

# Senior Community Service Employment Program (SCSEP) – Approved Break



**Effective Date: 2/21/19**  
**Duration: Indefinite**

**Background:** SCSEP serves low-income unemployed persons who are 55 years of age and older. The program is designed to provide useful part-time community service training opportunities for participants to enhance the abilities, skills and aptitudes of participants to increase their opportunities to obtain mainstream employment and foster individual economic self-sufficiency. The purpose of this policy is to establish formal written guidelines relating to SCSEP training approved breaks for participants in the Senior Community Service Employment Program (SCSEP).

## **Policy and Procedures:**

An approved break of up to 30-days without pay may be granted to a SCSEP participant in accordance with Federal and State guidance. Reasons for an approved break include, but are not limited to an unexpected illness or surgery, to attend to a personal matter, to care for a family member or while waiting for a new Host Agency assignment. An approved break will not be granted for a participant who wants "time off" from training for no reason. An approved break must to be documented in the participants file case notes and the USDOL SPARQ database.

If a participant requests an approved break because of an illness or surgery, a letter must be obtained from a physician indicating the length of time off for recovery and an anticipated date returning to work. The letter must include restrictions or instructions for the participant. If the request is health related, the participant must be re-evaluated periodically to determine whether the break will exceed 30-days.

**In the event the participant cannot return to their assignment after 30 days, a SCSEP termination letter will be sent to the participant exiting them from the program. Participants that exit the program for health related reasons can re-enroll in the program after they have recovered and provided a release from their physician.**

**CONTACT:** Questions concerning the above may be addressed to Kathy Pierce, Executive Director of the NETLWDB at [kpierce@ab-t.org](mailto:kpierce@ab-t.org).

This policy will remain in effect until amended, modified, or set aside by the Northeast Tennessee Local Workforce Development Board.

APPROVED:

A handwritten signature in black ink that reads "James W. Richardson Jr." The signature is written in a cursive style.

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Jay Richardson  
NETLWDB Chair