



# Montana Department of LABOR & INDUSTRY

1      Division: Workforce Services Division  
2      Category: Programs  
3      Original Effective Date: 3/30/2017  
4      Last Revised: 09/10/2025  
5      Policy No.: 11-17

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## 7      Senior Community Services Employment Program (SCSEP) Policy

8      **Background:** The Senior Community Service Employment Program (SCSEP) program was authorized by  
9      the Older Americans Act and most recently reauthorized in Title V of the 2020 Supporting Older Americans Act.  
10     SCSEP is the federally sponsored employment and training program targeted specifically to low-income, older  
11     individuals who want to enter or re-enter the workforce. Under WIOA, the SCSEP program is a required partner  
12     and is part of the One-Stop delivery system.

13     Montana Department of Labor & Industry (MTDLI) has been designated to administer SCSEP. MTDLI as the  
14     SCSEP grantee, contracts for operation of the program. The contract sub-grantee is selected through the  
15     Request for Proposal process.

16     MTDLI's Workforce Services Division (WSD) is designated as the technical assistance and oversight entity for  
17     SCSEP.

18     **Scope:** This policy applies to all sub-grantees operating the Senior Community Service Employment Program  
19     (SCSEP), SCSEP program managers, SCSEP fiscal officers, and the SCSEP monitoring team. This policy is  
20     effective September 10, 2025.

### 21     Policy:

#### 22     SCSEP Eligibility Requirements:

- 23     • To be eligible for SCSEP participant-level services, an individual must be a U.S. citizen or legally  
24     authorized to work in the U.S.. Approved work authorization documentation must be provided by the  
25     customer before SCSEP services can begin. For a list of acceptable documentation, please refer to the  
[I-9 Employment Eligibility Verification](#) website.
- 26     • To the extent possible, the SCSEP sub-grantee will focus on SCSEP eligible minorities and be familiar  
27     with the ethnic, racial, and cultural mix of the older adult populations within their areas to ensure  
28     recruitment efforts include potential participants of all backgrounds. The number of minority  
29     participants enrolled will be in proportion to the population.
- 30     • SCSEP eligibility requirements. Criteria for determining SCSEP eligibility includes:
  - 31         ○ Age – an individual must be 55 years of age or older on the date eligibility is determined. There  
32         is no maximum age limit for participation in SCSEP.
  - 33         ○ Income – Individual or family income must not exceed 125 percent of the federal poverty level.  
34         An individual with a disability may be treated as a family of one for the income calculation. The  
35         U.S. Department of Health and Human Services issues the income limits annually.

- Place of Residence – An individual must reside in the state and county in which the sub-grantee is authorized to operate SCSEP. The residence must be a permanent dwelling place. Prior to enrollment, there is no requirement to the length of residence.
- Employment Status – Individuals must be unemployed at the time of eligibility determination and recertification.
- SCSEP priority of service – Priority must be given to individual who has one or more of the following characteristics:
  - Is 65 years of age or older;
  - Has a disability;
  - Has limited English proficiency or low literacy skills;
  - Resides in a rural area;
  - Is a veteran; or the spouse of a veteran who died of a service-connected disability; is a member of the armed forces on active duty missing in action more than 90 days; captured in the line of duty by a hostile force; forcibly detained by a foreign government, or who meet program eligibility requirements under Section 2 of the Jobs for Veterans Act, Public Law 107-288 (2002);
  - Has low employment prospects;
  - Has failed to find employment after utilizing services provided through their local One-Stop Center or Job Service Montana office; or
  - Is homeless or at risk for homelessness.
  - Was formerly incarcerated or under supervision from release from prison or jail within five (5) years of the date of initial eligibility determination.
- If the provider meets with participants and attends relevant community meetings in their recruitment and outreach efforts and provides service to all eligible individuals, there is no need to apply the priorities and preferences.

### Income Eligibility:

- For purposes of eligibility determinations income may be the income received during the 12-month period that ends on the date of application or the annualized income for the 6-month period that ends on the date of application. The method of calculating income that results in a more favorable outcome for the individual must be used.
- Included Income:
  - Earning, wages, commissions, bonuses, tips and self-employment income;
  - Benefits received under Title II of the Social Security Act, of which 75 percent will be counted as includable income;
  - Survivor benefits;
  - Pension or retirement income;
  - Interest income;
  - Dividends;
  - Rents, rental income, royalties, estates and trust;
  - Educational assistance;
  - Alimony;
  - Financial assistance from outside the household; and
  - Other income.
- Excluded Income:
  - Unemployment compensation;
  - Benefit received under title XVI of the Social Security Act Supplement Security Income for the Aged, Blind and Disabled (SSDI);
  - Payment made to or on behalf of veterans or former members of the Armed Forces under the laws administered by the Secretary of Veterans Affairs;
  - 25 percent of a benefit received under Title II of the Social Security Act;

- Supplemental Security Income;
- Public assistance;
- Income from other employment and training programs;
- Disability benefits;
- All forms of child support;
- Workers' compensation;
- The first \$2,000 of certain per capita fund distribution that are made to Indians pursuant to the Indian Claims Act;
- Any other income exception required by applicable federal law e.g., stipends from programs funded by the Senior Corps of National and Community Service;
- Capital gains received (or loss incurred) from the sale of property;
- Withdrawals of bank deposits;
- Money borrowed;
- Tax refunds;
- Gifts; and
- Lump-sum inheritances, insurance payments, gambling, and lottery earnings.

- 2025 Health and Human Services poverty guidelines adapted for Montana SCSEP 04/08/2025. Updated annually.

Size of Family Unit	Annual	6 Months
1	\$19,562.50	\$9,7812.50
2	\$26,437.50	\$13,218.75
3	\$33,312.50	\$16,656.25
4	\$40,187.50	\$20,093.75
5	\$47,062.50	\$23,531.25
6	\$53,937.50	\$26,968.75
7	\$60,812.50	\$30,406.25
8	\$67,687.50	\$33,843.75
9	\$74,562.50	\$37,281.25
10	\$81,437.50	\$40,718.75
11	\$88,312.50	\$44,156.25
12	\$95,187.50	\$47,593.75
13	\$102,062.50	\$51,031.25
14	\$108,937.50	\$54,468.75

### Eligibility Determination:

- Determination/Participation Application – The participant application form documents eligibility and provides information on the applicant’s age, income, place of residence, and current status of employment. To properly determine eligibility, the applicant’s personal information must be accurately recorded on the participant application form and all supporting documents provided must be reviewed.
  - Sub-grantee staff will ensure the applicant understands that by signing the participant application form, he or she is affirming that all the information provided on the form is true; and if any of the information is found to be false after enrollment, he or she may be terminated immediately.
- Confidentiality and/or Sharing of Information on Application – The participant application form contains personal information and, potentially, information on an applicant’s medical condition; therefore, it must be kept in a secure confidential location.

118     • Ineligible Applicants – If an applicant is determined to be ineligible for participation in SCSEP, the  
119        individual will be referred to a Job Service Montana office or other employment and training partners for  
120        services.

121     **Documenting Eligibility:**

- 122        • Verification of Work Authorization - Must be present in the case files. For individuals whose work  
123        authorization is temporary, verifying continuing work authorization as per the following guidelines:
  - 124            ○ Verify their continued work authorization at a reasonable interval determined by the date their  
125            temporary authorization is expected to expire, but no less than once every three months.
  - 126            ○ If a participant's employment authorization has expired or been revoked outside that 3-month  
127            check, then the participant must be exited.
- 128        • Sub-grantee staff is responsible for documenting eligibility information and for recording that  
129        information on the participant eligibility form. Examples of acceptable documentation for each eligibility  
130        requirement include:
  - 131            ○ Age – Birth certificate, Social Security award letter, driver's license, and/or passport.
  - 132            ○ Income for self and family members – Social Security award letter, earning statements, pension  
133            statements, prior year income tax return, and/or bank statements showing interest.
  - 134            ○ Residence – Utility bill, voter's registration card, and/or driver's license. A physical address is  
135            required, not a post office box.
  - 136            ○ Unemployment status – Verify by Unemployment Insurance (UI) records when possible;  
137            reviewing bank records for payroll deposits, phone calls to former employers, and/or  
138            certification from another agency that has reviewed the documentation.
  - 139            ○ Documenting a family of one – A signed self-certification is acceptable. If no other  
140            documentation exists, the Family Size Certification form may be used. When this method is  
141            used, case notes must reflect efforts to secure the appropriate documentation. In the event the  
142            applicant or participant lives with other family members and the individual cannot produce any  
143            supporting official documentation, the family certification form may be used. If the applicant or  
144            participant would like to qualify as a family of one because of his/her disability, the disability  
145            must be documented. This documentation may include medical documents, letter from  
146            Vocational Rehabilitation Services, a disability-parking permit issued by the State; or for Social  
147            Security Disability Income (SSDI), the Social Security Administration's benefits letter. If an  
148            individual does not want to qualify as a family of one, no declaration or documentation of  
149            disability is required.
  - 150            • The Immigration and Naturalization Service requires an Employment Eligibility Verification form (I-9) for  
151            every person hired after November 6, 1986. This form must be completed prior to enrollment.

152     **Recertification of Eligibility:**

- 153        • Verification of eligibility must be completed every 12 months after initial determination of eligibility.

154     **Definition of Family:**

- 155        • For determining income level for eligibility in SCSEP, a family includes a householder and one or more  
156        living in the same household who are related to the householder by birth, marriage or adoption. This  
157        includes but is not limited to a husband, wife, dependent children, and parent or guardian.
- 158        • An applicant or participant claimed as a dependent on the federal income tax return of another family  
159        member with whom he/she resides, is defined as a family of two or more.
- 160        • People related by birth, marriage or adoption and residing together are considered members of one  
161        family, including sub family members.
- 162        • Subfamily and related subfamily are both defined as a family within a family; or a married couple with or  
163        without children; or one parent with one or more of his/her own never-married children who are less  
164        than 18 years old. Example of a subfamily: A married couple do not maintain their own household and  
165        live in the home of someone else. Example of related sub-family: An adult daughter and her child live

167 with her parents. Please note: If the adult daughter and her child maintain their own household, they  
168 are family in their own right.

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- Unrelated subfamily is defined as a married couple with or without children or a single parent with one or more of his/her own never-married children under 18 years old living in a household. Unrelated subfamily members are not related to the householder. An unrelated subfamily may include such people as guests, partners, roommates, or resident employees and their spouse and/or children. An unrelated subfamily is not included in the determination of income eligibility for SCSEP.

174 Orientation:

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- When selected for participation, the participant must be given an orientation to the SCSEP including information on goals and objectives, community service assignments, training opportunities, supportive services, the opportunity for a free physical examination, participant rights and responsibilities, permitted and prohibited activities, grievance procedures, and data privacy.
- Participants will receive both a copy and a verbal explanation of the involuntary termination policy during orientation.
- Participants must be unemployed to qualify for enrollment in SCSEP. Sub-grantee staff must inform all participants that they may not be employed while participating in the program and they must notify the program representative immediately upon becoming employed.

184 Assessment and Individual Employment Plan (IEP):

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- When selected for participation, the participant must be given an initial assessment and an IEP must be developed that outlines the participant's goals, educational and training needs. The assessment will include:
  - work history,
  - skills,
  - interests,
  - talents,
  - physical capabilities,
  - aptitudes,
  - need for supportive services,
  - occupational preferences,
  - training needs,
  - potential for performing community service assignment(s), and
  - potential for transition to unsubsidized employment.
- The participant will be assessed no less than two times during a twelve-month period, including the initial assessment. The IEP will be updated as necessary to reflect information gathered during subsequent participant meetings or assessments.

202 Permissible Training Activities and Community Service Assignment:

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- When an individual is selected for participation in the SCSEP, the IEP clarifies the participant's goals and needs. Training consistent with the IEP enables the participant to successfully perform the community service assignment, increase skills and job placement potential, improve quality of life, and obtain unsubsidized employment.
- The sub-grantee is encouraged to obtain training through local resources at no cost or little cost to the program. Participants may be paid wages while in training. There are no limits on the number of hours an individual may engage in training other than needs reflected in the IEP.
- Community Service Job Training is provided through the host agency/workplace. Community service job training requires a detailed training plan and realistic timeline for learning needed skills. Training at the workplace is often more practical than classroom training. Additional classroom training, seminars, on-the-job experience (OJE), and training through other employment and training programs is permissible. A SCSEP participant must be assigned to a worksite prior to receiving training. Community service assignment specifications:

- Host agency agreement is required. Agreement must specify the nature of the community service assignment, the hours the participant will train, and the circumstances and the number of participants the host agency will train.
- An IEP with details about skill goals and a timeline to achieve the goals are required.
- Rotating worksite assignments is encouraged.
- General Training is designed to enhanced or refresh a participant's basic skills. It includes skill training, classroom training, lectures, seminars and individual instruction. General training may be combined with community service training, specialized training, OJE, or other general training options such as self-development training available from sources other than Title V of the OAA during hours other than hours of community service assignment. General training specifications:
  - Must be an eligible SCSEP participant.
  - Must be assigned to a community service worksite prior to receiving training.
  - Must be consistent with the IEP that details skill to be attained and timelines for achieving that goal.
  - Cost must be at little or no cost to the program.
- Specialized Training is designed to prepare a participant for a specific job or industry. This may be provided through a workforce partner, the sub-grantee, a customized training class, and educational institution, or other training provider. Specialized training may be combined with community service training, general training, lectures, seminars, individual instruction, or OJE. Specialized training specifications:
  - Must be an eligible SCSEP participant.
  - Must be consistent with the IEP.
  - Cost must be at little or no cost to the program.
  - Contract must be negotiated with provider detailing training curriculum, specific skills to be learned, deliverable timelines and payment and responsibilities.
- On-the-job-experience (OJE) – Note: On-the-job experience (OJE) is only permissible if the grantee requests and receives approval through the optional special request. If permitted, it is to be utilized when the unsubsidized job goal requires specific skills not attainable through the community service worksite. OJE may be utilized after a participant has completed at least two weeks at a community service assignment. A provider may negotiate with a potential employer, public or private, an OJE agreement that specifies no more than 40 hours a week for up to 12 weeks of training. The OJE agreement must also stipulate that if the OJE has been satisfactory, the participant will remain on the business's payroll as a permanent employee. An OJE can only be used once in a 12-month period with any single participant. An OJE may be combined with other training such as community service, classroom training, seminars, lectures, individual instruction, and specialized training options such as self-development training. OJE specifications:
  - The OJE agreement or contract must not be with a current host agency providing a worksite for an SCSEP participant. A host agency is a public agency or a private nonprofit organization, which provides a training worksite and supervision for one or more participants.
  - The contract must detail the skills to be learned, timelines, and benchmarks to be achieved.
  - An agreement or contract and timesheets relating to the OJE must show hours worked each week and the number of weeks to be worked.
  - Total hours worked cannot exceed 40, including any work at a host agency.
  - Sub-grantee may reimburse up to 100 percent of wages for OJEs that do not exceed 4 weeks.
  - Sub-grantee may reimburse up to 50 percent of wages for OJEs that exceed 4 weeks.
  - The agreement or contract must stipulate the amount the business is to be reimbursed and the hourly rate of pay.
  - In lieu of a reimbursement agreement with the business, the sub-grantee may opt to pay the participant 100 percent of the wages earned on the OJE not to exceed 12-weeks total duration.
  - The contract must stipulate whether the sub-grantee or the business is to be responsible for workers' compensation claims that may result from the participant's OJE training.

- The contract must stipulate that there will be significant follow-up to resolve potential unsafe conditions or issues that arise with the business or participant.

## Wages and Benefits:

No less than seventy-five (75) percent of the total funds granted to the state must be spent on participant wages and benefits.

- Wages: Sub-grantees may pay participants the highest applicable minimum wage for time spent in orientation, training required by the sub-grantee, and work in community service assignments. This may be federal, state, or local minimum wage; or the prevailing rate of pay for persons employed in similar public occupations by the same employer.
- Benefits: Sub-grantees must ensure that benefits are offered to all participants.
  - Required benefits: Sub-grantees must offer participants the opportunity to receive annual physical examinations. Physical examinations are a benefit and NOT an eligibility requirement. When a participant refuses to accept this offer, the sub-grantee must document the refusal within 60 days after the community service assignment start date.
- SCSEP regulations allow the following benefits:
  - When participants are not covered by the State workers' compensation law, the grantee or sub-recipient must provide participants with workers' compensation benefits equal to those provided by law for covered employment. OAA § 504(b);
  - If required by State law, grantees/sub-recipients must provide unemployment compensation coverage for participants. **Exclusions:** Montana state law excludes work-training programs from the definition of employment for purposes of unemployment insurance compensation (UI). Therefore, CSA and/or OJE wages are not subject to payment of UI taxes by the employer and participants do not earn wage credits during their participation. MCA 39-51-204 (2)(c)
  - Grantees and sub-recipients must provide compensation for scheduled work hours during which a host agency's business is closed for a federal holiday, which may be paid or in the form of rescheduled work time.
  - Grantees and sub-recipients must provide necessary sick leave that is not part of an accumulated sick leave program, which may be paid or in the form of rescheduled work time.
- SCSEP regulations prohibit the following wage and benefits costs:
  - Participants may not carry over allowable benefits from one program year to the next;
  - Grantees and sub-recipients may not provide payment or otherwise compensate participants for unused benefits such as sick leave or holidays; and
  - Grantees and sub-recipients may not use SCSEP funds to cover costs associated with the following participant benefits:
    - Annual leave;
    - Accumulated sick leave; and
    - Bonuses.
  - Retirement. Grantees and sub-recipients may not use SCSEP funds to provide contributions into a retirement system or plan, or to pay the cost of pension benefits for program participants.
- The sub-grantee collaborates with Job Service Montana offices to provide additional training and employment services to participants. Job Service Montana services include:
  - Orientation to workforce services,
  - Job counseling,
  - Employment referrals,
  - Referrals to educational or vocational training, and other referral services,
  - Labor market information,
  - Workshops on resumes and interviewing, and
  - Resource room resources, including computers, fax, landline telephone, and copy machines.

315     Supportive Services:

- 316         • Some participants may require some supportive services to help them successfully complete their  
317                 worksite assignment and obtain unsubsidized employment. Sub-grantees may provide or arrange for  
318                 supportive services after assignment to a community service worksite.
- 319         • The sub-grantee must assess all participants' needs for supportive services and make every effort to  
320                 assist participants in obtaining needed supportive services. The sub-grantee must document supportive  
321                 service needs in the IEP for each participant.
- 322         • Supportive service request documentation must be maintained in the participant file and must contain  
323                 the following information:
  - 324                     ◦ A brief description of the expenditure;
  - 325                     ◦ The amount requested; and
  - 326                     ◦ The dated signatures of the case manager and the participant. An email or fax will be accepted  
327                     as signature.
- 328         • All supportive services must be requested and approved by the sub-grantee prior to the participant  
329                 receiving or obtaining goods or services. Backdated expenditures will not be allowed.
- 330         • Supportive services may include but are not limited to payment of the reasonable costs of:
  - 331                     ◦ Transportation,
  - 332                     ◦ Health care and medical services,
  - 333                     ◦ Job-related or personal counseling,
  - 334                     ◦ Incidentals such as work shoes, badges, uniforms or other work clothing, eyeglasses, and tools,
  - 335                     ◦ Dependent care,
  - 336                     ◦ Housing, including temporary shelter,
  - 337                     ◦ Needs-related payments, and
  - 338                     ◦ Follow-up services: Sub-grantees are encouraged to provide follow-up services throughout the  
339                         first 12 months after placement in unsubsidized employment to determine if participants have  
340                         the necessary supportive services to remain on the job. During that time period, sub-grantees  
341                         should document at least six attempts to contact participants receiving follow-up services.
- 342         • The sub-grantee should attempt to provide for payment of these supportive services from other  
343                 community resources or at little cost to the program.

344     Individual Durational Limit:

- 345         • Each participant is subject to an individual durational limit of 48 months. An extension of 12 months  
346                 may be granted to the participant with at least one of the statutory waiver factors listed below:
  - 347                     ◦ Is 75 years of age or older,
  - 348                     ◦ Meets Social Security age requirements but does not receive Social Security benefits;
  - 349                     ◦ Lives in an area of persistent unemployment and has severely limited employment prospects;
  - 350                     ◦ Has a severe disability; or
  - 351                     ◦ Was formerly incarcerated or under supervision after release from prison or jail within five (5)  
352                         years of the date of the initial eligibility determination.
- 353         • The sub-grantee will:
  - 354                     ◦ Inform all participants in writing of the grantee's Individual Durational Limit Policy;
  - 355                     ◦ Apply the individual durational limit policy uniformly to each participant served;
  - 356                     ◦ Ensure a transition plan is in place for each participant plan affected by a durational limit and  
357                         implement the transition plan in a timely manner to ensure the best possible outcome for each  
358                         participant;
  - 359                     ◦ Provide written notice of termination at least 30 days in advance of the termination date when a  
360                         participant will be terminated due to reaching his or her time limit; and
  - 361                     ◦ Provide the grievance procedure for any participant who wishes to appeal terminations,  
362                         including durational limit terminations. A copy of the grievance will be given to each participant  
363                         whenever a participant is informed of a durational limit termination.

364 Participant Corrective Action and Warning:

- 365 • A participant will be given an opportunity to correct his or her behavior, conduct or failure to comply with  
366 the IEP requirements; except in cases involving serious harm or imminent threat to health, safety,  
367 property, etc. At any point in the correction action process, if a participant makes positive efforts or the  
368 participant's lack of action is justified, corrective action will be discontinued. The following steps for  
369 corrective action will be taken:
  - 370 ○ Step 1: Formal Warning
    - 371 ▪ If a participant displays behavior or conduct outlined in the reasons for "for cause" terminations or refuses to comply with the IEP requirements, the participant will be given a verbal warning and counseled to correct actions or behavior. Absent extenuating circumstances, the participant will be informed in writing by the sub-grantee director of the requirement to correct the behavior or conduct. The sub-grantee director will provide a copy of the first formal warning to WSD.
  - 372 ○ Step 2: Second Formal Warning
    - 373 ▪ When a participant once again displays behaviors or conduct outlined in the reasons for "for cause" terminations or refuses to comply with the IEP requirements, the participant will be verbally warned and counseled to correct actions. Absent extenuating circumstances, the sub-grantee director will send the participant a written warning that he or she has 30 days from the date of the letter to correct the behavior or conduct. In the case of an IEP violation, the participant may be directed to complete specific IEP related tasks. The written warning will include a statement that failure to make improvement or complete the IEP related tasks will result in termination. The sub-grantee director will provide a copy of the second formal warning to WSD.
  - 374 ○ Step 3: Notice of Termination
    - 375 ▪ When a participant does not make improvement in actions, or for a third time displays behavior or conduct outlined in the reasons for "for cause" terminations, a letter will be sent notifying the participant that he or she will be exited 30 days from the date of the letter.

392 Termination:

- 393 • The following termination policy will be followed fairly and equitably when involuntarily terminating  
394 participants. Participants will not be terminated based on age. Except as noted below in the case of  
395 serious violation, participants will receive progressive discipline and an opportunity for corrective action  
396 before a formal termination notice is issued. All inappropriate behavior or poor performance must be  
397 documented. In the case of a serious offense, participants will receive a 30-day termination letter  
398 notifying them of the date of exit, the reason for the termination and the right to appeal under the  
399 SCSEP grievance procedure. Sub-grantee staff will review the termination policy with participants at  
400 least once each year during recertification. There are 6 reasons a participant may be involuntarily  
401 terminated from SCSEP:
  - 402 ○ Knowingly providing false information in the eligibility process.
    - 403 ▪ Intentionally providing inaccurate information to qualify for SCSEP. If this occurs, the  
404 participant will be placed on Leave Without Pay immediately, and a 30-day notification  
405 of termination will be sent to the participant. The sub-grantee will inform WSD of the  
406 intent to place the participant on Leave Without Pay and provide a copy of the 30-day  
407 notification of termination letter.
  - 408 ○ Incorrectly identified as eligible at or after enrollment or the annual recertification.
    - 409 ▪ A participant will be terminated if found ineligible for participation or continued  
410 enrollment in SCSEP through no fault of their own or an inadvertent error in the  
411 determination process. When this occurs, the participant will be notified regarding the  
412 error and immediately sent a 30-day termination letter. The participant will be able to  
413 continue participating in the program until the date of exit as noted in the letter. The

414 sub-grantee will refer the participant to other potential sources of assistance, such as  
415 those provided by Job Service Montana. The sub-grantee will inform WSD of the basis for  
416 termination and provide a copy of the 30-day notification of termination letter.

417 ○ Determined to be no longer eligible at recertification,  
418     ▪ During recertification, a participant may be determined no longer eligible due to a  
419       change in eligibility criteria such as income, family of one due to a change in disability  
420       status, employment status, and number of household members. The participant will be  
421       notified and immediately sent a 30-day notification of termination letter. The participant  
422       will be able to continue participating in the program until the date of exit as noted in the  
423       letter. The sub-grantee will inform WSD of the basis for termination and provide a copy  
424       of the 30-day notification of termination letter.

425 ○ Reaching the maximum 48-month participation limit,  
426     ▪ A participant will be terminated when he or she meets the 48-month maximum  
427       participation date and does not qualify for an extension under documented waiver factor  
428       based on the Individual Durational Limit section of this policy. A waiver qualifies the  
429       participant for a temporary 12-month extension. If the participant does not qualify for a  
430       temporary extension, he or she will be sent a 30-day notification of termination letter 30  
431       days before the 48-month maximum participation date. The participant will be able to  
432       continue participating in the program until the date of exit as noted in the letter. Prior to  
433       termination the sub-grantee will inform WSD whenever a participant reaches the  
434       maximum participation date and if the participant has a qualified documented waiver  
435       and subsequent temporary extension or does not qualify for a temporary extension of  
436       the change regarding the participant's eligibility. The sub-grantee shall also provide a  
437       copy of the 30-day notification of termination to WSD.

438 ○ Becoming employed during enrollment, or  
439     ▪ A participant who is discovered to be employed while enrolled without having notified  
440       the program of the employment will be terminated from the program. If this occurs, the  
441       participant will be placed on Leave Without Pay immediately, and a 30-day notification  
442       of termination will be sent to the participant. The sub-grantee will inform WSD of the  
443       cause for termination and provide a copy of the 30-day notification of termination letter  
444       prior to termination.

445 ○ For cause, including refusing to accept three job offers or referrals to unsubsidized employment  
446       based on the IEP (with no extenuating circumstances hindering the participant from moving to  
447       unsubsidized employment).  
448     ▪ For cause terminations generally require that participants commit willful misconduct  
449       before WSD or sub-grantee will consider termination to be the appropriate action.  
450     ▪ IEP related reasons to warrant termination for cause may include but are not limited to:  
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- 452         • Refusing to search for a job;
- 453         • Sabotaging a job interview, for example, a participant tells the interviewer that  
454           they are not interested in the job or that they are not qualified;
- 455         • Refusing to participate fully in training opportunities
- 456         • Refusing to transfer to a new community service training assignment;
- 457         • Refusing to register at Job Service Montana;
- 458         • Refusing to take advantage of WIOA opportunities;
- 459         • Refusing to accept or lack of follow through in obtaining supportive services that  
460           will enhance the participant's ability to participate in a community service  
461           assignment consistent with the IEP;
- 462         • Refusing to cooperate with other IEP related referrals;
- 463         • Refusal to cooperate with the assessment or IEP process, e.g., refusing to  
          participate in completing the assessment and training development plan.

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- The sub-grantee may refer the participant to other potential sources of assistance such as those provided by Job Service Montana. The sub-grantee will inform WSD of the cause for termination and provide a copy of the 30-day notification of termination letter.
- Non-IEP related reasons to warrant termination for cause may include but are not limited to:
  - Refusal to cooperate in recertifying eligibility by not supplying required documents or refusing to attend or be available for recertification appointment;
  - Failure or refusal to perform assigned duties, e.g., refusing without good cause to do assignments that are part of the training description and required to increase skill and knowledge;
  - Falsification of official records, such as timesheets;
  - Intentional disclosure of confidential or private information obtained from the host agency, grantee, sub-grantee, or local project;
  - Frequent tardiness or unauthorized absences, including reporting to the assignment late or not reporting to the assignment and not informing the supervisor;
  - Insubordination, defined as intentionally refusing to carry out the direction or instructions of a host agency supervisor or sub-grantee staff member, provided there were no extenuating circumstances and the direction or instructions were reasonable;
  - Workplace harassment or discrimination; on the basis of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.
  - Obscene, abusive, harassing or threatening language or behavior;
  - Physical violence or intentional destruction of property;
  - Theft;
  - Causing an imminent threat to health or safety of self or others;
  - Non-compliance with drug and alcohol-free policy, prohibiting participants from consuming, selling, purchasing, manufacturing, distributing, possessing or using any illegal or non-prescribed drug; or from being under the influence of alcohol and/or drugs while performing their host agency assignment or while carrying out objectives required by the IEP. Legally prescribed medications are excluded if they do not affect the participant's ability to perform his or her duties or protect the safety of the participant or others; and
  - Exceeding the approved Leave Without Pay by failing to return from an approved break by the required date without due notice or good cause.
- The sub-grantee will inform WSD of the basis of for cause termination and provide a copy of the 30-day notification of termination letter.

- For cause termination that requires immediate removal from host agency and leave without pay pending termination.
  - When a participant's violation of the WSD or sub-grantee policies is of a serious nature, immediate action to remove the participant from the host agency may be required. In this case, the participant will be placed on leave without pay and a written 30-day notice of termination sent. Examples of circumstances warranting immediate removal from the host agency and leave without pay include but are not limited to:
    - Gross misconduct such as violating the WSD and/or sub-grantee drug and alcohol policy or intentionally endangering the lives of themselves or others; or

- Violence, including but not limited to physical or extreme verbal violence at the training site.
- In the case of for cause termination the sub-grantee will notify WSD immediately of an action taken to remove the participant from the host agency and be placed on leave without pay and provide a copy of the written 30-day notice of termination.

## 519 Performance Accountability:

- There are seven core performance measures. Although the final Quarterly Progress Report (QPR) will be used to determine if providers have met performance goals, performance will be monitored throughout the program year using all quarterly reports. Performance measures include:
  - hours of community service employment,
  - the percentage of participants in unsubsidized employment during the second quarter after exit,
  - the percentage of participants in unsubsidized employment during the fourth quarter after exit,
  - median earnings of participants who are in unsubsidized employment during the second quarter after exit,
  - indicators of effectiveness in serving employers, host agencies, and participants,
  - the number of eligible persons served,
  - the number of most in-need individuals served as described in OAA section 518(a) (3)(B)(ii) or (b)(2),
- Hours of community service employment is defined as the total number of hours of community service provided by SCSEP participants divided by the number of hours of community service funded by the grantee's grant. Paid training hours are excluded from this measure.
- The percentage of participants who are in unsubsidized employment during the second quarter after exit is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the second quarter after the exit quarter, divided by the number of participants who exited during the reporting period multiplied by 100.
- The percentage of participants who are in unsubsidized employment during the fourth quarter after exit is defined by the formula: The number of participants who exited during the reporting period who are employed in unsubsidized employment during the fourth quarter after the exit quarter, divided by the number of participants who exit during the reporting period, multiplied by 100.
- The median earnings of project participants who are in unsubsidized employment during the second quarter after exit is defined by the formula: For all participants who exited and are in unsubsidized employment during the second quarter after the exit quarter, the wage that is at the midpoint (of all the wages) between the highest and lowest wage earned in the second quarter after the exit quarter.
- The number of eligible individuals served is defined as the total number of participants served divided by the grantee's authorized number of positions after adjusting for differences in minimum wage among the States and areas.
- Most-in-need is defined by counting the total number of the following characteristics for all participants and dividing by the number of participants served. Participants are characterized as most-in-need if they:
  - Have a severe disability;
  - Are frail;
  - Are age 75 or older;
  - Meet the age requirements for Social Security but do not receive Social Security benefits;
  - Live in an area with persistent unemployment and are individuals with 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 utilizing services provided under Title I of WIOA; or
- Are homeless or at risk for homelessness.
- Was formerly incarcerated or under supervision from release from prison or jail within five (5) years of the date of initial eligibility determination.
- Satisfaction of the participants, businesses, and their host agencies with their experiences and the services provided is defined as the results of customer satisfaction surveys administered to each of these three customer groups. U.S. Department of Labor (USDOL) will prescribe the content of the surveys.
- Providers will be expected to meet at least 80 percent of their negotiated performance level for each performance standard and for all measures in the aggregate. Adjustments to the performance standards will be allowed based on the following five criteria:
  - High unemployment, poverty, or welfare and Temporary Assistance for Needy Families (TANF) program in the service area relative to other areas of the state.
  - Significant economic downturn in the service area.
  - Significant numbers of participants with one or more barriers to employment relative to other areas of the state.
  - Changes in federal, state, or local minimum wage requirements.
  - Limited economies of scale for the provision of community service employment and other authorized activities in the areas served.

### Sub-grantee Sanctions:

- Each sub-grantee's performance will be assessed by WSD no later than 30 days after the end of each program year. If the aggregate score for all SCSEP measures is between 80 and 100 percent, performance goals are considered met. An aggregate score of 100 percent exceeds performance standards.
- If a provider fails to meet the performance standard for one or more individual measures, but meets the overall performance goal, technical assistance will be provided relative to the failed standard(s).
- Program providers that fall below 80 percent of their aggregate negotiated performance standard are subject to the following sanctions:
  - The provider will submit a corrective action plan no later than 30 days after the end of the program year. The state will provide technical assistance.
  - Failure to meet the aggregate performance standard for a second consecutive year will result in loss of slots equivalent to 25 percent of the sub-grantee's current year funds for the first full program year following the determination. The slots are redistributed among other sub-grantees who have met their performance measure goals, with consideration given to equitable distribution.
  - Failure to meet the aggregate performance standard for a third consecutive year will result in a competition to award the remaining grant to a new sub-grantee for the first full year following the determination.

### Data Collection and Reporting:

- SCSEP grantees are required to submit individual participant records that contain information about participants, host worksites, and placement with unsubsidized businesses.
- The sub-grantee is required to enter the information into the internet-based Grantee Performance Management System (GPMS). GPMS stores electronic records and allows grantees to maintain their records via the internet.
- Timely data entry affects performance reporting. The sub-grantee will enter data into GPMS within 10 working days.
- Data from the forms will be transmitted to USDOL for aggregation and the production of the QPR. The sub-grantee is not required to submit a quarterly data report but is required to submit a quarterly narrative.

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615 Union Organizing, Nepotism, Maintenance of Effort (MOE):

- 616 • SCSEP funds will not in any way be used to assist, promote, or deter union organizing.
- 617 • Nepotism is an unfair practice that occurs when hiring or delivery of program services is based on personal connections. 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, compensated or not, for that project, sub-project, recipient, sub-recipient, or host agency. The SCSEP grantee may request that USDOL exempt worksites on Native American reservations and in rural areas from this requirement; if adequate justification can be documented: for example, no persons are eligible and available for participation in the program.
- 625 • Grantees and sub-grantees must ensure that no one in a SCSEP administrative decision-making position hires a family member for a position that is funded with SCSEP funds. In addition, providers must ensure that no host agency serves as a worksite for a participant if a member of that person's immediate family is engaged in a decision-making capacity for that host agency.
- 626 • For purposes of this section, "immediate family" is defined as wife, husband, son, daughter, mother, farther, 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.
- 628 • A community service agreement for a participant under Title V of the Older American Act (OAA) is permissible only when the following specific maintenance of effort requirements are met. Each project funded under Title V:
  - 635 ○ Must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program;
  - 636 ○ Must not displace currently employed workers; including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits;
  - 638 ○ Must not impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; and
  - 640 ○ Must not employ or continue to employ an eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

643 **Monitoring and Technical Assistance:**

- 644 • A formal monitoring will be conducted annually by MTDLI.
- 645 • The SCSEP Program Manager will provide technical assistance to the sub-grantee.

646 **References:**

- 647 • [TEGL 10-23, Change 2 Work Authorization Verification in Grant Programs](#)
- 648 • [Supporting Older Americans Act of 2020](#)
- 649 • [TEGL 17-20 SCSEP Updated Guidance](#)
- 650 • [TEN 7-20 Resources for Serving Youth and Adults Involved with the Justice System](#)
- 651 • [20 CFR 641, SCSEP](#)
- 652 • [SCSEP Data Collection and Validation Handbook](#)

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