



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

Workforce Services Policy – SCSEP Durational Limit

Effective Date: November 18, 2016

Duration: Indefinite

Subject:

Participant's Duration Limit in the Senior Community Service Employment Program (SCSEP) funded activities

Purpose:

The purpose of this policy is to provide guidance to SCSEP sub-grantees and participants concerning the duration of participation in SCSEP.

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

I. Instructions:

Sub-grantees must inform SCSEP "eligible" participants during their enrollment in the program, of the maximum forty-eight (48) month time limit for participating in the program. This information is vital to participants as they plan their livelihoods for the next phase, employment in unsubsidized jobs.

Participants also need to be made aware that there will not be any extension beyond the maximum forty-eight (48) months. Sub-grantees must develop a form that the participant will sign which states

that he/she is aware of this durational limit that is mentioned in the SCSEP Participant Handbook. This signed form must be kept in the participant's file.

Individuals eligible for SCSEP may participant in the program for a maximum duration of forty-eight (48) months in the aggregate (whether or not consecutive) from the date of the individual's enrollment in the program.

II. Tennessee Individual Durational Limit Policy:

The state of Tennessee Department of labor and Workforce Department implemented a policy effective August 15, 2012, that states individual participant durational limit of forty-eight (48) months without the possibility of extensions. This means that no participants will be offered an extension beyond the forty-eight (48) month time limit for participation in SCSEP.

III. Transition Planning:

Appropriate transition plans must be 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 One-Stop Career Centers, to ensure that during the transition process participants have opportunities to use SCSEP partner services. The American Job Centers provide employment services, resume writing, interviewing workshops, etiquette classes, HiSET testing, Career Readiness Certificate testing, and education training opportunities.

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

Sub-grantees are required to submit a ninety (90) day and thirty (30) day notice to participants that are about to reach their durational limit.

References:

20 CFR 641.570(a)(1)

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.



Kenyatta Lovett, Workforce Services Assistant Commissioner

Revised: February 4, 2020