

State Policy

Senior Community Service Employment Program (SCSEP)

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Individual Durational Limit – SCSEP

Background

Eligible individuals may participate in the program for a maximum duration of 48 months in the aggregate (whether or not consecutive), from the later of July 1, 2007, or the date of the individual's enrollment in the program.¹

Policy

Eligible individuals may participate in SCSEP for a period not to exceed 48 months from date of enrollment. No waivers shall be granted to extend the durational limit of participants. Nebraska SCSEP must maintain average project duration of 27 months or less.

Prior Participation

The 48-month participation time limit includes any and all enrollments a participant may have had with one or more grantees.

Notification

All participants must be informed at entry in writing of the individual durational limit policy. When a participant is expected to be exited due to reaching their time limit, a written notice of termination must be sent to the participant at the following intervals:

1. One year to inform participant of their expected exit date due to reaching their durational limit in the program and the development and implementation of a transitional IEP;
2. Six months to remind the participant of their expected exit date, review of their progress toward unsubsidized employment or exit;
3. Follow-up letters will be sent to the individuals who have not left the program prior to their 48-month limit again at 90 days out from the effective date of exit; and
4. 30 days prior to exit to officially notify the participant of their last day of participation in the program.

¹ 20 CFR § 641.570(a)(1)

Durational Limit Planning

Appropriate exit transition IEPs will be developed 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.

Exit Transition IEP

Each individual who will be affected by the durational limit will be reassessed within the first quarter of their exit program year to initiate a focused and customized IEP for transition to employment or referral to other services. If a participant has not attained employment before 36 months of SCSEP participation, Nebraska SCSEP and the participant will develop an exit transition IEP that will plot the participant's exit strategy. The exit strategy should include the following:

1. Identification of sources for assistance with resumes, interview skills, referrals to job openings and job fairs, job searches, and employment placement. Participants should be made familiar with the utilization of One-Stop job centers and learning centers.
2. Identification of supportive services to aid participant in their transition out of SCSEP i.e., energy assistance, food stamps, SSI, Aging and Disability Resource Centers, housing services, and Area Agencies on Aging for services such as Meals on Wheels or transportation assistance, etc.
3. Referrals to partners, such as RSVP and Foster Grandparent programs, that will help them maintain connectivity to the community.
4. Referrals to appropriate One-Stop Career Centers and other WIOA partners for additional program eligibility determination.

Unsubsidized Employment

The main focus for each participant will continue to be unsubsidized employment. These efforts will continue for the benefit of the participant until exit is imminent. Nebraska SCSEP will provide intensive job search and job development services, and increase Job Club activities, in addition to making referrals to job opportunities and senior and social services.

Grievance Procedure

The grievance procedure shall be explained again to all participants when notified of the Durational Limit Policy. Any participant can follow the steps outlined in the Grievance Procedure to contest the decision made regarding their exit from the program due to durational limits or their continued participation, if so desired.

PII and Record Retention

Nebraska SCSEP, the sub-grantee, and host agencies shall ensure the confidentiality of participant information. Confidential information shall be maintained in locked files. If electronic records are utilized, confidential information must be secured.

All required documentation, both fiscal and programmatic, must be retained for three program years after the end of the program year in which the document was generated. For participants who enter unsubsidized employment after exiting the program, this means three program years after the end of the program year in which all follow-up activity is ended.

If documentation is missing, reasonable steps must be taken to recreate the required information. If documents are recreated, case notes should be documented in detail to identify action taken.

Disclaimer

This policy is based on NDOL's reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.