



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
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April 11, 2012

Senior Community Service Employment Program Memorandum 12-04

- Topic:** Senior Community Service Employment Program Durational Waiver
- Subject:** Individual Participant Durational Limits and Participant Transition Planning Guidelines
- Purpose:** To inform sub-grantees of the individual durational limit policy for participants and to provide transition services to those participants who will be exiting the program under the policy.
- Background:** Under the Senior Community Service Employment Program (20 CFR §641) as stated by the Reauthorization of the Older Americans Act of 2006, beginning in the program year of 2007, the maximum duration of program enrollment will be 48 months.

Tennessee Individual Durational Limit Policy

State of Tennessee Department of Labor and Workforce Department will implement a new statutory individual participant durational limit of 48 months without the possibility of extensions. This means that no participants will be offered an extension beyond the 48-month time limit for participation in SCSEP. This new policy will take effect on August 15, 2012.

1. Participant Notification of New Policy: All current and incoming participants are informed in writing immediately of the grantee's individual durational limit policy.
2. Program Durational Limits Implementation: Each sub-grantee is required to explain the durational limitation policy of 48 months to each participant who is eligible for a durational limit waiver before August 15, 2012. Currently, participants must have at least one of the statutory waiver factors to qualify:
 - *Has a severe disability*
 - *Is frail*
 - *Is 75 years of age or older*
 - *Meets Social Security age requirements but does not receive Social Security benefits*

- *Lives in an area of persistent unemployment and has severely limited employment prospects*
- *Has limited English proficiency*
- *Has low literacy skills*

This waiver is only for participants who qualify before August 15, 2012. After qualification, sub-grantees will request a waiver for one (1) time extension of twelve (12) months for each participant from the Tennessee Department of Labor and Workforce Development, SCSEP program.

3. Fairness and Consistency: Grantee's individual durational limit policy is uniformly applied to each and every participant served by all of the Grantee's new local projects.
4. Participant Notification of Termination: When a participant is terminated due to reaching his or her time limit, the participant is sent a written notice of termination at least 30 days before termination date. This will continue with the new policy.
5. Grievance Policy: Grantee's SCSEP grievance procedure is in effect for any participants who wish to appeal durational limit terminations, and a copy is given to each participant whenever the participant is informed of any durational limit termination. This will continue with the new policy.
6. Transition Planning: Appropriate transition plans are in place for each participant affected by a durational limit, and will be implemented in a timely manner to ensure the best possible outcome for each participant. Sub-grantees should identify other relevant community partners and should collaborate with SCSEP partners, including the One Stop Career Centers, to ensure that during the transition process participants have the opportunity to use the services of SCSEP partners. The Career Centers provide employment services, resume writing, interviewing workshops, etiquette classes, GED testing, Career Readiness Certificate testing, and education training opportunities.

Sub-grantees should invite community partners and One Stop Career Center partners to meetings to discuss services provided and eligibility requirements also to introduce participants to the partners prior to exiting the program.

Contact: If you have any questions regarding this policy, please contact Simi Atolagbe, Grants Program Manager, at 615-253-5869 or 615-741-1031.

Expiration Date: Indefinite



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SB:SMA**