Additional Training and Supportive Services (ATSS). Subject to approval from the National Program Office, Grant Officer, a grant recipient may use up to 10 percent of SCSEP Federal Grant Funds to provide additional training and supportive services (ATSS) to participants. See 20 CFR 641.874.

Authorized positions are defined as the number of SCSEP enrollment opportunities that can be supported for a 12-month period based on the average national unit cost. See 20 CFR 641.140. The authorized position level is derived by dividing the total amount of funds appropriated for a Program Year by the national average unit cost per participant for that Program Year as determined by the Department. The national average unit cost includes all costs of administration, other participant costs, and participant wage and benefit costs as defined in OAA sec. 506(g).

Co-enrollment. Applies to any individual who meets the qualifications for SCSEP participation and is also enrolled as a participant in WIOA or another employment and training program, as provided in the Individual Employment Plan (IEP). See 20 CFR 641.140.

Community service. Refers to: (1) Social, health, welfare, and educational services (including literacy tutoring), legal and other counseling services and assistance, including tax counseling and assistance and financial counseling, and library, recreational, and other similar services; (2) Conservation, maintenance, or restoration of natural resources; (3) Community betterment or beautification; (4) Antipollution and environmental quality efforts; (5) Weatherization activities; (6) Economic development; and (7) Other such services essential and necessary to the community as the Secretary determines by rule to be appropriate. See OAA sec. 518(a)(1), see also 20 CFR 641.140.

Community service assignment. The term is used interchangeably with community service employment. Refers to part-time, temporary employment paid with grant funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. See OAA sec. 518(a)(2), see also 20 CFR 641.140.

Community Service Hours. Is a key accountability and performance measure (along with Service Level, and Most-in-need) used by the U.S. Department of Labor to evaluate program sponsors and local projects.

- **What it means:** The volume or proportion of training hours that participants spend performing community service work at non-profit or public host agencies.
- **How it works:** SCSEP participants train an average of 20 hours a week at local facilities like schools, hospitals, day-care centers, and senior centers. The community service hours performance measure tracks how effectively the program delivers these work-based training hours while providing valuable community assistance.

Core measures. In reference to SCSEP refers to hours (in the aggregate) of community service employment; the percentage of project participants who are in unsubsidized employment during the second quarter after exit from the project; the percentage of project participants who are in unsubsidized employment during the fourth quarter after exit from the project; the median earnings of project participants who are in unsubsidized employment during the second quarter after exit from the project. Additionally, SCSEP performance measures and performance goals include a common core of national performance goals and measures consistent with the data collection, standard methodology, and verification requirements. These common core measures include: indicators of effectiveness in serving employers, host agencies, and project participants; the number of eligible individuals served;

and most-in-need (the number of individuals described in OAA sec. 518(a)(3)(B)(ii) or (b)(2). See OAA sec. 513(b)(1). See also 20 CFR 641.710 re. how SCSEP performance measures are defined.

Cross-Border Agreements. Refers to how state grant recipients may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee authorized positions. Approvals for this option expire at the end of each program year. The grant recipient must submit a new request for approval each year in order to exercise this option. See 20 CFR 641.515(c).

Data Collection Handbook. The Data Collection Handbook provides a description of the data elements that make up the current SCSEP date collection system including explanations of how to capture and record the required information and discussions of how the data elements relate to the SCSEP performance measures. ETA's transition to a new data collection system is GPMS. See website: https://olderworkers.workforcegps.org/resources/2020/11/05/15/24/SCSEP-Reporting-Hub.

Data Validation Handbook. The Data Validation Handbook contains an overview of the data validation process, describes the procedures for data validation, and provides detailed instructions for the validation of each element. Data validation sets for the minimum standards for validation. See website: https://olderworkers.workforcegps.org/resources/2020/11/05/15/24/SCSEP-Reporting-Hub.

Eligibility. SCSEP eligibility includes anyone who is at least 55 years old, unemployed (as defined in 20 CFR 641.140), and who is a member of a family with an income that is not more than 125 percent of the family income levels prepared by the Department of Health and Human Services and approved by OMB (Federal poverty guidelines) is eligible to participate in the SCSEP. See OAA sec. 518(a)(3), (9). A person with a disability may be treated as a "family of one" for income eligibility determination purposes at the option of the applicant.

Extension of Average Project Duration. Refers to how grant recipients must manage SCSEP projects in such a way that the average participation length for participants does not exceed 27 months. However, grant recipient may request permission from ETA to increase the allowable maximum average project duration to 36 months. Approvals for this option expire at the end of each program year. The grant recipient must submit a new request for approval each year in order to exercise this option. See 20 CFR 641.570 (c)(2).

Grievance/policy & procedures. Refers to SCSEP policies governing what grievance procedures must grant recipients make available to applicants, employees, and participants as referenced in 20 CFR 641.910. Also see, SCSEP Resource Hub, SCSEP Grievance Procedure Requirements.

> (a) Each grant recipient must establish, and describe in the grant agreement, grievance procedures for resolving complaints arising between the grant recipient, employees of the grant recipient, sub-recipients, and applicants or participants.
>
> (b) The Department will not review final determinations made under paragraph (a) of this section, except to determine whether the grant recipient's grievance procedures were followed.
>
> (c) Allegations of violations of Federal law which are not resolved within 60 days under the grant recipient's procedures, may be filed with the Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington,

DC 20210. Allegations determined to be substantial and credible will be investigated and addressed.

(d) Questions about, or complaints alleging a violation of, the nondiscrimination requirements of title VI of the Civil Rights Act of 1964, sec. 504 of the Rehabilitation Act of 1973, sec. 188 of the Workforce Innovation and Opportunity Act (WIOA), or their implementing regulations, may be directed or mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue NW., Washington, DC 20210.

Host agency. A public agency or a private nonprofit organization exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants. Political parties cannot be host agencies. A host agency may be a religious organization as long as the projects in which participants are being trained do not involve the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship. See OAA sec. 502(b)(1)(D), see also 20 CFR 641.140.

Increase in administrative cost limitation. SCSEP recipients may request that the Department increase the amount available for administrative costs. The Department may honor that request based on circumstances detailed in 20 CFR 641.870.

Individual time limit (or Individual durational limit). Participants are allowed to remain in the program for a maximum duration of 48 months; however, grant recipients may request an extension for individual duration for participants who meet specific criteria as outlined in the regulations. Each grant recipient must manage its SCSEP project in such a way that the grant recipient does not exceed an average participation cap for all participants of 27 months (in the aggregate). Grant recipients may request an extension of up to 36 months, subject to grant officer approval. See "Individual time limit" for further description. See 20 CFR 641.570(c). Also see, SCSEP Resource Hub, SCSEP Individual Durational Limits Guide.

Individual Employment Plan (IEP). Individual employment plan (IEP) means a plan for a participant that is based on an assessment of that participant conducted by the grant recipient or subrecipient, or a recent assessment or plan developed by another employment and training program, and a related service strategy. The IEP must include an appropriate employment goal (except that after the first IEP, subsequent IEPs need not contain an employment goal if such a goal is not feasible), objectives that lead to the goal, a timeline for the achievement of the objectives; and be jointly agreed upon with the participant. See OAA sec. 502(b)(1)(N), see also WIOA Public Law 113-128 & 20 CFR 641.140.

Individual Durational Limit Transitional Individual Employment Plan (IEP). SCSEP requires grant recipients to develop an Individual Durational Limit Transitional IEP for those participants who will be exiting for individual durational limit within a year. The IEP should focus on fast tracking the activities needed to prepare the participant for Individual Durational Limit exit. Reviewing the goals and activities set forth in the transitional IEP will help reviewers identify whether:

- Participants are receiving timely notification regarding Individual Durational Limit exit dates (e.g. 1 year, 9 months, 6 months, and most importantly 30-day termination letter);
- Grant recipients are providing appropriate and timely case management;

- Participants are being provided with necessary tools, resources and training to achieve their final exit goal(s). See 20 CFR 641.570(c) and 20 CFR 641.140.

Job ready. Refers to individuals who do not require further education or training to perform work that is available in their labor market. See 20 CFR 641.140.

Maintenance of Effort (MOE). Under SCSEP, MOE ensures that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. Grant recipient must specifically ensure that community service assignments do not:

- Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
- Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
- Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff. See 20 CFR 641.844.

Modified Positions (MP) were created by DOL to account for differences between local minimum wages and the federal minimum. SCSEP is funded based on the federal minimum wage grant recipients are obligated to pay above local minimum wage. Accordingly, MPs reflect the number of positions SCSEP can actually support. See website: https://www.workforcegps.org/events/2020/07/01/19/39/Equitable-Distribution-amp-the-Senior-Community-Service-Employment-Program00

Most-in need. Refers to participants with one or more of the following characteristics: Have a severe disability; are frail; are age 75 or older; are age-eligible but not receiving benefits under title II of the Social Security Act; reside in an area with persistent unemployment and have severely limited employment prospects; have limited English proficiency; have low literacy skills; have a disability; reside in a rural area; are veterans; have low employment prospects; have failed to find employment after using services provided under title I of WIOA; or are homeless or at risk for homelessness. See OAA sec. 513(b)(1)(F), also see 20 CFR 641.140.

Most-In-Need (MIN). As a measurement, MIN is a key accountability and performance measure (along with Service Level, and Community Service Hours) used by the U.S. Department of Labor to evaluate program sponsors and local projects.

- **What it means:** A metric that measures the concentration of individuals facing severe barriers to employment.
- **How it works:** It is calculated as an **average number of specific barriers** per participant rather than a simple percentage. Barriers include:
  - Being age 75 or older.
  - Having a severe disability.
  - Being frail.
  - Being homeless or at risk of homelessness.
  - Having poor employment prospects, low literacy, or long-term unemployment.
- **Goal:** Sponsors must meet or exceed a target average (such as an MIN score of 3.00) to ensure the program prioritizes the most vulnerable seniors.

Nepotism. Refers to the following SCSEP policies that govern nepotism:

> (a) SCSEP recipients must ensure that no recipient or sub-recipient hires, and no host agency serves as a worksite for, a person who works in a SCSEP community service assignment if a member of that person's immediate family is engaged in a decision-making capacity (whether compensated or not) for that project, subproject, recipient, sub-recipient, or host agency. The Department may exempt worksites on Native American reservations and in rural areas from this requirement provided that adequate justification can be documented, such as that no other persons are eligible and available for participation in the program.
>
> (b) To the extent that an applicable State or local legal nepotism requirement is more restrictive than this provision, SCSEP recipients must ensure that the more restrictive requirement is followed.
>
> (c) For purposes of this section, "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, son-in-law, daughter-in-law, mother- in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, or grandchild.
>
> See 20 CFR 641.841 for further guidance on SCSEP policies that govern nepotism.

Older Americans Act (OAA). Refers to the OAA of 1965, as amended, 42 USC sec. 3056, et seq.; Older Americans Act Reauthorization Act of 2016, Pub.L. 114-144 (April 19, 2016); Supporting Older Americans Act of 2020, Pub.L.116-131 (March 25, 2020), which extends the Act's authorization of appropriation through FY 2024.

- **Title V of the Older Americans Act (OAA).** The Senior Community Services Act also known as Senior Community Service Employment Program (SCSEP).
- **Senior Community Service Employment Program (SCSEP).** SCSEP is authorized under title V of the OAA. See 20 CFR 641.140. The program serves unemployed low-income persons who are 55 years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. See 20 CFR 641.110.

On the Job Experience (OJE). OJEs are a form subsidized employment-based training whereby the grant recipient pays a portion or all of a participant's wages for up to 12 weeks of training at the employer's job site. OJEs provide employers a trial period during which they can determine a participant's aptitude and appropriateness for the job without incurring financial liability and without having to put the participant on its payroll. See Older Workers Bulletin (OWB) 04-04.

Optional Special Requests (OSRs). SCSEP allows grant recipients to make optional requests through a separate, clearly-titled document. To receive Employment and Training Administration (ETA) approval, these requests must adhere to the statute and regulations and provide a substantive rationale such as improved program management, better service to participants, or least disruption possible to participants. The seven (7) categories of requests are:

1. Change 48-Month Individual Durational Limit Waiver Options
    - Provides option for grant recipient to change current IDL policy

2. Additional Training and Supportive Services Funds
    - Provides grant recipient with an exception to the 75% minimum level of expenditure on participant wages and fringe benefits (PWFB). To use no less than 65% of program funds for PWFB
3. Increase in Administrative Cost Limitation
    - Provides option for grant recipient to increase administrative costs to not more than 15%
4. Extension of Average Project Duration
    - Provides option to for grant recipient to increase the maximum average participation duration length for participants from 27 to 36 months
5. On The Job Experience (OJE)
    - Provides option for grant recipient to utilize OJE
6. Cross Border Agreements
    - For State grant recipients only – provides option to enter into agreements to permit cross border enrollment
7. Rotation Policy
    - Provides option to grant recipient to establish a policy of rotating participants to a new host agency or a different assignment within the current host agency

Other participant (enrollee) costs (OPC). Refers to the costs of participant training, including the payment of reasonable costs to instructors, classroom rental, training supplies, materials, equipment, and tuition, and which may be provided before or during a community service assignment, in a classroom setting, or under other appropriate arrangements; job placement assistance, including job development and job search assistance; participant supportive services to enable a participant to successfully participate in a project, including the payment of reasonable costs of transportation, health care and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, and follow-up services; and outreach, recruitment and selection, intake orientation, and assessments. See OAA sec. 502(c)(6)(A)(ii)-(v)], See also 20 CFR 641.140.

Participant. Refers to an individual who is determined to be eligible for the SCSEP, is given a community service assignment, and is receiving any service funded by the program. See also WIOA Public Law 113-128 & 20 CFR 641.140.

Participant Wages and benefits (PWFB). Refers to SCSEP policies governing the provision of wages and benefits to participants, as referenced in 20 CFR 641.565.

> Participant wages: Grant recipients and sub-recipients must pay participants the highest applicable required wage for time spent in orientation, training, and community service assignments.
>
> - The highest applicable required wage is either the minimum wage applicable under the Fair Labor Standards Act of 1938; the State or local minimum wage for the most nearly comparable covered employment; or the prevailing rate of pay for persons employed in similar public occupations by the same employer. Also see: Fair Labor Standards of 1938: Maximum Struggle for a Minimum Wage.

Benefits: Grant recipients and sub-recipients must provide benefits uniformly to all participants within a project or subproject (i.e., cost of physical exams, workers compensation, unemployment compensation (if required by state law), sick leave that is not part of an accumulated sick leave program).

Physical examination. Refers to the availability of a free physical examination as one of the benefits that grant recipients and subrecipients must provide to participants when individuals are selected for participation in the SCSEP, as referenced in 20 CFR 641.535(a)(1).

Political activities. No SCSEP grant recipient may involve political activities. Grant recipients must ensure compliance with these requirements and prohibitions involving political activities described in 20 CFR 641.836.

Political patronage. No SCSEP grant recipient may select, reject, promote or terminate an individual based on political services provided by the individual or on the individual's political affiliations or beliefs, as described in 20 CFR 641.833.

Priority of Service. Refers to the priorities that grant recipients and subrecipients must use in selecting eligible individuals for participation in the SCSEP. Priority must be given to individuals who have one or more of the following characteristics [See 20 CFR 641.520 and TEGL 17-20]:

- Are 65 years of age or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Are veterans (or eligible spouses of veterans) for purposes of the Jobs for Veterans Act, Pub. L. No. 107-288 (38 USC 4215(a));
- Have low employment prospects;
- Have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128);
- Are homeless or at risk for homelessness; or
- Are formerly incarcerated or on supervision from release from prison or jail. Formerly-incarcerated individuals are those individuals who:
  1) Were incarcerated from prison or jail at any point within the last five years; or
  2) Were under supervision at any point within the last five years, following release from prison or jail.

  The five-year period specified in this definition refers to the five years preceding the date of first determination of program eligibility, as described in 20 CFR 641.505, for initial enrollment into the program. See TEGL 17-20.

- Persons who qualify as a veteran or qualified spouse under sec. 2(a) of the Jobs for Veterans Act, 38 USC 4215(a), and who possess at least one of the other priority characteristics;
- Persons who qualify as a veteran or qualified spouse under sec. 2(a) of the Jobs for Veterans Act, 38 USC 4215(a), who do not possess any other of the priority characteristics;

- Persons who do not qualify as a veteran or qualified spouse under sec. 2(a) of the Jobs for Veterans Act (non-veterans), and who possess at least one of the other priority characteristics.

Programmatic Assurances. The SCSEP Programmatic Assurances provide specific service delivery requirements and administrative requirements that may not be as clear in the regulations. Grant recipients must certify by signing the programmatic assurances that they will conform to the assurances and will apply these assurances to any subrecipient involving delivery of services. See Grant recipient SOW; see also TEGL 13-23, Change 1, Attachment II (Programmatic Assurances). Currently, the Programmatic Assurances document serves only as a technical assistance tool.

Program operator. Refers to a grant recipient or subrecipient that receives SCSEP funds from a SCSEP grant recipient or a higher-tier SCSEP subrecipient and performs the following activities for all its participants: eligibility determination, participant assessment, and development of and placement into community service assignments. See 20 CFR 641.140.

Quarterly Performance Reports (QPR). A QPR is a quarterly report generated out of the data collection system which is the official performance report for SCSEP, reflecting the Core Performance Measures as referenced in 20 CFR 641.700. For information on the QPR, users should see the **QPR Handbook**, which is available on the SCSEP Community of Practice.

Recertification. Refers to the annual process undertaken by grant recipients to verify SCSEP participants' continued eligibility. The recertification requirements are the same as the eligibility requirements referenced in 20 CFR 641.500. Also see the SCSEP Resource Hub, SCSEP Supplement to the Core Monitoring Guide.

Rotation. Refers to a grant recipient establishing a policy of rotating participants to a new host agency or a different assignment within the current host agency. The grant recipient, however, must submit that policy to the Department for approval, as described in 20 CFR 641.575. The grant recipient must also assure that an individualized determination has been made that a rotation is in the best interest of the participant, and that it will further the acquisition of skills listed in the individual employment plan (IEP). Grant recipients and subrecipients are encouraged to rotate participants among different host agencies, or to different assignments within the same host agency.

Section 515 report. Was formerly named the SCSEP Minority Report. The Section 515 report is an annual report of SCSEP service to minorities required by Congress. It has two components:

- *Participation* compares enrollment in SCSEP of each minority group against its proportion in the proportion in the population. Based on weighted Census data for each county in a state served by a grant recipient.
- *Outcomes* compares employment outcomes in the SCSEP data collection system achieved by each minority group against the outcomes of non-minorities.

Per Services to Minorities (OAA Title V, Section 515; 42 USC 3056m), grantees must describe efforts to serve individuals from minority populations, as well as any disparities in those participants' outcomes.

Service Area. The geographic area served by a local SCSEP project in accordance with a grant agreement. See 20 CFR 641.140.

Service Level. Is a key accountability and performance measure (along with Most-in-Need, and Community Service Hours) used by the U.S. Department of Labor to evaluate program sponsors and local projects.

- **What it means:** The total number of unique participants served by a project sponsor over an entire program year (July 1 to June 30) divided by the sponsor's number of modified authorized positions.
- **How it works:** Because SCSEP is designed to help as many eligible people as possible through turnover, sponsors often "over-enroll" or rotate participants. For example, a service level goal of 140% means a project with 100 authorized slots must serve at least 140 distinct individuals across the year.

Slots. Slots are an alternative way to describe SCSEP positions. The SCSEP community sometimes refers to authorized and modified positions as authorized and modified "slots". The terms "positions" and "slots" are used interchangeably. See definition for Authorized Positions, see also 20 CFR 641.140.

Slot swaps. The act of grant recipients exchanging authorized positions with other grant recipients is also known as "slot swaps". These "swaps" often occur in the transition process following the national grant competition, and any time grant recipients wish to trade positions with each other within the same state. Slot swaps must have approval from the National Program Office, Grant Officer. See definition for Authorized Positions, slots; see also 20 CFR 641.140.

Supportive services. Refers to services, such as transportation, health and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eye-glasses, and tools), child and adult care, housing, including temporary shelter, follow-up services, and needs-related payments, which are necessary to enable an individual to participate in activities authorized under the SCSEP. See OAA secs. 502(c)(6)(A)(iv) and 518(a)(8). See also 20 CFR 641.140.

Termination. Refers to SCSEP policies governing the termination of individuals enrolled in SCSEP from participation in SCSEP. In order for a grant recipient to terminate a participant "for cause" the grant recipient must have an approved "for cause" termination policy from the Grant Officer. Any participant who is terminated from the program must receive a 30-day termination letter that clearly explains the reason for termination and includes its grievance procedures as required in 20 CFR 641.910.

Undone Follow-up Report. A management report within the current SCSEP Data Collection system that shows the follow ups that are due, and not yet done, for participants who have exited and are now part of the denominator for the employment in the 2nd quarter after exit, employment in the 4th quarter after exit, and median earnings performance measures. The Undone Follow-up Report is referenced in the QPR Handbook.

Unemployed. Refers to an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. See OAA sec. 518(a)(9), see also 20 CFR 641.140.

Union Organizing. Refers to SCSEP policies governing union organizing activities, as referenced in 20 CFR 641.839. Grant recipients must ensure that SCSEP funds are not used in any way to assist, promote, or deter union organizing.

Veteran (or spouse of veteran). Refers to an individual who is a "covered person" for purposes of the Jobs for Veterans Act, 38 USC 4215(a)(1). See WIOA Public Law 113-128, sec. 3 (63) and 20 CFR 641.140.

Workforce Innovation and Opportunity Act (WIOA) Joint Quarterly Narrative Performance Report (QNPR). A QNPR that grant recipients must submit within 45 days after the end of each reporting quarter. The report must include quarterly information on grant activities, performance goals, and milestones. It must summarize project activities, employer engagement strategies and outcomes, and other deliverables, and related results of the project. 29 CFR 95.51 streamlines the federal government's guidance on grant management and placed requirements on specific information that grant recipients should report to their federal funders. Using the joint quarterly narrative report template ensures that all federal grant programs meet the Uniform Guidance requirements related to narrative grant reporting as laid out in the Final Rule. See website: https://olderworkers.workforcegps.org/resources/2020/11/25/16/49/Quarterly-Narrative-Performance-Reports