENCY SUPERVISION***

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## HOST AGENCY SUPERVISION

### ***OVERVIEW***

This section is intended for use by host agency supervisors of participants in the SCSEP program. **Supervisors are required to read this guide in its entirety** (sign off sheet is under attachments section, please sign and return to SCSEP staff).

### ***ORIENTATION***

Before a participant begins the community service assignment, the host agency must provide an assignment related orientation including but not limited to the host agency background and purpose, the community service(s) it provides, agency personnel policies and procedures related to work hours, time and attendance, and work performance expectations.

A Safety Procedures Consultation must also be included in the orientation if it has not already been done with the participant, including: the location(s) and use of fire extinguishers and alarms; the posted designated route(s) of escape in event of a fire; the participant's role, if any, in an emergency; and a review of all other disaster action plans for the agency.

### ***COMMUNITY SERVICE ASSIGNMENT POSITION DESCRIPTION***

A Community Service Assignment Description form is required to help the participant understand his/her work assignment so that training activities are clear among all involved. The SCSEP staff will work with the host agency supervisor to develop assignment descriptions for each participant. Training position titles should be applied to these assignments.

The host agency supervisor may only assign those activities that are a part of the participant's approved Individual Employment Plan (IEP). If new training or new activities are added or the location of the assignment is changed, the SCSEP staff must be advised so that a new *Community Service Assignment Description* can be completed prior to the assignment change.

The SCSEP staff and the host agency supervisor will assure that assigned duties are consistent with medical limitations, make any accommodations required by the *Americans with Disabilities Act*, and adhere to confidentiality requirements of the Act.

### ***SUPERVISION***

The host agency supervisor is the direct supervisor for the participant's on-going assignment, monitors the participant's day-to-day activities, and will train as well as give feedback about performance. The supervisor or a designated alternate must provide supervision coverage at the site at all times.

In the event of the absence of the participant's direct supervisor, a simple written plan for back-up supervision shall exist and be provided to the SCSEP staff. A participant must know who they are to report to at all times. Any change of supervisor must be reported in writing to the SCSEP staff.

The same level of supervision and training provided to regular employees performing related tasks at the agency should also be provided to SCSEP participants. Training and supervision will prepare the participant for the transition to unsubsidized employment. The host agency supervisor is responsible for providing adequate orientation and instruction to trainees regarding task responsibilities and job safety.

### ***PARTICIPATION IN HOST AGENCY/STAFF MEETINGS/TRAINING***

Host agency supervisors should include trainees in regular staff meetings and related activities as this enables trainees to see where they fit into agency service delivery. This experience also provides opportunities for learning and enrichment through participation with the other workers.

### ***TRAINING SCHEDULES***

The host agency will provide the participant and SCSEP staff with a schedule indicating when the participant will be doing his/her training each week. It is encouraged that the host agency and participant develop the most appropriate schedule to meet the needs of both parties. This schedule will be recorded in the participant's IEP and entered into the United States Department of Labor (USDOL) on-line database.

If changes occur, other than a short-term modification to accommodate a unique work situation or the participant's personal needs, a new work schedule will need to be submitted immediately to the SCSEP staff showing the current schedule. This helps in planning site visits and monitoring and is important in case of an accident claim. This requirement is not meant to hamper the accommodation of changes needed for medical appointments, family illness, or other participant needs on an as needed basis.

If a participant has a special need to train less than 20 hours, for an extended period, this must be approved by the SCSEP staff, documented in the IEP, and signed by both the participant and host agency supervisor.

### ***HOURS***

The participant may train a maximum of 20 hours per week. If a host agency has a special need, contact the SCSEP staff. It **may** be possible for changes to be allowed in extenuating circumstances, but they must be requested and approved in advance. Most situations should be planned for enough time in advance to rearrange a participant's regular schedule to accommodate the activity and still maintain the 20 hour work week. For example: A participant is scheduled for 4 hours per day, 5 days per week. An activity/training is planned for Friday that will require the participant to train 8 hours on that day. The host agency supervisor will need to rearrange the participant's schedule to be off one day during that pay period.

### ***TIME SHEETS***

Time sheets will be provided for the participants by the SCSEP sub-grantee. Host agency supervisors will assure that time sheets are:

1. Completed on time by the participant.
2. Verified to be accurate by the host agency supervisor.
3. Signed by both participant and supervisor. Timesheets are never to be signed prior to the completion of the pay period.
4. Faxed on the Friday at the end of the pay period to the SCSEP sub-grantee issuing checks; original time sheets are mailed to the SCSEP sub-grantee within the time frame determined by the SCSEP sub-grantee. A copy should be kept on file by the host agency.

### ***HOST AGENCY SUPERVISOR'S AND PARTICIPANT'S EVALUATIONS***

Evaluations should be completed every six months, or as specified by the SCSEP staff, to help determine the progress of the participant from the perspective of both the supervisor and the participant and the suitability of the current placement. Supervisors and participants are encouraged to answer the questions honestly and with the best interest of the participant and his/her progress in mind.

### ***TRAINING SITE MONITORING***

SCSEP staff will conduct periodic site visits for monitoring host agency compliance with training and supervision as well as working and safety conditions. An attempt will be made to coordinate site visits with scheduled visits for enrollments, participant re-certifications, IEP reviews, or exits. The host agency supervisor should plan to be available for site visits.

### ***FILING A WORKERS' COMPENSATION CLAIM***

The SCSEP sub-grantee provides workers compensation for participants. Please follow these *Workers' Compensation Instructions* to report a work related incident, even if the participant doesn't think he/she is injured.

In the event of an industrial injury to a participant the host agency supervisor will immediately do the following:

1. Complete the Employer's Report of Industrial Injury.
2. Give a copy to the participant to take to doctor if going.
3. Follow sub-grantee's instructions to send out originals to workers compensation carrier.
4. Mail a copy to the SCSEP sub-grantee.
5. Send a copy to the SCSEP staff. Maintain a copy at the host agency.

### ***OTHER HOST AGENCY SUPERVISOR RESPONSIBILITIES***

- When possible, attend SCSEP training sessions.
- Encourage participants to find employment off the program.
- Host agency supervisors are encouraged to refer candidates that appear to meet the requirements of the program, but the referral of participants to host agency assignments is the responsibility of the SCSEP staff.
- Follow guidelines for any disciplinary actions.
- Maintain participant records as required by the SCSEP sub-grantee.

### ***DISCIPLINE PROCEDURE GUIDELINES***

Host agency supervisor's steps to take in the event of behavior or performance issues:

All disciplinary action will be based on severity of infraction. Some disciplinary action may result in immediate termination from the program while others may provide for progressive discipline. This needs to be made clear to both participant (at Participant Handbook review/signing) and with Host Agency (during orientation with participant).

Use your best judgment: If the problem is very serious, call the SCSEP staff immediately. You may, in extreme circumstances, send the participant home, and tell him/her not to return to your agency and to contact the SCSEP staff. You are not expected to tolerate insubordinate or abusive behavior, or to place yourself or others in danger. In such a case if it becomes necessary, call the police to have the participant removed from the premises.

#### **Step 1**

- The host agency supervisor discusses performance issues observed with the participant and makes specific suggestions regarding the kinds of behavior or performance changes desired.
- The host agency supervisor informs the SCSEP staff of the situation, documents what was discussed and puts it in the host agency file. Then it is forwarded to the SCSEP staff to put in the participant's file.
- The SCSEP staff then addresses this situation with the participant, documents it and puts it in the participant's file.

## Step 2

- If the performance issues reoccur, the host agency supervisor discusses the situation with the SCSEP staff to determine how best to address the issue(s).
- The host agency supervisor prepares formal documentation of issue(s) discussed in the meeting with the participant for his/her file, noting specifics such as date and time of incident(s), review of behavior/performance changes desired and realistic deadlines for these changes to occur. The participant is informed that the supervisor's documentation will be placed in the file in addition to participant comments regarding the discussion.
- A written warning is given that if the behavior/performance issues continue a third time, termination from the host agency may result. The participant signs and dates the written warning indicating his/her understanding of the situation. (See note at the beginning of this section.)

## Step 3

- If the above steps are not successful in creating improved behavior, the host agency supervisor prepares a written letter and reviews it with the SCSEP staff. This may include termination of the participant from his/her community service assignment.
- The host agency supervisor, with the SCSEP staff in attendance, presents this letter to the participant in a face-to-face discussion where the behavior and termination issues are discussed, further documented and then placed in the participant's file. The participant signs and dates documentation as proof that he/she understands the severity of the situation. (The host agency can state they do not wish to have the participant in this assignment, but they cannot terminate from SCSEP.)

### ***Specific to Drug/Alcohol Related Procedures***

If a SCSEP participant appears to be impaired while on duty, the host agency supervisor shall remove him/her from the training site and inform the SCSEP staff immediately.

If the participant appears to be impaired for reasons other than drugs or alcohol, the SCSEP staff may request that the participant obtain a physician's release before the participant may return to his/her assignment.

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***SCSEP STAFF ROLE***

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## **SCSEP STAFF ROLE**

The role of the SCSEP staff includes outreach; recruitment activities, eligibility determination, completing assessments, processing enrollments, determining community assignments, and providing the participant, host agency and host agency supervisor with an orientation to the SCSEP program.

The SCSEP staff is also responsible for monitoring host agency compliance, provision of support services, conflict mediation and/or resolution, employment counseling, assisting the participant with transitioning to unsubsidized employment, and the exit process.

### ***DEVELOPMENT OF THE INDIVIDUAL EMPLOYMENT PLAN (IEP)***

The SCSEP staff, in partnership with the participant, will develop an IEP to reflect the needs of the participant as indicated by an assessment, as well as his/her expressed interests, skills and aptitudes. The host agency supervisor's participation and agreement is encouraged, however in the event the host agency supervisor is not available, the IEP must still be completed.

On a regular basis (usually monthly), the participant's IEP will be reviewed to evaluate their progress in meeting the objectives of the IEP and to determine the participant's potential for transition to unsubsidized employment. When additions or changes are necessary to promote the participant's eventual transition to unsubsidized employment or rotation to another community service assignment, changes may be made to the IEP.

The IEP is a tool to help the participant make progress with his/her goal(s). When the IEP is being developed it will be determined approximately how long a participant may need to attain the goals set out in the IEP. This may be as little as three months or as much as one year or more. If after a suitable amount of time the participant has not made progress toward his/her goal(s) the IEP will be reviewed and a determination will be made as to whether the participant should stay in his/her current position or be rotated to another position which may be better suited to meeting the participant's goals.

### ***UNSUBSIDIZED EMPLOYMENT ASSISTANCE***

SCSEP staff along with the host agency assists participants with job search and works with local One-Stop Career Centers and other career centers serving mature workers. Because low-income, older individuals may require more services than the SCSEP can offer, SCSEP partners with other agencies to help them achieve their goals.

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***PARTICIPANT INFORMATION***

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## **PARTICIPANT INFORMATION**

This section is intended to provide host agencies and the host agency supervisors with additional information relative to the benefits, rights, and responsibilities of participants assigned to your site. However, any questions brought to you by the participant should be referred to SCSEP staff for final clarification.

### ***PARTICIPANT SUPPORTIVE SERVICES***

Supportive services are available to participants and may include, but are not limited to counseling in areas such as health, nutrition, and Medicare benefits, etc; they may also include work shoes, badges, or eyeglasses; in addition, transportation to training or the worksite may be paid for if no other source of payment is available.

**All** participant supportive services are dependant upon funding and **must** be pre-approved by the SCSEP staff. The need for supportive services will be identified in the original IEP if possible or the plan will be updated once the need for a specific supportive service is identified. Requests for supportive services must be made in writing or by email and must include the approximate cost of the service. Written approval (letter or fax) or an email approving the supportive service will be sent prior to the service being provided.

### ***PHYSICAL EXAM***

Each participant is offered the opportunity to receive an annual physical examination upon enrollment and at each annual re-certification. The participant may choose not to accept or to waive the offer of the free physical examination at either time. SCSEP staff will document the offer and any participant's refusal. The participant may, at his/her option, provide the SCSEP staff with a copy of the results.

An individual can not be denied program participation for failure to take the offered physical exam or for refusing to sign the waiver. If the participant refuses to sign a waiver it should be noted in the file that the exam was offered and a signed waiver was declined.

Although SCSEP does not require that a participant take a physical exam, there may be some community assignments that do require it. In this case if the participant refuses the physical exam, an effort may be made to find an assignment for the participant where it is not required.

### ***EFFECTS OF SCSEP BENEFITS ON OTHER SERVICES***

SCSEP wages may or may not count toward eligibility for public assistance programs. It is up to the participant to determine if wages will affect the participant's other assistance programs. The participant may receive assistance to make this determination through the local One-Stop Career Centers.

### ***PAID HOLIDAYS***

Compensation will be provided for scheduled training hours at host agencies for any of the following federal holidays: New Year's Day, Martin Luther King Jr. Birthday, Washington's Birthday (President's Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

***No Participant may train or be paid for training on the holidays named above.***

Holidays are limited to four hours at the participant's normal training wage. If host agency grants other holidays to their employees, SCSEP participants should be allowed to make up that time within the same pay period. Participants who are scheduled for more than four hours on the day of a Holiday can make up those missed hours during the same pay period, only. If a host agency is closed for a holiday in addition to those listed above, the holiday cannot be claimed on the time sheet; but the Participant may make up those hours during the same pay period.

### ***ATTENDANCE***

The accumulation of three consecutive absences without notice to a designated supervisor is considered resignation from SCSEP and the host agency.

### ***APPROVED BREAKS IN PARTICIPATION***

Any formal break in participation must be arranged in advance with the SCSEP Supervisor. During such a break in participation, another eligible participant may be placed at the host agency. A maximum allowable approved break in participation may be limited to four weeks.

### ***SCSEP ACTIVITIES OUTSIDE OF HOST AGENCY ASSIGNMENT***

Participants are to be provided time to attend SCSEP participant meetings, training, employment search workshops, One-Stop visits, or interviews. These activities will be held during regular assigned hours and will be included within the 20 hour work week. Time away from the training site should be arranged and approved in advance. Host agency supervisors will receive prior notice from SCSEP staff when this is planned as the participant's schedule at the host agency will need to incorporate the time for these activities.

In addition to the above, the SCSEP staff will conduct an annual recertification for each participant during the months of March, April, or May. This process may take up to 2 to 2 ½ hours. The participant will receive notification a minimum of 30 days prior to the recertification date. Contact will be made with the host agency supervisor to arrange for the participant to be relieved of his/her normal duties at that time.

### ***DRIVING ASSIGNMENTS***

If the SCSEP staff agrees that a participant's duties should involve driving, the participant must furnish the SCSEP staff with a copy of their driver's license and their automobile insurance. (This paperwork is shared with the host agency.) The requirements for federal, state, and local government agencies will be governed by applicable statutes.

### ***EMPLOYMENT SEARCH***

When designated in the Individual Employment Plan (IEP), participants will be required to visit the local One Stop or other agencies as assigned. If there is not a local One Stop in the area, participants will be required to make an active job search to the best of their abilities by contacting local employers (when and as determined in the IEP).

If participants are unable to get a job, the SCSEP staff and participant discuss what additional services may be needed, and determine the next steps. These steps may include developing a new training plan or determining that the SCSEP services are not suitable for the participant, leading to exit from the program.

### ***UNEMPLOYABLE PARTICIPANTS***

There may be participants who are not able to transition to unsubsidized employment due to health reasons, major barriers to employment, and/or a limited labor market. These issues will be addressed in the Individual Employment Plan (IEP) review. At times, research or documentation may be requested to support the participant not being able to transition to unsubsidized employment.

## ***GRIEVANCE PROCEDURE***

Procedures to handle SCSEP participant's grievance are covered in the DES Division of Aging and Adult Services Policy and Procedure Manual, Chapter 4000, section 4100 (see attachments).

A copy of the grievance procedure is given to new participants as part of the SCSEP orientation.

- The participant may grieve for the following reasons: service denial and termination.
- The written grievance shall first be presented to the SCSEP staff supervisor who will schedule an informal meeting with the participant within 14 calendar days of the grievance.
  - ✓ If the grievance can be resolved during this meeting, the supervisor shall provide written documentation of the resolution and submit the documentation to the participant and enter into the participant file.
  - ✓ If the grievance cannot be resolved during this meeting, the supervisor shall schedule a meeting with the sub-grantee director within 14 calendar days following the informal meeting with the SCSEP staff supervisor and the participant.
- The meeting shall consist of the following process to resolve the issue(s) during the meeting with the sub-grantee director, SCSEP staff supervisor, and participant:
  - ✓ The SCSEP sub-grantee director shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant. A copy shall be maintained in the participant file.
  - ✓ The participant has the right to request an administrative review of the SCSEP sub-grantee director's decision by the Division of Aging and Adult Services Assistant Director or designee. The Division's decision is final.
  - ✓ The U.S. Department of Labor only reviews grievances that are in violation of federal law.

For additional information about the rights and responsibilities of SCSEP participants, the complaint process, drug and alcohol policy, IEP, termination, and corrective action procedure, please refer to the SCSEP Participant Handbook

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***DEFINITIONS***

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## DEFINITIONS

### **Controlled Substance**

A drug or chemical substance whose possession and use are controlled by law

### **Eligibility**

To be eligible for the SCSEP Training Program, an applicant must be 55 or over, meet income eligibility guidelines, and be unemployed at time of enrollment, reside in the state of Arizona, be eligible to work.

### **Enrollee, Participant, Client**

Words used to describe those individuals enrolled in the SCSEP.

### **Grantee**

Entity that receives grant funds, in this case, Department of Economic Security, Division of Aging and Adult Services (DES/DAAS).

### **Host Agency**

Community Service agencies who provide training opportunities in a work setting for SCSEP participants.

### **Individual Employment Plan (IEP)**

This plan serves as the guide to the unsubsidized job goal for all SCSEP participants.

### **Intake**

The process of application and enrollment for the SCSEP.

### **One-Stop Career Centers**

Through this system, customers can access a broad range of employment-related and training services at a single point-of-entry.

### **Recertifications**

A participant's income and assignment are reviewed annually (normally between March and May) to determine continued eligibility and participation in the SCSEP program.

### **SCSEP**

Senior Community Service Employment Program.

### **SCSEP Staff**

The SCSEP sub-grantee staff provides employment assistance to older workers, develops the IEP, and coordinates the training programs of participants. The program provides community-based services that help older job seekers obtain jobs, training, support services, and other assistance needed to enter or re-enter the workforce.

### **Sub-Grantee**

Local agencies that contract with DES/DAAS to administer the SCSEP program.

### **Subsidized Training**

A training experience funded by the DES Division of Aging and Adult Services to provide skills to seek unsubsidized employment.

### **Unsubsidized Employment**

A job that is paid for by funds other than federally/state/locally sponsored training programs.

### **USDOL**

United States Department of Labor

**Workers Compensation**

Business insurance that provides employees who become injured or ill while on the job with medical coverage and income replacement.

**Workforce Investment Act (WIA)**

An act passed by Congress to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States, and for other purposes.

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DRAFT ***ATTACHMENTS***

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**HOST AGENCY ACKNOWLEDGEMENT**

I, THE UNDERSIGNED HOST AGENCY SUPERVISOR, HAVE RECEIVED, READ, UNDERSTOOD, AND AGREED TO FOLLOW THE PROGRAM REQUIREMENTS STATED IN SCSEP HOST AGENCY HANDBOOK.

This agreement reinforces the supervisor's understanding of the SCSEP as a training program as well as the supervisor's responsibility to cooperate with all job development efforts made in the participant's behalf.

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**(Sign)** Authorized Host Agency Representative

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Date

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**(Print)** Authorized Host Agency Representative

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**(Sign)** SCSEP Staff Signature

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Date

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**(Print)** SCSEP Staff Signature