



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

January 13, 2011

Senior Community Service Employment Program Memorandum 10-01

Topic: Senior Community Service Employment Program Durational limits and Planning

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 with the possibility of an extension.

Tennessee PY 10 Individual Durational Limit Policy

State of Tennessee Department of Labor and Workforce will implement an individual durational limit policy that grants an extension of twelve (12) months for each and every participant who meets the statutory 48 month limit and has at least one of the statutory waiver factors:

- *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*

Program Durational Limits Implementation

Each sub-grantee will be required to explain the durational limitation, 48 months, to each individual participant during the orientation process. During each recertification the sub-grantee will mention the durational limitation again. One year prior to a participant's completion of the program the participant will be notified in writing that the durational limit for his/her participation in the program is coming to an end. The notification will also explain how the sub-grantee will assist participants in job search efforts.

Participants that have not succeeded in unsubsidized employment prior to completion of the program will be offered an extension based on the waiver factors listed in the policy above. The sub-grantee will request an extension for each and every participant who is eligible for an extension in the program to the Tennessee Department of Labor and Workforce Development, SCSEP program, who will submit it to the US Department of Labor for approval.

Transition Planning

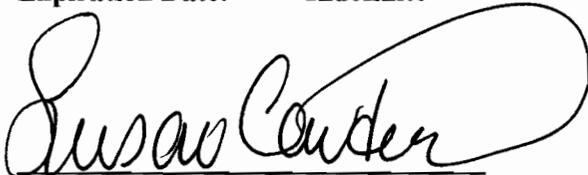
Sub-grantees have processes in place that ensures participants are receiving timely and coordinated transition planning to the most appropriate services and identifying other relevant community partners. SCSEP partners with One Stop Career Centers and during the transition process the participant has the opportunity to use the services from the One Stop Career Centers. 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 Susan Cowden, Workforce Development Administrator, at 615-741-1031 or Tyrone Parker, Grants Program Manager, at 615-253-5869.

Effective Date: January 13, 2011

Expiration Date: Indefinite



Susan Cowden, Administrator, Division of Workforce Development

SKC:TWP:rk