

SCSEP Duration of Program Participation

Page 1 of 2

SCSEP
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PURPOSE

The purpose of this policy is to provide sub-grantees with guidance and procedure relating to the individual maximum enrollment duration for participation in the Senior Community Service Employment Program (SCSEP) as established by the U.S. Department of Labor.

POLICY

ODA did not seek and/or receive a waiver of the maximum enrollment duration for participation in the ODA administered SCSEP project; therefore no participant can participate in the ODA administered SCSEP project for more than 48 months.

The Ohio Department of Aging (ODA) and its sub-grantees will ensure that the 48 month individual time limit for participation in SCSEP in the aggregate (whether or not consecutive) is complied with and that the ODA administered SCSEP project is managed in a way that ODA and its sub-grantees does not exceed an average participation cap for all participants of 27 months (in the aggregate).

Authorized breaks in participation, if taken under a formal sub-grantee policy allowing such breaks and formally entered into the SCSEP Performance and Results Quarterly Performance Reporting (SPARQ) system, will not count toward the individual time limit.

PROCEDURE

1. SCSEP Sub-grantees will submit to ODA annually the following documents to be reviewed and, if consistent with regulations and administrative guidelines issued by ODA and the U. S. Department of Labor, approved by ODA:
 - a. A Duration of Program Participation Policy;
 - b. A Break in Participation Policy; and,
 - c. A plan detailing how the sub-grantee will maintain an average participation cap of 27 months.
2. The Duration of Program Participation Policy must have the following attributes:
 - a. Eligible individuals may participate in the program for a maximum duration of 48 months in the aggregate (whether or not consecutive);

- b. No waivers are available for extension of the maximum enrollment duration;
 - c. A process to transition participants to unsubsidized employment or other assistance before the maximum enrollment duration has expired and that provision for transition must be reflected in the participant's Individual Employment Plan (IEP); and
 - d. Be consistent with the regulations and administrative guidelines issued by the U.S. Department of Labor.
3. The sub-grantee will provide each participant a written copy of their Duration of Program Participation Policy at the time of enrollment.
- a. The Duration of Program Participation Policy and other pertinent policies and procedures will be verbally reviewed with each participant and the participant will sign an orientation form acknowledging receipt and understanding of the policies and procedures.
 - b. A copy of the signed orientation form will be maintained in the participants file.

Authority/Basis: 45 CFR 1321.11; 20 CFR Part 641.570

Date: 12-21-15