

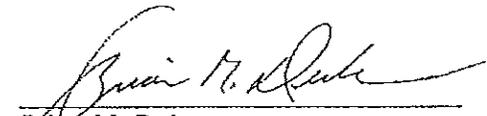
 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 11-05-03	2. Disposition: Note Well and File for Reference
	3. Issuance Date: July 7, 2011	4. Effective Date: November 1, 2011
	5. Program Area: Senior Community Service Employment Program (Title V)	
	6. Origin: Bureau of Individual Support	7. Contact: Rocco Claroni (717) 772-2932

AGING PROGRAM DIRECTIVE

SUBJECT: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) REVISED DURATIONAL LIMIT POLICY

TO:

EXECUTIVE STAFF ALLEGHENY COUNTY AAA ARMSTRONG COUNTY AAA BUTLER COUNTY AAA LYCOMING/CLINTON BI-COUNTY OFFICE OF AGING GREATER ERIE COMMUNITY ACTION COMMITTEE SOUTHWESTERN PA AAA, INC. EXPERIENCE WORKS, INC.	LANCASTER COUNTY OFFICE OF AGING LEHIGH COUNTY AAA LUZERNE/WYOMING COUNTIES BUREAU FOR AGING NORTHAMPTON COUNTY AAA NORTHUMBERLAND COUNTY AAA PHILADELPHIA CORPORATION FOR AGING SCHUYLKILL COUNTY OFFICE OF SENIOR SERVICES AAA OF WESTMORELAND COUNTY
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FROM: 
 Brian M. Duke
 Secretary
 Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) and Experience Works, Inc. the Department's revised SCSEP Durational Limit policy.

I. Background

Section 518 (a)(3) of the Older Americans Act Amendments of 2006 states that individual participants are only eligible to receive SCSEP services for a lifetime total of 48 months, unless a waiver is granted. The U.S. Department of Labor (USDOL) has provided the Pennsylvania Department of Aging (PDA) with three Individual Durational Limit (IDL) policy options. These are: 48 months with the possibility of a waiver; 48 months without the possibility of a waiver; or less than 48 months if a separate request is included in the grant application and approved by the USDOL.

II. Requirements

Effective November 1, 2011, participants shall be subject to a maximum of 48 months of SCSEP participation, excluding approved breaks in service, without the possibility of a waiver for an additional 12 months. This is a major change from the original PDA durational limit policy.

Any participant who will reach his or her 48 month durational limit on or after November 1, 2011 will be exited from SCSEP. Those participants who reached or will reach their 48 month durational limit between June 30, 2011 and October 31, 2011 shall be governed by the previous PDA durational limit policy and shall be granted a one-time 12 month extension. Subgrantees shall immediately begin to inform all participants and host agencies, both in writing and verbally, that the affected participants will be leaving the program on or after November 1, 2011. For those participants scheduled to leave SCSEP between November 1, 2011 and August 1, 2012 due to the new durational limit policy, subgrantees shall send letters to these individuals and their host agencies immediately. For those participants scheduled to leave SCSEP on or after August 1, 2012 due to the new durational limit policy, subgrantees shall send letters to these individuals and their host agencies twelve months prior to their scheduled exit dates. Similar letters must again be sent to the affected participants and host agencies six months prior to their 48 month durational limit and again at 30 days prior to the effective date of their exit from SCSEP. The aforementioned 30 day letter shall serve as the participant's termination letter and it shall contain a copy of the subgrantee's grievance procedures in the event the participant wishes to appeal the termination.

Subgrantees shall develop Transition Individual Employment Plans (IEPs) at 12 months and 6 months prior to the participants' scheduled durational limit exit date. At twelve months prior to the participant's scheduled durational limit exit date, subgrantees shall obtain an honest assessment of the participant's strengths and weaknesses from the host agency supervisor. For those participants with good employability potential, subgrantees will start over with a redesigned IEP. A redesigned IEP is a process for helping each individual participant accomplish as much as possible while on the program, with an unsubsidized job and economic security as the end result. The redesigned IEP will keep subgrantees and the participant focused and on task. The reassessment is critical for participants with multiple barriers to employment. The reassessment may trigger a completely new IEP, often with different goals and action plans. The IEP shall consider the jobs available in the local market that the participant could attain within the amount of time he or she has remaining in SCSEP. Host agency rotation will most likely be part of this process and is also a valuable tool for moving participants along. Subgrantees shall also

provide these individuals with specialized training or On-the-Job Experience (OJE) in order to increase their placement potential.

For those participants who are less apt to find unsubsidized employment, subgrantees must complete the following tasks at twelve months prior to the participant's scheduled durational limit exit date. Obtain an honest assessment of the participants' strengths and weaknesses from the host agency supervisor and develop an exit transition IEP. To help with the exit transition IEP, subgrantees will recruit host agencies able to provide a supportive environment for participants with personal barriers or growing frailties; ask such agencies for referrals to their colleagues in the same field; attend United Way meetings to learn of other agencies serving vulnerable populations; and make certain agencies maintain a safe environment and have the capacity to make adaptations to accommodate disabilities. Subgrantees shall carefully review the local job market and qualifications for jobs to determine that the jobs are: suitable for the needs of this particular client group; with employers known for hiring older workers and persons with disabilities; and part-time, not physically strenuous, easily adaptable to accommodations. Subgrantees shall also seek available training opportunities that lead to these identified job opportunities and that utilize appropriate adult education methodologies.

When all participants are 6 months away from reaching their durational limit exit date, subgrantees shall refer them to appropriate programs that could provide further employment assistance such as the local CareerLinks, or stipend volunteer programs such as AmeriCorp and SeniorCorp which fund local RSVP, Senior Companions, Foster Grandparents, and other volunteer programs. Participants with disabilities shall be referred to the local Office of Vocational Rehabilitation. Subgrantees shall also take the time to make certain that participants have a budget minus SCSEP wages which they can follow and that they are signed up for all appropriate social service programs. Subgrantees shall also determine if these participants have a social support system and obtain the participants' permission to alert the support system to the participants' impending vulnerability and try to ensure a safety net throughout the transition.

It should be noted that Experience Works and those AAAs that also receive funding from national SCSEP sponsors must adhere to the PDA's IDL policy for PDA funded participants if the national sponsor's IDL policy is different. Questions should be directed to Rocco Claroni at telephone number (717) 772-2932 or via e-mail at rclaroni@state.pa.us.