



SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) PARTICIPANT ORIENTATION RECORD

DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOCATIONAL REHABILITATION
SFN 1096 (1-2023)

Participant Name

Instructions: Participants must be provided full orientation prior to being assigned to a community service position. SCSEP staff must review in detail each element with the participant. Staff must indicate by check mark the items have been reviewed and the participant must be provided a copy of this form and all documents referenced. The participant file must include a fully signed and executed copy of all pages of the Participant Orientation Record.

- Program Goals and Objectives:** The goal of the program is to provide community service opportunities to unemployed low-income individuals who are 55 and older with low employment prospects so they can gain new job skills through paid or subsidized training at a non-profit organization or public entity. The skills learned should better enable participants to secure employment.
- Purpose of Community Service Assignments:** The program helps unemployed older individuals who have poor employment prospects by placing them in part-time temporary job training through community service assignments (CSA). The purpose of a CSA is to provide meaningful training through work experience and job skills that can lead to unsubsidized employment. The CSA is not a job. It is a training program - a stepping-stone to real employment with higher wages, benefits, and opportunities for advancement.
- What SCSEP Does:** Staff will work with participants to establish employment goals, develop an Individual Employment Plan (IEP), and to receive training. The IEP reflects individual interests, training needs, realistic local job opportunities, supportive service needs, and the types of services that can be provided through community partners. An individualized training plan is developed that outlines the skills the participant will need to learn at their host agency or in a classroom setting.
- The Participant's Role:** Participants are expected to obtain skills at a host agency, participate in offered training, look for job opportunities and follow up on job leads. SCSEP has a durational limit policy of 48-months for all participants without the possibility of a waiver. Participants are not automatically entitled to remain in the program for 48 months. Participants are strongly encouraged to complete their job readiness training and obtain unsubsidized employment within 24 months or less of enrollment in the program, or as soon as they become job ready.
- The Role of the Host Agency Supervisor:** Host agency supervisors provide support, skills training, ongoing supervision, and a safe healthy work environment. The host agency supervisor should reinforce this is a training program and encourage participants to find employment outside the program. If a participant is not performing duties consistent with the current job title and training plan, not gaining valuable skills, or are training unsupervised, the host site must report this information to the SCSEP staff.
- Training Opportunities:** The host agency assignment provides skills training and experience, builds confidence, and establishes a record for a resume and references. Some participants' training plans may indicate the need for basic training to help them get jobs, such as reading or math refresher classes, GED training, or English language. Other participants' plans may include skills training such as computer basics, Certified Nurse's Aide, or Commercial Driver's license training. Once a participant has completed the training plan, they should be ready to get a job.
- Obligation to Report Lack of Training and Supervision:** Participants are assigned to a host agency to learn skills that will equip them for unsubsidized employment. If a participant is not performing duties consistent with the current job title and training plan, not gaining valuable skills, or are training unsupervised, it must be reported to the program staff.
- Job Search Responsibilities:** Participants receive job search assistance from the program staff, the Host Agency staff and from their local One-Stop Service Center. All participants should be registered with One-Stop, attend workshops, and regularly check for job openings. SCSEP staff provides support, coordinates training plans, helps develop job opportunities, and assists participants in achieving goals outlined on the IEP. If a participant cannot obtain a job, the staff and participant discuss other services that may be needed. Next steps may involve developing a new training plan or determining that SCSEP services are no longer suitable, in which case the participant will exit the program.

- Making up Time:** If a participant is away from the assignment due to necessary illness, they must be allowed to make up the time. If absent due to death in the family, Jury duty, or if the host agency is closed on a scheduled day of training, the participant may be provided the option to make up time if approved by the host agency supervisor and SCSEP staff. Time can be made up in the same pay period, or in the pay period immediately preceding or following the one in which the participant's normal schedule is disrupted. No more than 40 hours can be claimed per week when making up time.
- Time, Attendance and Supervision/In-Kind Reporting:** The host agency supervisor is responsible for the accuracy of each final time sheet's reported hours, signatures and emailing the time sheet to SCSEP each pay cycle. The host agency supervisor shall report on participant time sheets a true and accurate statement of hours and participant supervision provided.
- Wages and Fringe Benefits:** Participants must be paid wages for time spent in orientation, training, and at the CSA. In addition to wages, the participant is covered by workers' compensation.
- Schedule and Method of Wage Payment:** Participants will be paid monthly by direct deposit. To receive payment time sheets must be completed accurately, signed, and dated. Failure to follow submission guidelines may delay payment.
- Email Account:** Each host agency will be required to have an email account to receive electronic information about the program including, but not limited to program updates, timesheet follow-up, and copies of and/or notification of employment plan changes.
- Leave without Pay (LWOP):** A participant may be approved a leave of absence up to 30 days in a program year. If there are extenuating circumstances, up to 90 days of approved leave may be granted and will be decided on an individual basis. At the expiration of the approved leave, the participant must return or be exited from the program. Upon return, the participant is not guaranteed to be assigned to the original host agency or to be placed in the same type of assignment. A leave request will not be approved during the 30-day period between the date of a notification of exit letter and the actual exit date.
- Holiday:** If a participant is scheduled to work in their CSA during the holidays established under federal law (5 U.S.C. 6103) and the host agency is closed, they will be permitted to make up the hours missed.
- Reporting Assignment Related Accidents:** Within 24 hours the host agency supervisor must report to the SCSEP staff all injuries sustained by a participant while at the host agency or training site.
- Participant Progress Report:** The goal of the program is for each participant to attain unsubsidized employment, most often based on the quality of skills learned at the host agency. Host agency supervisors should evaluate participant training progress every 90 days in partnership with the program staff. Whenever host agency supervisors would like to discuss the progress of the participant(s) assigned to their agency outside of the formal evaluation timeframe, they should contact program staff.
- When a Participant Has Learned All There Is to Learn on an Assignment:** Upgraded training at the host agency may be recommended, or the participant may be transferred to another host agency, get a job outside of the program, or leave the program. Whenever possible, host agencies are encouraged to hire participants for vacant positions for which they qualify. Host agencies can also help participants by referring them to positions they know are available in the community and provide references.
- Program Participation:** SCSEP has a durational limit policy of 48-months for all participants without the possibility of a waiver. Participants are not automatically entitled to remain in the program for 48 months. Participants are strongly encouraged to complete their job readiness training and obtain unsubsidized employment within 24 months or less of enrollment in the program, or as soon as they become job ready. This program individualizes services to meet participant training needs and will be based on a mutually agreed upon employment plan.
- Participants and Host Agency Visitations:** At least twice a year, program staff will visit each participant and host agency to review program, administrative, and service satisfaction. At least annually, a safety assessment will be completed of all training sites.

PARTICIPANTS' RIGHTS AND RESPONSIBILITIES:

- Available Supportive Services:** Participants are assessed for the need for supportive services to enable them to successfully participate in the program. Supportive services are offered when there is an imminent and documented need. Services may be provided directly or through referral to a social service organization. Assistance is subject to funds availability.
- Availability of a Physical Examination:** Financial assistance for an initial and annual health screening is available. This is a benefit and is not meant to keep me from participating in the program. The results of the examination are the participant's property, to share only upon his or her approval.
- Allowable and Unallowable Political Activities:** Participants have the right to be affiliated with a political party and its associated activities. During paid hours, they are prohibited from participating in any political activities.
- Annual Recertification:** Participants must continue to meet the program eligibility requirements annually. The program staff will schedule an appointment with the participant to re-certify eligibility no less than once every 12 months.
- Obligation to Report Changes in Income or Family Size:** Participants are obligated to immediately report any changes in household income or family size to the program staff. Failure to notify can be deemed as falsification and result in immediate termination.
- Requirement to Notify Staff If Employed:** Employment while participating in the program is prohibited. If the participant obtains employment, immediately inform the program staff of the change in status. Failure to do so, may result in immediate exit from the program.
- Obligation to Seek Unsubsidized Employment:** This is a temporary paid training program, not a permanent job. It is each participant's responsibility to actively seek employment. Each participant is required to work with program staff to identify and obtain unsubsidized employment.
- Background Checks:** This program does not conduct background checks on participants; however, some assignments or customized training may require background checks.

Customer Service and Satisfaction: We strive to provide the best possible services to our participants and community partners. If you have any questions or comments, please call your program staff. You may receive a customer satisfaction survey from the Department of Labor. If you do, please take a moment to complete the survey and return it in the stamped, self-addressed envelope mailed to you with the survey.

By signing this document, I certify that I have received information about the goals of the program and understand the rights and responsibilities as a participant. I have been given a copy of the Program handbook. I also certify that I understand the information provided.

Participant Signature	Date
Participant Printed Name	

By signing this document, I certify that I provided a thorough orientation about the program to the participant, copies of all required documents have been distributed to the participant and the originals are maintained on file.

SCSEP Signature	Date
SCSEP Staff Printed Name	Title