STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
WORKFORCE SERVICES DIVISION
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Workforce Services Policy – Workforce Services (SCSEP Participant Approved Break) - WIOA

Effective Date: November 18, 2016
Duration: Indefinite

Purpose

To provide guidance to SCSEP sub-grantees who are contracted through TDLWD to administer SCSEP, regarding a participant's break from their work training assignment.

Scope

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD), Tennessee Department of Economic and Community Development (TDECD), Tennessee Department of Education (TDOE), Tennessee Eligible Training Providers (TTPLs), Department of Human Services (TDHS), Adult Education (AE), Rehabilitation Services (RS), Office of Registered Apprenticeship (RA), State Workforce Development Board (SWDB), Division of Workforce Services (WFS), Regional Council (RC), American Job Center (AJC), American Job Center Operator (AJC Operator), American Job Center Access Point (AJC Access Point), Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards (LWDBs), Chief Local Elected Official (CLEO), Local Workforce Development Areas (LWDAs), other Workforce System Subrecipients (Subrecipients), Workforce System Partners (Partners)

References

Section 641.570 (d) of the SCSEP final rule states that there are circumstances when a break from SCSEP activity becomes necessary because of the participants personal circumstances or because a suitable community service assignment is not available. USDOL requires all SCSEP grant recipients to establish a written Approved Break policy.

Background

The goal of SCSEP is to transition participants from subsidized community-service activities of training and skills development to unsubsidized employment. SCSEP is authorized through the Older Americans Act. This policy has been developed to comply with the USDOL grant instructions to have a written Approved Break policy for participants in the SCSEP. The sub-grantee informs participant's during orientation that the community-service position is not a job but rather a training opportunity to obtain marketable skills for eventual placement in

unsubsidized employment. Breaks in participation are necessary at times in SCSEP whether it be for health, personal, or between Host Agency assignments, and in no way effects their durational limit of 48 months in the program.

Instructions

Approved leave without pay of up to 30-days will be granted to a participant. A participant may need a leave due to an unexpected illness or surgery; attend to a personal matter, care for a family matter, or waiting for a new Host Agency assignment. A leave of absence cannot be granted to a participant who wants "time off" from training for no reason. An approved break in schedule is to be documented in the participants file case notes and the USDOL SPARQ database. When the participant requests a leave of absence because of an illness or surgery, a letter must be obtained from a physician indicating the length of time off for recovery and an anticipated date returning to work. The letter must include restrictions or instructions for the participant. For other request, document the reason in the case notes and the USDOL SPARQ database. If the request is health related, the participant must be re-evaluated periodically to determine whether the break will exceed 30-days. In the event the participant cannot return to their assignment after 30 days, a termination letter will be sent to the participant exiting them from the program. Participants that exit the program for health related reasons can re-enroll in the program after they have recovered and provided a release from their physician.

Contact:

For any questions related to this policy, please contact Nicholas Bishop - Director of Compliance and Policy for Workforce Services, at Nicholas.Bishop@tn.gov .

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Sterling van der Spuy, Workforce Services Division Administrator