
Executive Summary

Workforce Services Policy –

SCSEP (Approved Break) – WIOA

1. What is the purpose of this policy?

The purpose of this policy is to establish written guidelines relating to approved breaks for participants in the Senior Community Service Employment Program (SCSEP). These approved breaks are not part of an accumulated sick leave program. This policy fulfills the requirement of the United States Department of Labor (USDOL) which mandates that all States applying for the SCSEP grant to submit a “Programmatic Assurances” along with their annual grant.

2. Who does this policy affect?

This policy affects participants that are enrolled in SCSEP who are taking leave from the program.

3. What does this policy change from the existing policy or process?

In the past approved breaks have been carried out in an informal capacity but the creation of this policy formally outlines the criteria concerning approved breaks taken by SCSEP participants.

4. What is the end goal?

The ultimate goal of this policy is to provide a written policy, as required by the USDOL, which will act as a guideline for approving breaks of participants in the Senior Community Service Employment Program.