

ICOA POLICY & INSTRUCTION

| Policy Subject | Policy # |
|---|---------------------|
| Senior Community Service Employment Program (SCSEP) <u>Durational Limits</u> | SCSEP-10/2018-D0525 |

Purpose:

The purpose is to ensure that SCSEP participants and host agencies understand the durational limit policy.

Scope:

Subgrantees must inform SCSEP Participants during their enrollment in the program of the time limit for participating in the program. Participants will be notified in writing a year and again six months prior to their durational limit that the date is coming and a transition plan will be developed. The participant will also receive a 30 day written notice of the date of termination. ICOA will extend a onetime, one-year program extension in situations where participants meets one of the following criteria:

- 1) Has a severe disability
- 2) Is frail
- 3) Is 75 or older
- 4) Meets the eligibility requirements related to age, but do not receive benefits under Title II of the Social Security Act (42 USC 401 et seq)
- 5) Lives in an area with persistent unemployment and are individuals with severely limited employment prospects
- 6) Has limited English proficiency or
- 7) Has low literary skills

Definitions:

- ☐ ICOA: Idaho Commission on Aging: SCSEP Grantee
- ☐ SPARQ: Federal SCSEP reporting system
- ☐ 20 CFR Part 641.570 Final Rule: Gives the SCSEP program requirement.

Procedures:

- 1) Use SPARQ to identify which participants have reached one-year and also six-months from the 48 month duration limit, and update their Individual Employment Plan and create a transition plan.
- 2) Review duration limits and waiver criteria with each participant during the initial orientation and at one-year and six months from reaching the durational limit.
- 3) Develop an initial transition plan one-year from reaching the durational limit and update it six-months from reaching the durational limit date, and on a monthly basis afterwards.
- 4) Within two-months from the participant reaching the durational limit, the case manager must submit a "Request for Durational Limit Waiver" with supporting documentation to ICOA for approval.

Exceptions:

- 1) Exceptions are based on unforeseen issues or situations

References:

- 1) Final Rule: <http://www.doleta.gov/Seniors/pdf/FinalRule2010.pdf>

Federal Requirement:

- 1) SCSEP Final Rule part 641.570 Individual time limit:
- 2) SCSEP Final Rule part 641.730 Transition planning