

# SCSEP

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

# HANDBOOK

IDOA



National Able Network®

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EDUCATION • EMPLOYMENT • OPPORTUNITY

# WELCOME

## SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

On behalf of National Able Network, I would like to welcome you to the Senior Community Service Employment Program (SCSEP). We are committed to your success and, during your participation in the program, you will have many opportunities to **build your skills** and **connect with employment**.

For more than 40 years, our mission has been to help showcase the value mature workers bring to the workplace. Today, our work is more important than ever: Did you know that **more than 40 percent of people age 55 or older** are seeking work?

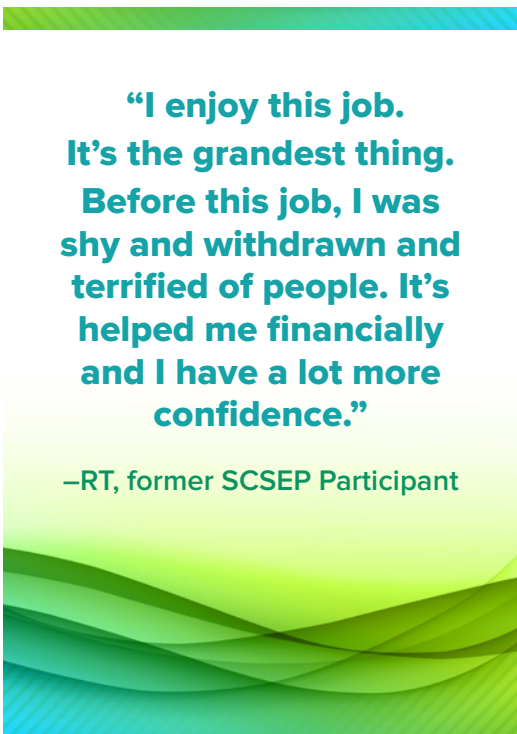
During your participation in the program, you can expect to participate in training that helps you develop the skills needed to reach your employment goals. Our training is specially designed with you in mind. In addition, you will have the opportunity to receive paid on-the-job training.

This SCSEP handbook will help guide you through the benefits of the program. You will also build an understanding of the roles and responsibilities of a SCSEP participant, and you will learn about how you can benefit from our network of program partners and host agencies.

This handbook is reviewed and updated regularly. You should routinely reference our website [www.NationalAble.org](http://www.NationalAble.org) to access our most current SCSEP participant policies.

We look forward to celebrating your success!

**Bridget Altenburg**  
President and CEO



**“I enjoy this job.  
It’s the grandest thing.  
Before this job, I was  
shy and withdrawn and  
terrified of people. It’s  
helped me financially  
and I have a lot more  
confidence.”**

**—RT, former SCSEP Participant**

# CONTENTS

<b>NATIONAL ABLE NETWORK</b>	<b>1</b>
<b>SCSEP OVERVIEW</b>	<b>2</b>
■ WHAT IS SCSEP?	2
■ TODAY	2
■ PROGRAM GOALS	3
■ ELIGIBILITY	3
<b>SCSEP PROGRAM DETAILS</b>	<b>4</b>
■ PARTICIPANT PROCESS	4
■ APPLICATION	5
■ CAREER COACH	5
■ ORIENTATION	5
■ INITIAL ASSESSMENT OF YOUR SKILLS AND INTERESTS	5
■ INDIVIDUAL EMPLOYMENT PLAN (IEP)	5
■ COMMUNITY SERVICE ASSIGNMENT (CSA)	6
■ HOST AGENCY	6
■ HOST AGENCY SITE SUPERVISOR	6
■ TASKS AND ACTIVITIES	7
■ SKILLS TRAINING	7
■ AMERICAN JOB CENTER (AJC/ONE-STOP)	8
■ JOB OPENINGS AT HOST AGENCY	8
■ ENTERED EMPLOYMENT	9
■ EVALUATION	9
■ FOLLOW-UP	9
<b>IDOA PROGRAM POLICIES</b>	<b>10</b>
■ WAGES	10
■ WITHHOLDINGS	10
■ TRAINING HOURS	10
■ MEAL PERIODS AND BREAKS	10
■ OVERTIME	10
■ TIMEKEEPING	11
■ IDOA DURATIONAL LIMITS	11
■ GIFTS	11

■ ATTENDANCE .....	11
■ IDOA TIME OFF .....	11
■ IDOA SICK DAYS .....	12
■ ANNUAL PHYSICAL / WAIVER .....	12
■ VOLUNTEERISM .....	12
■ EMPLOYMENT RESTRICTION .....	12
■ REASSIGNMENT POLICY .....	13
■ CLASSROOM AND EDUCATIONAL TRAINING POLICY .....	13
■ PERSONAL EXPENSES .....	13
■ COMPUTER AND INTERNET USAGE .....	13
■ PERSONAL COMMUNICATIONS .....	14
■ PERSONAL APPEARANCE .....	14
■ POLITICAL ACTIVITIES .....	14
■ RELIGIOUS ACTIVITIES .....	14
■ HOST AGENCY CLOSURE .....	14
■ SAFETY .....	15
■ TRANSPORTATION .....	15
■ DISCRIMINATION & HARASSMENT .....	16
■ DRUG, ALCOHOL & FIREARM POLICY .....	16
■ NEPOTISM AND SUPERVISION .....	16
■ STANDARDS OF CONDUCT .....	16
■ CONFIDENTIALITY .....	17
■ PERSONALLY IDENTIFIABLE INFORMATION (PII) .....	17
■ CRIMINAL BACKGROUND CHECK .....	17
■ PROGRAM CONTINGENCY .....	17
■ CHANGE IN CONTACT INFORMATION .....	17
<b>IDOA GRIEVANCE PROCEDURES .....</b>	<b>18</b>
<b>IDOA TERMINATION POLICY .....</b>	<b>19</b>
<b>IDOA LEAVE OF ABSENCE .....</b>	<b>22</b>
<b>IDOA SCSEP AND VETERAN'S PRIORITY OF SERVICE .....</b>	<b>23</b>
<b>IDOA POLITICAL PATRONAGE AND ACTIVITY .....</b>	<b>24</b>
<b>CONFIDENTIALITY POLICIES &amp; PII RELEASE .....</b>	<b>25</b>
<b>IDOA PARTICIPANT ACKNOWLEDGEMENT OF TERMS OF ENROLLMENT .....</b>	<b>26</b>



## ABOUT NATIONAL ABLE NETWORK



### **NATIONAL ABLE NETWORK**

National Able Network, Inc. (Able) is a leading non-profit organization serving most-in-need job seekers through innovative workforce development programming. Able specializes in administering workforce development programs for mature workers, military veterans, single heads of household, and individuals who have experienced long-term unemployment.

Able's best-practice re-employment strategies provide individuals with critical skills that help them in their current job search and throughout their participation in the workforce. Through its service footprint in both the Midwest and East Coast, Able serves approximately 75,000 job seekers annually. As a service provider for the Senior Community Service Employment Program (SCSEP), Able serves approximately 1,600 low-income seniors who provide more than 850,000 working hours at hundreds of community-based organizations each year.

# 2 SCSEP OVERVIEW



## WHAT IS SCSEP?

The Senior Community Service Employment Program, or SCSEP (the “program”) is a federally-funded employment training program under the U.S. Department of Labor (DOL) and the Employment and Training Administration (ETA). The program is governed by Title V of the Older Americans Act and was designed to support President Lyndon Johnson’s “War on Poverty” campaign in the 1960s. The program has been continuously funded since its inception and is a direct response to economic changes and loss of employment.

National Able Network, Inc. administers the SCSEP program on behalf of the DOL. It is the intent of Able to follow the spirit of local, state, and federal laws governing the Equal Employment Opportunity, including the SCSEP Final Rule, and comply with Workforce Innovation Opportunity Act requirements.

Able works collaboratively with community-based non-profit and government organizations, known as “host agencies” to provide SCSEP participants with training opportunities which update their skills and get them employment ready. We adhere to Equal Employment Opportunity principles, including recruitment and hiring, compensation, benefits, training, promotion, discipline, and all other terms and conditions of employment.

The SCSEP is designed to be used in conjunction with other programs and services. These programs are provided by public, private and not-for-profit agencies to create holistic services that maximize the goals and skills of SCSEP participants to achieve employment and economic self-sufficiency. Able has curated a network of trusted partners so that SCSEP participants like you can easily access trusted resources that help you achieve your employment goals.

## TODAY

Navigating today’s job market can be challenging for job seekers of all ages, but especially for mature workers. Many mature adults are not financially ready for retirement and must seek work in a market where their job skills are rapidly being outpaced by technological advances. Additionally, many older workers, especially women, find themselves seeking employment for the first time or re-entering the workforce after many years of not participating in the job market. In a rapidly changing environment, a skill gap is often created between mature workers and available job openings, and they must continuously update their skills if they wish to compete.

The SCSEP addresses existing and emerging trends by helping participants build the skills and qualifications needed to compete for jobs. Experience and current research reflect that mature adults can modernize and improve their skill levels in a wide range of activities. SCSEP participants create a job search plan that integrates hands-on work training with traditional learning and other support services. The ultimate outcome is that participants will develop skills and qualifications resulting in greater employability and increased chances of gaining unsubsidized employment and obtaining economic self-sufficiency.

Able works with participants to identify their employment barriers and help them overcome or diminish those barriers. Participants work with career coaches to undergo an initial assessment process and develop an employment plan. Thereafter, participants gain access to a wide range of training and supportive service opportunities. These opportunities are designed to enhance skills not only essential in entering employment but also necessary to retain a job and remain economically self-sufficient.

## PROGRAM GOALS

The dual purpose of the SCSEP is to:

1. Help participants build skills and connections to employment opportunities in their community, and
2. Help participants achieve economic self-sufficiency through meaningful employment.

Participants will achieve these goals through a combination of on-the-job and instructional training, provided both directly by Able and with the help of Able's SCSEP collaborative partners. Other resources are available that will improve the participants' ability to contribute to the community or to an employer and ultimately become economically self-sufficient. Many participants will find that with these improved skills and experiences, they are more likely to achieve their skill development and employment goals. Able is proud to offer SCSEP participants with specially-designed opportunities including resume writing and interviewing skills, basic computer skills, employment workshops, and more.

Our offerings are designed to help SCSEP participants meet their employment goals and:

- Upgrade, add, or maintain job skills
- Provide added income during training
- Promote community involvement and networking opportunities
- Provide their local community with needed support

## ELIGIBILITY

To be eligible for the SCSEP, job seekers must meet several eligibility requirements including, but not limited to, the following:

- Be 55 years of age or older
- Meet income qualifications
- Be unemployed
- Reside in a National Able service area with available funding
- Be willing to provide community service and attend required meetings and training
- Be willing to develop a personalized "Individual Employment Plan" (IEP)
- Be willing to use all available resources that assist in job searches and economic self-sufficiency

# 3

## SCSEP PROGRAM DETAILS

### PARTICIPANT PROCESS

We recognize that each SCSEP participant has unique employment and skill goals, so we have designed our program model in a way that allows for personalization throughout your participation in the program. The following is a visual representation of the process you can expect to experience as a SCSEP participant. To get the maximum benefit from the program, you will follow this process toward achievement of unsubsidized employment.

### PATH TO EMPLOYMENT





## **APPLICATION**

Program application procedures are required by DOL and local program funders and administered by Able staff. Applying for the SCSEP is the initial step in becoming a participant. Once you sign and submit your application including your SCSEP Participant Form and other mandated DOL eligibility documents, SCSEP staff will determine whether you meet eligibility requirements to enter and become a participant in the program. Note that you are not a participant in the program or entitled to any program benefits until your application has passed our review process and an Able authorized staff member has determined and formally communicated to you your final eligibility status. Your eligibility status will be reviewed annually to ensure that you continue to meet mandated SCSEP eligibility criteria. If you are ineligible for the SCSEP, staff will help connect you with comparable resources in your community, including employment services offered through your local American Job Center (AJC).

## **CAREER COACH**

As a SCSEP participant, you will be assigned to a career coach (or client service representative), who will work with you to identify and document your skill and employment goals, provide you with routine counseling, and guide you through your job search. The career coach will assist you with developing an employment plan and help you document your personal and professional goals, including identifying resources such as skill development and paid on-the-job training opportunities. They also work closely with a network of outreach partners and community-based host agencies to identify quality skill-enrichment opportunities that will result in transferrable employment skills and, ultimately, opportunities for you to obtain unsubsidized employment.

## **ORIENTATION**

After your application and eligibility requirements are determined, a member of the SCSEP team will provide you a formal orientation into the SCSEP program. During the orientation process, you will be given an overview of the program including a walkthrough of this handbook and corresponding policies and procedures. As part of your orientation, you will be provided, and must sign, an acknowledgement of your understanding of SCSEP policies and your responsibilities as a participant in the SCSEP.

## **INITIAL ASSESSMENT OF YOUR SKILLS AND INTERESTS**

Upon entry into the program, SCSEP program staff will perform an initial assessment of your work history, skills, interests, aptitudes, physical capabilities, and training needs to help us guide you toward success in the program and lead you to eventual unsubsidized employment and economic self-sufficiency. At least semi-annually, or more often when necessary, the SCSEP program staff will reassess your progress. After reassessments, skill gains will be documented in an employment plan.

## **INDIVIDUAL EMPLOYMENT PLAN (IEP)**

Following the assessment of your training and development needs, your career coach will help you to define your employment goals by working with you to develop an Individual Employment Plan (IEP) which outlines these goals and the expected timeline for completion. The IEP is based on your initial assessment and it serves as your personal roadmap to success. It is designed to identify the steps you will take to eliminate the barriers to your employment.

## SMART GOALS ARE:

**S**

Specific

**M**

Measurable

**A**

Attainable

**R**

Relevant

**T**

Timely

The goals in your IEP are developed using the “SMART” method.

The IEP is an agreement similar to a contract. You must agree to make reasonable effort toward achieving the goals listed on your IEP. This includes participating in all training and other activities as outlined in your goals. It is very important that goals established in your IEP are met. Failure to show effort toward achieving your goals can have serious consequences including your termination from the program.

Your IEP will be updated semi-annually, or less, should you make significant progress toward your goals. If there is a significant change in your training situation (e.g. a host agency is not available), you and your career coach will work together to update your IEP. In the event of a major change, it may also be necessary to perform a re-assessment of your training needs. Only your career coach has the authority to approve and make such changes.

Within six (6) months of your initial IEP development, you will work with your career coach to prepare a resume. You must also begin independently researching job opportunities and, where appropriate, provide your job search status to your coach by the time of your six-month re-assessment.

### COMMUNITY SERVICE ASSIGNMENT (CSA)

Community service assignments (CSAs) or “training assignments” are the heart of the SCSEP program. During the program, in order to build the skills necessary to be successful in obtaining and retaining unsubsidized employment, SCSEP Staff will work with a host agency to develop your training assignment. Training in a realistic job environment provides learning and feedback which contribute to your long-term success.

### HOST AGENCY

Host agencies are community-based organizations, government agencies, or nonprofits that have partnered with us to provide you with the opportunity to obtain specific skills required to achieve your employment goals. Your host agency will provide you with hands-on training opportunities that simulate the skill demands of your community job market.

### HOST AGENCY SITE SUPERVISOR

The site supervisor plays an important role in preparing you for employment. The supervisor is a representative of the host agency that will provide you with direct, on-site, training and supervision. The site supervisor is responsible for assisting you with tailoring your assignment to build the skills and behaviors you need to meet your goals and be successful in obtaining and retaining unsubsidized employment. Your site supervisor’s expectations are documented and reviewed through collaboration with you and your career coach.

## TASKS AND ACTIVITIES

Prior to beginning your CSA, you will work with your career coach and host agency supervisor to identify the tasks and activities you should expect to perform during your assignment. Your training activities will be documented on a Community Service Assignment Form and a Task and Activities Form. These forms outline your specific areas of training, your training schedule and the role of your host agency supervisor. The SCSEP Staff will determine your weekly training hours at your CSA based on current program funding levels. On average, participants train at their CSA for approximately 20-25 hours per week, and there are times throughout your participation in the program where the hours worked may fluctuate. Able's SCSEP Staff will communicate changes to the amount of training hours by email and by phone. In addition to your CSA, you may also participate in other required program activities (e.g. computer training). Hours worked at your CSA and hours spent participating in other required program activities should be documented accordingly on your timesheet.

The below is a summary of what to expect from your host agency, supervisor, and the services provided by SCSEP:

- Be treated respectfully as a trainee at your host agency.
- Receive an assignment that is a reasonable fit with your personal preferences, life experience and skills.
- Be given the opportunity to familiarize yourself with your host agency's policies, people and programs, along with what is expected during training.
- Participate in the development and update to a training description that accurately reflects your assignment and activities.
- Obtain diverse skills training that align with your goals and objectives and opportunity to learn new skills or demonstrate existing skills.
- Have opportunity to participate in additional training that enhances your ability to take on more assignments at your host agency.
- Be provided with a safe and orderly workspace that is conducive to promoting performance and learning.
- Receive professional, respectful, and thoughtful guidance from an informed supervisor.

## SKILLS TRAINING

Training activities that you participate in outside of your host agency CSA are referred to as "skills training". Skills training consists of both instructor-led group courses as well as individual efforts and should align and help advance the goals set forth in your IEP. For example, an IEP may require vocational or computer training that includes attendance in a "classroom" environment where workbooks, exercises and reading assignments are utilized. Other skills training may require self-guided efforts such as reading books or utilizing employment or job training resources in a computer lab at your local library, American Job Center, or other comparable resource.

National Able Network®

# JUMPSTART<sup>a</sup>

ACCELERATE YOUR JOB SEARCH

To round out your SCSEP experience, Able offers a nationally-recognized job readiness curriculum that equips job seekers with the skills and tools needed to compete in the job market: JUMPSTART!

Depending on your availability and place of residence, Able offers JUMPSTART! in both a live in-person or virtual classroom. The live classroom experience requires participants to travel to a local office. The virtual classroom experience has all of the same benefits of in-person instruction but allows participants to participate in the workshops at their home, work, or public computer of their choosing.

The JUMPSTART! curriculum includes four core modules to help you develop your job search toolkit:



**THE ULTIMATE  
GUIDE  
TO RESUMES**



**INTERVIEW  
SUCCESS:  
ALL THE ANSWERS**



**MY SKILLS, MY GOALS:  
THE TARGETED  
JOB SEARCH**



**LINKEDIN: MAXIMIZE  
YOUR PROFESSIONAL  
POTENTIAL**

In addition, Able offers JUMPSTART modules that enhance other job skills such as **Customer Service**, **Social Media**, and more.

## AMERICAN JOB CENTER (AJC/ONE-STOP)

Within 90 days of your acceptance into the program, you are required to register as a job seeker with the appropriate state employment agency or American Job Center (AJC) to perform regular follow-up on relevant job openings. These facilities offer free employment resources, job fairs, job leads, and other resources. Immediately contact your career coach if you are unable to register within the required enrollment date or you are unsure about the location of the facility closest to you.

## JOB OPENINGS AT HOST AGENCY

As you train at your CSA, there may be opportunities to apply for open positions. We encourage you to be on the lookout for and apply to job openings at your host agency. Please inform your career coach when an opportunity is available. The career coach will assist you with the application process for open positions.

## ENTERED EMPLOYMENT

You are considered to have “entered employment” when you obtain employment with an organization that uses no government funds to pay directly the wages you earn (“unsubsidized” employment). If you lose your job, you are entitled to re-enter the program and be assigned to a new host agency without having to re-enroll if your employment lasted for fewer than 30 days in the first 90 days after leaving the program (exit).

## SUPPORTIVE SERVICES

Supportive services are a variety of complimentary services available to participants to assist them with successfully completing the program and enter and retain employment.

The types of supportive services include, but are not limited to:

- Transportation
- Health care and medical services
- Job-related or personal counseling
- Incidentals such as work shoes, badges, uniforms, eyeglasses, or tools
- Child and adult care
- Temporary shelter
- Follow-up services
- Housing option
- Health Insurance
- Social Security, public assistance, and other senior services

Once you have left the program for unsubsidized employment and at the discretion of your career coach, you may receive supportive services during the first 12 months if helpful to your remaining employed. Supportive services are not an entitlement and may be granted at the discretion of the career coach.

## EVALUATION

SCSEP is a hands-on employment training program. Honest and accurate evaluation is important to identify progress and satisfactory learning and determine what additional activities or resources are needed to assist you with finding unsubsidized employment and becoming economically self-sufficient. Your career coach or host agency supervisor may periodically perform evaluations of your training progress.

## FOLLOW-UP

As part of DOL regulations, during the first year after you exit the program, career coaches are required to contact your employer to obtain an update on your employment status. Your coach must perform this activity on three (3) separate occasions after your exit. If we are unable to reach your employer in a timely manner, we will contact you via phone or email to discuss your employment status. We kindly request your assistance with this requirement.

# 4 IDOA PROGRAM POLICIES

SCSEP is a federally-funded training program and is not employment. Participants are not employees of National Able Network or their host agency – they are trainees. This handbook and associated procedures, forms, etc. do not constitute a work contract or a guarantee that you will obtain employment. Participants who exit the program are not entitled to unemployment compensation or payment for unused benefits and may not carry over allowable benefits from one program year to the next.

## **WAGES**

SCSEP is a paid training program and you will earn the hourly federal, state, or local minimum wage, whichever is highest. You may be paid the highest applicable required wage while receiving Workforce Innovation and Opportunity Act (WIOA) intensive services. The highest applicable required wage is either the minimum wage applicable under the Fair Labor Standards Act of 1938 or the State or local minimum wage for the most nearly comparable covered employment. Host agencies may not provide a subsidy to the minimum wage.

## **WITHHOLDINGS**

Social Security, Federal and State taxes are withheld, if required, and W-2 forms will be issued at the appropriate time.

## **TRAINING HOURS**

Training hours need to be reasonable and conducted approximately 10-25 hours per week. Hours you train per pay period is dictated by available funding guidelines. Your career coach will notify you and your site supervisor of approved training hours and will contact you immediately should your hours require adjustment. You may not train extra hours at your host agency beyond your regularly scheduled and authorized hours, and you may not “bank hours” by moving your time from one week and making them up in another without authorization. Any deviation in your schedule requires approval from the career coach.

## **MEAL PERIODS AND BREAKS**

Meal periods and breaks are not paid training time. Though not paid, you are permitted to take reasonable meal and break time at your discretion. Food and drink is prohibited in computer labs or in close proximity to other electronic equipment.

## **OVERTIME**

As a SCSEP participant, you are not eligible for overtime compensation and may not train more than eight (8) hours in a 24-hour period or 40 hours in a week.

## **TIMEKEEPING**

Able uses the Paycom® online time and attendance system to track your time and payroll. You will receive Paycom® training to show you how to use this system.

## IDOA DURATIONAL LIMITS

The length of time you are enrolled in the SCSEP depends on your goals and the length of time required to get you employment ready. Your Individual Employment Plan (IEP) will guide you toward timely achievement of your goals. The maximum durational limit (time allowed for you to be enrolled in the program), is 48 months, although the average participant completes the program within 27 months. The IDOA program does not allow extensions beyond 48 months.

## GIFTS

You are prohibited from receiving rewards, gifts, bonuses, or any other form of additional compensation from any source, including host agencies, for your performance of your training assignment duties. Award certificates or similar items of non-material value are allowed.

## ATTENDANCE

Regular attendance is essential to maintaining your community service assignment (CSA). Early notification of your inability to attend or arrive at training at your scheduled time must be communicated to your host agency supervisor to allow them to plan their day accordingly. You are responsible for notifying your site supervisor and career coach if you are going to arrive late or be absent from your assignment. Good attendance is an important factor of your IEP and program performance. Excellent reviews are important for references and should be considered when seeking unsubsidized employment.

If you are absent from your training assignment for three (3) or more consecutive days without prior authorization, you are considered to have resigned from your training assignment and you may be terminated from the program. Recurring tardiness or absences may also result in your termination. Refer to the Leave of Absence (LOA) policy for information regarding extended absence requests.

## IDOA TIME OFF

Paid leave benefit time is defined as accrued leave time in which you may choose to utilize when you are unable to work scheduled hours due to illness, jury duty, and/or federal holidays. Paid leave is equal to two (2) hours per month, not to exceed twenty-four (24) hours per program year. Your benefits will “zero-out” at the close of each program year (June 30). If you require time off for illness, jury duty, or a federal holiday, but you have no paid benefit time remaining, you may be compensated in the form of reschedule training time if that time is made up in the same pay period, or the week immediately preceding or immediately following the pay period.

Benefit leave time applies to ten federal holidays when you are scheduled to be in training (work) on the day your host agency is closed for a federal holiday.

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| ■ New Year’s Day                      | ■ Independence Day                   |
| ■ Birthday of Martin Luther King, Jr. | ■ Columbus / Indigenous People’s Day |
| ■ President’s Day                     | ■ Veterans Day                       |
| ■ Memorial Day                        | ■ Thanksgiving Day                   |
| ■ Labor Day                           | ■ Christmas Day                      |

If you receive a jury duty payment, the payment will be subtracted from any SCSEP training payment. You cannot “double-dip” time expended during jury duty may not be counted as paid hours on the Community Service Assignment form.



## **IDOA SICK DAYS**

You are encouraged to remain at home during illness. If you become ill, you must notify your host agency supervisor and coach as soon as possible. You may be compensated for your sick day through paid leave benefit time.

Refer to the LOA policy regarding illness for three (3) or more consecutive days.

## **ANNUAL PHYSICAL / WAIVER**

Following enrollment, you are entitled to receive an annual physical medical examination. Physical examinations are a process through which a medical professional investigates the body for signs of disease and devises treatment plans.

Physical examinations are a fringe benefit and are voluntary – you are not required to obtain one. The sole exception is that, if necessary for your training assignment, your host agency may require an occupational assessment with reasonable accommodation. Able is not authorized to request or obtain access to your physical examination results. Annually, you must sign a Physical Exam Waiver as proof of your knowledge of this benefit.

## **VOLUNTEERISM**

In addition to the primary goals of assisting participants with entering unsubsidized employment and achieving economic self-sufficiency, SCSEP promotes participation in additional non-SCSEP related community service activities. Therefore, you are permitted to volunteer at state, local and government agencies, as well as faith- and community-based organizations. You are prohibited from performing volunteer services at your host agency.

Volunteer work can include work that you perform on your own and not through an organization. Potential participants who are performing volunteer work at the time of their enrollment into the program will remain eligible for program.

## **EMPLOYMENT RESTRICTION**

Applicants must be unemployed at the time of enrollment. If you obtain employment, either full-time or part-time, while enrolled in the program, you must immediately notify your career coach.

Employment does not apply to casual, non-recurring labor for which you may be compensated (e.g. occasionally shoveling a neighbor's driveway or baby-sitting for a friend's family). Also, participation in the Foster Grandparent, Senior Companion, Senior Demonstration, or Senior Volunteer Programs are not considered employment.



## REASSIGNMENT POLICY

Periodically, you may be required to rotate to another host agency due to any one or combination of factors, which include, but are not limited to:

- Re-assessment of your skills and aptitudes, performance or changes in your IEP goals that indicate a needed change in your training assignment.
- Changes to the host agency location or non-profit status.
- Termination of Able's agreement with the host agency.
- Changes in funding of the program or nonprofit status of the host agency.
- The length of time that you have spent on the host agency's training assignment.

Generally, notice of reassignment will be provided to you and your site supervisor 30 days in advance of the change, but this is not possible in all situations. These changes may impact your IEP and you are expected to participate in the updates and be fully aware of impact of the changes on your training assignment.

## CLASSROOM AND EDUCATIONAL TRAINING POLICY

Educational training is key to your success in the SCSEP program. Training can be facilitated in a number of ways including instructor-led classes, self-taught lessons and/or self-paced training. In all cases, the training must be documented in your IEP training goals.

If there is a fee for your instructor-led or computer lab courses, you must complete a Request for Supportive Services form and submit it to your career coach in advance of your registration.

Your IEP must be updated to accurately reflect and document your participation in training. If for some reason training cannot be accomplished due to factors such as a shortage of funding, your IEP must reflect this and the related goals should be removed and revised to reflect these challenges. Whether funded through other sources or self-led, all training must be documented in your IEP.

Periodically, we hold participant meetings (e.g. Quarterly Meeting). Typically, the purpose of these meetings is to provide you with important program-related matters. Meetings are considered classroom training, and you are required to attend. We will give you no less than 24-hours notice to attend, and host agency supervisors are required to provide you adequate time to arrive timely at the meeting. Absence from three (3) consecutive meetings without approval of project director is a cause of termination.

## PERSONAL EXPENSES

Reimbursement for lodging, travel and/or meal expenses shall only be provided in conjunction with authorized training activities where such expenses have been pre-approved. In most cases, personal expenses are not authorized for reimbursement.

## COMPUTER AND INTERNET USAGE

Policies established by your host agency regarding computer and internet usage must be followed. Generally, computer usage is for business and training purposes only and should not be used for personal matters or entertainment. Keep in mind that computer resources are owned by the host agency and can be monitored at any time. Excessive personal use of the internet may result in disciplinary action. Repeated abuse may result in termination from the SCSEP.

## **PERSONAL COMMUNICATIONS**

The address for National Able Network or your host agency may not be used for personal mail. Mail equipment, postage and supplies are not for personal use. Host agency site supervisors will inform you of their email and voicemail policies.

Making personal calls from the host agency telephones should be made only with the approval of the host agency supervisor and when agency business will not be interrupted. Keep calls short and infrequent and be sure calls are local. If you need to make a long-distance call you must obtain your supervisor's approval. Additionally, personal calls made from your personal phone should be limited to personal unpaid break times. Personal phones should be made silent during training hours to minimize disruptions.

## **PERSONAL APPEARANCE**

You are expected to adhere to dress codes and norms established at your host agency. Dressing appropriately and exercising excellent hygiene improves how you are perceived and results in a better training environment.

## **POLITICAL ACTIVITIES**

You may not perform your community service assignments at host agencies that perform activities that benefit any political party, nor are you permitted to engage in partisan or nonpartisan political activities during paid SCSEP training hours. Training assignments for the Office of Congress, a state or local legislator, or on any staff of a legislative committee are also prohibited.

## **RELIGIOUS ACTIVITIES**

You are not permitted to engage in any religious activities during paid training time. The decision to observe religious holidays is solely that of the participant. You must notify your site supervisor and career coach if you anticipate impact to your training assignment schedule.

## **HOST AGENCY CLOSURE**

When a host agency is closed on a day that you would normally train, pending your site supervisor and career coach approval, you may reschedule training time if that time is made up in the same pay period, or the week immediately preceding or immediately following the pay period.

National Able Network utilizes various notification means for emergency closures. You should check with your local emergency notification system, the National Able Network's website ([www.nationalable.org](http://www.nationalable.org)), or contact our customer service department at (855) 994-8300, prior to reporting to your host agency.

## SAFETY

Able prioritizes the safety and welfare of SCSEP participants. No task is so urgent that time cannot be taken to do it safely. You and your host agency site supervisors must exercise caution and reasonable judgment to prevent accidents. To ensure a safe training environment, you are required to observe the following policies:

- Immediately seek first aid and support for any and all injuries, however minor they may seem.
- Report an injury within 24 hours to your career coach and host agency site supervisor.
- Adhere to your community service assignment training description responsibilities.
- Do not lift more than 15 lbs, climb ladders, use power tools or operate any vehicle or heavy equipment on behalf of the host agency.
- Do not use your personal vehicle to perform host agency activities.
- Follow all prescription drug warnings and directions as well as the SCSEP drug and alcohol policies noted in this handbook. Immediately notify your career coach if taking prescription drugs that could affect training performance or behavior.
- Wear protective clothing and use required personal protective equipment appropriate for the task being performed.
- Read and follow every safety precaution and rule at your host agency, and report to your host agency site supervisor and career coach if you note any unsafe conditions, equipment, or practices.
- Accept any opportunities to serve on safety committees, attend safety training sessions, and otherwise promote safe training conditions.

You may never be the only individual present at your host agency worksite, and you may never be given responsibility to open or close their facility.

During inclement weather, use reasonable judgement to decide whether it is prudent to travel to your host agency site. The fact that the site may be open or nearby should never deter you from using appropriate safety precautions. Notify your site supervisor and your career coach when inclement weather will prevent your arrival at training.

## TRANSPORTATION

Use of your personal vehicle to reach your host agency site is permitted; however, use of your vehicle to perform host-agency duties is prohibited.

Participants training with National Able Network as their host agency may drive their personal vehicle to perform this training. Mileage will be reimbursed for up to the current rate authorized by Able or approved by the U.S. Department of Labor provided that the costs are substantiated in writing, within budgeted transportation limits, and are not available from other sources. Request for reimbursement must be submitted within 30 days of the expense.

Able client service representatives who drive as part of their training assignment must have the following documentation on file and updated annually:

- A copy of a valid unexpired driver's license in the state of their host agency.
- Proof of insurance with yourself as the named insured.
- Evidence of the policy's compliance with the state's minimum personal automobile liability insurance requirements.
- Date of expiration.

## **DISCRIMINATION & HARASSMENT**

Discrimination on the basis of race, color, religion, sexual orientation, national origin, handicap, age, political affiliation or opinion, or ancestry as governed by Local, State and Federal Law is prohibited. If you believe that you have experienced discrimination or harassment you must immediately report the incident to your career coach or another Able representative. Harassment will not be tolerated and is defined by the policies of the Able and the host agency. For more information, see the Standards of Conduct and Terminations for Cause sections.

## **DRUG, ALCOHOL & FIREARM POLICY**

Use of illegal drugs, alcohol, and cannabis is strictly forbidden while involved with the SCSEP program. Use or possession of any illegal substances, firearms, or other dangerous weapons while performing your host agency assignment or while carrying out objectives required by the IEP is prohibited and grounds for immediate termination from the program. Use of legally-prescribed medications are allowable if do not limit your ability to effectively perform your duties or endanger the safety of others.

Evidence of non-compliance with this policy may result in immediate termination from the program.

## **NEPOTISM AND SUPERVISION**

Federal Regulations forbid a person who works in a decision-making capacity (whether compensated or not) to supervise immediate family members. This policy applies to Able staff, participants, and any other individuals receiving wages (directly or indirectly) from the program. In the event an applicable state or local legal requirement regarding nepotism is more restrictive than this provision, that requirement must be followed.

Participants are prohibited from overseeing or assessing the job performance of others. This includes matters such as managing schedules, authorizing time off, contributing to staff evaluations, etc. Immediately contact your career coach if your host agency assigns a task that requires you to take on the role of a supervisor.

## **STANDARDS OF CONDUCT**

You must adhere to high standards of conduct. These standards include but are not limited to the matters listed below. Failure to adhere to these standards may result in your immediate removal from the program.

- Falsifying documents is a criminal offense that involves the altering, changing, modifying, passing or possessing of a document for an unlawful purpose – this includes participant eligibility records and timesheets.
- Theft.
- Possession or being under the influence of alcohol, cannabis, illegal substances, firearms or other dangerous weapons.
- Harassment or abuse of fellow participants or other staff.
- Excessive absenteeism, tardiness or personal breaks (e.g. lunch, coffee, smoking).
- Violent behavior such as fighting or belligerence.
- Negligence or improper conduct leading to damage of property or potential injury of others.

## **CONFIDENTIALITY**

Confidentiality of the host agency information, procedures, staff and clients is required. Confidentiality policies of the host agency must be followed, and sound judgement should be used when handling confidential information. A breach in confidentiality could be grounds for termination from the program.

## **PERSONALLY IDENTIFIABLE INFORMATION (PII)**

Personally Identifiable Information (PII) is information that, if disclosed to unauthorized parties, could result in harm to the individual whose name or identity is linked to the information. To participate in the SCSEP, the DOL requires that Able collect and create documents which may contain your PII. You must sign a release acknowledging and authorizing us to collect and use your PII for program purposes. You must also acknowledge that if, during the course of your assignment, you come into contact with the PII affiliated with your host agency, you will protect the PII of others.

## **CRIMINAL BACKGROUND CHECK**

Able does not perform nor does the Department of Labor require criminal background checks for eligibility purposes of the program. However, host agencies may require criminal background checks and/or drug screenings as a condition for training with their agency. You may choose to allow screening at your own discretion. Able is not responsible for the performance or cost associated with criminal background checks or drug screenings.

## **PROGRAM CONTINGENCY**

While Able anticipates continued funding of the program, it is not guaranteed. Changes in funding will affect the number of hours available for you to train. In the event that you must seek enrollment in an alternative program, we encourage you to take advantage of any available services and training and continue to routinely seek unsubsidized employment.

## **CHANGE IN CONTACT INFORMATION**

Immediately notify your career coach if your personal or host agency information change including your address, phone, income or household size, emergency contact information, your site supervisor, training schedule, or any other change that may impact your training assignment.

# 5 IDOA GRIEVANCE PROCEDURES

Prior to filing an official grievance, you are encouraged to discuss a complaint with the career coach, either by telephone or in writing, within five (5) business days of the occurrence of the complaint. This communication process is intended to ensure that complaints receive prompt attention and encourage resolution at the level where it originated. This step in the complaint process is encouraged but not required. You can start the complaint process by filing an official grievance with the program director.

The career coach or program director will work with you to provide a solution or explanation within ten (10) business days of receipt of your official complaint. If you are unsatisfied with the answer or resolution to the complaint from the career coach, you may then file an official grievance directly with the program director.

You must submit a grievance with the program director, in writing, within twenty (20) business days of the occurrence of the grievance. NOTE: This applies to the post-mark date of the grievance. This communication process is intended to ensure that complaints receive prompt attention and encourage resolution at the level where you are assigned.

The following applies to your grievance and the applicable timeframes.

- The career coach will contact you within five (5) business days after receiving the written grievance and provide you with the opportunity to further discuss the complaint, whether by telephone or in person.
- The career coach must investigate your grievance before providing you with a written response within ten (10) business days after they receive your grievance. Note: This cannot be performed by the career coach if the career coach is part of the grievance.
- If you are not satisfied with the investigation and /or response, you may appeal in writing to the Director of the Illinois Department on Aging. This written appeal must be mailed within ten (10) business days after you receive career coach or program director response. The written appeal must be directed or mailed to: Director, Illinois Department on Aging, Attention: SCSEP Program Manager, One Natural Resources Way, Suite 100, Springfield, Illinois 62702-1271.
- The career coach will provide you with a written decision within (10) business days after the appeal is received, unless additional time is required under the circumstances. Allegations determined to be substantial and credible will be investigated and addressed.

If you are not satisfied with the Illinois Department on Aging's ruling, then in accordance with the Federal Regulations, allegations of violations of Federal law which are not resolved within sixty (60) days under the program procedures may be directed or mailed to: 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. Questions about, or complaints alleging a violation of, the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 188 of the Workforce Investment Act of 1998 (WIA), or their implementing regulations may be directed or mailed to: Director, Civil Rights Center, U.S. Department of Labor, Room N 4123, 200 Constitution Avenue, NW., Washington, DC 20210. In the alternative, complaints alleging violations of WIA section 188 may be filed initially at the grantee level. See 29 CFR 37.71, 37.76. In such cases, the grantee must use complaint-processing procedures meeting the requirements of 29 CFR 37.70 through 37.80 to resolve the complaint.

# IDOA TERMINATION POLICY

This termination policy is applied fairly and equitably to all SCSEP participants. Participants may not be terminated from the program solely on the basis of their age, as there is no upper age limit. No SCSEP participant shall be terminated from the program based on age.

We will seek to avoid termination whenever possible and will instead use progressive discipline and corrective action procedures. SCSEP participants are given an opportunity to correct his/her behavior or conduct, or his/her failure to comply with the IEP requirements, except in cases involving serious harm or imminent threat to health, safety, property, etc. NOTE: If at any point during enrollment the participant makes positive efforts or the participant's lack of action is justified, the corrective action may be discontinued.

The following steps for corrective action will be taken:

## **STEP 1: FIRST FORMAL WARNING**

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 his/her action(s). Absent extenuating circumstances, the participant will be informed in writing of the requirement to correct his/her behavior or conduct.

## **STEP 2: SECOND FORMAL WARNING**

When a participant for a second time 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 his or her action(s). Absent extenuating circumstances, the career coach will send the participant a written warning that he or she has 30 days from the date of the letter to correct his or her 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.

## **STEP 3: TERMINATION**

When a participant does not make improvement in his or her action(s) 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.

## **PARTICIPANT TERMINATIONS**

Able may terminate a participant for cause or otherwise, and the career coach will inform the participant, verbally and in writing, of the reason(s) for termination



The participant will be given written notice explaining the reason(s) for termination and must be terminated within thirty (30) days after being provided with written notice. Able is not required to permit the participant to work at his/her community service assignment during the 30 days notice of termination.

Participants may be terminated for the following reasons:

- Knowingly providing false information during the eligibility process;
- No longer eligible during recertification;
- Due to the 48-Month Participant Time Limitation provision;
- Obtaining employment during SCSEP enrollment; and/or
- Termination for cause.

Termination for cause may be one or more of the following provisions/actions:

- Refusal to cooperate in recertifying eligibility;
- Frequent tardiness, which consists of three (3) or more unauthorized and documented occurrences of tardiness at the host agency/training site without good cause or proper notification;
- Frequent absenteeism, which consists of three (3) or more unauthorized and documented absences from the host agency/training site without good cause or proper notification;
- Absence from three (3) consecutive meetings without approval of project director;
- Insubordination, that is, intentionally refusing to carry out an action that is provided via direction or instruction of a SCSEP representative (i.e., host agency supervisor, host agency staff member, and Able representative) without good cause;
- Any action associated with consuming, selling, purchasing, manufacturing, distributing, possessing or using an illegal or non-prescribed drug or being under the influence of alcohol and/or other drugs while performing the host agency training/following tasks as designated by the IEP (Legally prescribed drugs that do not affect the participant's ability to perform his/her duties as assigned by the host agency are permissible);
- Conviction of a felony or any criminal drug statute for a violation occurring in the workplace while on or off duty, or while on duty away from the workplace;
- Use of abusive, harassing, threatening and/or obscene language or behavior(s);
- Workplace harassment or discrimination on the basis of age, sex, race, color, religion, national origin, marital status, or disability;
- Theft or destruction of sub-grantee or host agency/training site property;
- Intentional loss, damage, destruction, or unauthorized use of sub-grantee or host agency/training site property;
- Intentional disclosure of unauthorized records or information;
- Participant falsifies time sheets or other official records;
- Refusal to accept a different host agency assignment and/or unsubsidized job offers or referrals \*; and/or
- Failure or refusal to abide by the IEP and/or to accept IEP-related training opportunities.

\* Refusal to accept and/or unreasonable refusal to accept a minimum of three community service assignments, job offers or job referrals to unsubsidized employment. It is up to the sub-grantee to investigate, review and determine whether or not such refusals are grounds for termination. The community service assignments and referrals to unsubsidized employment must be consistent with the IEP and there must be no extenuating circumstances that would hinder the participant from moving to unsubsidized employment.



## OTHER TERMINATIONS

1. If, at any time, Able determines that a participant was incorrectly declared eligible as a result of false information knowingly given by that individual, Able will give the participant immediate written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with such written notice. Able will not permit the participant to work at his/her community service assignment during the 30 days notice of termination.
2. If, during eligibility verification, Able finds a participant to be no longer eligible for enrollment, Able must give the participant written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice. Able is required to permit the participant to work at his/her community service assignment during the 30 days notice of termination.
3. If, at any time, Able determines that it incorrectly determined a participant to be eligible for the program through no fault of the participant, Able must give the participant immediate written notice explaining the reason(s) for termination and may terminate the participant 30 days after it has provided the participant with written notice. Able is required to permit the participant to work at his/her community service assignment during the 30 days notice of termination.

## OTHER TERMINATION REQUIREMENTS

When Able makes an unfavorable determination of enrollment eligibility under paragraph (1), (2), or (3) of the Other Terminations section the participant will be referred to other potential sources of assistance, such as the One-Stop Delivery System.

Able must provide each participant at the time of enrollment with a written copy of its policies for terminating a participant for cause or otherwise, and must verbally review those policies with each participant.

All terminations must be consistent with administrative guidelines issued by the U.S. Department of Labor. The participant must be informed verbally and in writing of the termination by receiving an official Termination Notice, IDoA Form #09-13A. A written copy of the Grievance Policy will be attached to the Termination Notice. The termination must be consistent with the applicable grievance procedures described in §641.910.

The Illinois Department on Aging does not offer any individual participant durational limit beyond the maximum of 48 months. No SCSEP participants will be offered or granted an extension beyond the 48 month time limit for participation in SCSEP.

# 7 IDOA LEAVE OF ABSENCE

If you require more than three consecutive (3) days off from your training assignment, you may be granted a voluntary leave of absence (LOA) by submitting a Time-Off Request Form to your career coach. There are three types of leaves of absence you may take: Personal, Administrative, Family/Health. LOAs are granted for up to 30 cumulative calendar days per program year. Leaves beyond 30 days must be approved by a program director and must be for health reasons. No leave may be extended beyond 90 days. The following conditions must be met to ensure compliance with your LOA request.

1. Give your coach and host agency supervisor at least one week's notice.
2. A Time-Off Request Form with the scheduled date of return must be submitted to your primary SCSEP office for signature by the career coach.
3. The career coach will confirm the cumulative number of days you have already taken during the program year and notify you as to whether your full LOA request can be accommodated. If you have fewer LOA days available than you are requesting, your coach will revise the scheduled return date on the Time-Off Request Form and notify you of the change.
4. A copy of the signed form will be mailed to your home address on file. The Time-Off Request Form also serves as 30-day notice of exit, from the beginning of the approved leave time. If you do not return to your community service assignment by your scheduled return date you will be exited from the program effective the day after the scheduled date of return. We will provide you written notice of your exit and you are encouraged to reapply when you are ready to participate in the program again. You must obtain approval before the leave. Failure to request approval will not be considered and may cause for an involuntary termination.

Approved leave without pay will not be counted toward your individual duration limit if the leave period is at least four (4) days and pre-approved by your career coach.

A "Return to Training" notice or doctor's authorization are required before you can return to your training assignment following a medical leave of absence that exceeds five (5) consecutive business days. Your career coach will make any necessary arrangements for you to return to your training assignment.

You must maintain regular contact with your career coach during your LOA.



## 8 IDOA SCSEP AND VETERAN'S PRIORITY OF SERVICE

**Who is eligible for priority of service?** Veterans and certain spouses, including widows and widowers, are eligible for priority of service. In implementing priority of service, the Department requires that programs use the broad definition of “veteran” found in 38 USC 101(2). That definition means persons who served in the active military, navy, or air service, and who were discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.

Spouses may also claim priority for services if they meet certain specified criteria. “Eligible spouse” is defined as the spouse of any of the following (38 USC 4215[a]):

- a. Any veteran who died of a service-connected disability
- b. Any member of the Armed Forces on active duty who, at the time of application for priority, has been listed in one of the following categories for more than 90 days: (1) Missing in action; (2) Captured in line of duty by a hostile force; or (3) Forcibly detained or interned in line of duty by a foreign government.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs
- d. Any veteran who died while a disability was in existence

**What does providing priority of service mean?** Priority of service means that veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training, and placement services provided under a DOL-funded program. Priority of service for SCSEP means that a covered person who is eligible for SCSEP gets access to SCSEP services instead of or before any non-covered person.

**How do I verify the status of covered persons?** A covered person need not provide verification of status at the time of enrollment. A self-attestation is sufficient to entitle the person to priority of service for a community service assignment and to services provided by grantee or sub-grantee staff, like orientation; however, documentation needs to be provided before the payment of wages or the expenditure of other program funds.

Eligibility can be verified using a variety of official documents, including, but not limited to:

- A DD 214 (issued following separation from active duty)
- An official notice issued by the Department of Veterans Affairs that establishes entitlement to a disability rating or award of compensation to a qualified dependent
- An official notice issued by the Department of Defense that documents the eligibility of an individual, based on the missing or detained status of that individual's active duty spouse

An official notice issued by a state veterans' service agency that documents veteran status or spousal rights, provided that the state veterans' service agency requires federal documentation of that information.



## 9 IDOA POLITICAL PATRONAGE AND ACTIVITY

SCSEP participants must maintain compliance with the requirements and prohibitions involving the below political activities.

1. No SCSEP participant or staff person may engage in partisan or nonpartisan political activities during hours for which they are being paid with SCSEP funds.
2. No program participant or staff person, at any time, may represent himself or herself as a spokesperson of the SCSEP and engage in partisan or nonpartisan political activities.
3. No program participant may be employed or out-stationed in the office of a member of Congress, in the office of a state or local legislator, or on the staff or a legislative committee.
4. No participants are employed or out stationed in the immediate offices of any elected chief executive of a State or unit of general government, except that:
  - Units of local government may serve as host agencies for participants, provided that their assignments are non-political; and
  - While assignments may place participants in such offices, such assignments must be concerned with program and service activities and not in any way involved in political functions.
5. No participants are assigned to perform political activities in the offices of other elected officials. Placement of participants in such offices in non-political assignments is permissible.

# 10 CONFIDENTIALITY POLICIES & PII RELEASE

“Confidential Information” means information that is not commonly available to the general public or is required by law or regulation to be protected from disclosure to third parties. Confidential Information includes information concerning Able or affiliated organization’s employees, participants, services or business operations. Such information can be acquired by any means and in any form, written, spoken or electronic.

Personally Identifiable information (PII) is information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. If PII is disclosed to unauthorized parties, that disclosure could result in harm to the individual whose name or identity is linked to the information.

Federal law, the OMB, and ETA policies require that PII and other confidential information be protected. To ensure that we are in compliance with federal law regarding the use of PII and other confidential data, National Able has implemented the following policies required of all Able staff, program aides and participants:

- Encrypt data when storing or transmitting PII and all other sensitive information and require that confidential data is only processed through use of Able’s equipment.
- Store information in locked areas that are physically safe from access by unauthorized persons.
- Restrict access to only those staff who require it to perform in their official capacity.
- Advise personnel who have access to sensitive and confidential information of the nature of the information and the importance of safeguards required to protect it.
- Before giving access to PII and other confidential information, require that staff and program aides acknowledge their understanding of PII policies and that they may be liable to civil and criminal penalties for improper disclosure.
- Do not extract data for non-program purposes and ensure that PII has been obtained in conformity with federal and state laws regarding the confidentiality of information.
- Do not retain confidential data beyond the period of time required to use it for assessment or to comply with federal record retention policies. Thereafter, all confidential data and PII must be destroyed.

To participate in the SCSEP program, the DOL requires that Able collect and create documents which may contain your PII or other confidential information. This serves as your notification and authorization for National Able Network to collect and use this information for program purposes. You are also acknowledging that if, during the course of your assignment, you come into contact with the PII or other confidential information of others affiliated with the National Able Network or your Host agency, you will protect that data in compliance with the above policies.

I, \_\_\_\_\_ (participant name), have read National Able Network’s Confidentiality policy and PII release and acknowledge that I have received a copy of this agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# IDOA PARTICIPANT ACKNOWLEDGEMENT OF TERMS OF ENROLLMENT

I acknowledge and agree to the following requirements of my participation in National Able Network's SCSEP program:

## TRAINING PROGRAM

- I have been informed of the general purpose of the program and understand that SCSEP is not employment, but a temporary subsidized training program designed to assist me with enhancing my employability skills.
- I have been informed of the Family Size Certification requirement. I understand that if my income exceeds the limits based on my family size, I will be terminated from the SCSEP program.
- I have been informed and given a copy of the information regarding SCSEP and Veteran's Priority of Service.
- I have participated in a SCSEP orientation and received a participant handbook. The handbook outlines my responsibility as a SCSEP participant, the responsibility of my host agency, and the policies and guidelines of the program.

## CAREER COACHING

- I agree to participate fully with SCSEP Staff in developing a plan of action for my training and development. This cooperation will include completion of an assessment of my skills and interests, and completion of my Individual Employment Plan (IEP).
- I understand that I will receive a semi-annual reassessment during which my IEP will be updated based on my goals and to ensure program compliance.
- I agree to timely complete and submit any documentation requested by my career coach including resumes, job search logs and any other reports or evaluations.
- I agree to attend all trainings, classes, job or resource fairs, employment support, social service appointments, networking activities and employment interviews as required by my IEP or career coach.
- I understand that my eligibility for SCSEP participation is subject to annual recertification.

## TRAINING ASSIGNMENT

- I understand that I am assigned to my host agency by National Able Network, and my career coach will determine my assignments based on my IEP Goals.
- I agree to perform the assigned duties noted on my Community Service Assignment (CSA) description, and I will inform my career coach if I am requested to perform duties not in my CSA Description. I will not perform these duties without the written approval of my career coach.
- I will use reasonable judgement when performing tasks that might create an unsafe environment for me or others, and I will report to my host agency supervisor and career coach if I note any unsafe conditions, equipment, or practices at my worksite.

- I agree to accept periodic rotations to new training assignment as may be required. I understand that these rotations are designed to improve my marketable skills in the job market; to assist in developing a path to self-sufficiency; or may be required as the needs of the CSA dictates.
- I understand that my enrollment in SCSEP and the number of training assignment hours I can provide depend on the availability of funds. I understand that my hours could be reduced or my hourly wage may be increased or decreased at any time.
- I understand that volunteering is activity that SCSEP encourages but volunteering at my host agency is prohibited and in violation of the U.S. Fair Labor Standards Act, and I have been informed of prohibited Political Activities.
- I have provided my written acknowledgement of the National Able Network Personally Identifiable Information (PII) policy and release. I am aware that my PII will be used by National Able Network SCSEP staff for program purposes my individual rights to privacy of personal information. I also agree that if I come into contact the PII or other confidential information of others, including that of other participants or my host agency, I will protect that data in compliance with the PII policy.

## COMPENSATION

- I have read and agree to comply with the SCSEP payroll policy and understand that all payments I receive will be through direct deposit into my bank account or through a debit card program. National Able Network does not provide paper checks or paystubs. I will be issued a user ID for electronic access to all payroll information.
- I will not receive overtime compensation and I am prohibited from receiving any other form of additional compensation from any source, including host agencies.
- I understand that I will not be eligible to apply for or receive unemployment insurance benefits if I am terminated or leave the program for any reason.
- I have been informed of what supportive services may be available to me.

## PROGRAM EXIT

- I understand that, for up to thirteen (13) months following my exit from the program, National Able staff may contact me regarding program-related matters including inquiry regarding the status of my employment.
- If I exit for employment, I authorize my employer to release to National Able Network information regarding my employment status and wages for a period of thirteen (13) months from the date of my exit from the SCSEP.
- I understand that any information provided by my employer may be used solely for statistical purposes and may not be disclosed to anyone not connected to the SCSEP for individual purposes.
- I have read and understand the policies regarding termination and understand that I will be subject to all SCSEP rules and regulations.
- I have been informed that there is a 48-month lifetime durational limit to participation in SCSEP and I that I will engage in transitional planning prior to that time.
- I understand that I will be considered for continued and future assignment through Title V only if funds are available at the end of my temporary assignment. Should these funds not be available, I further understand that I will be referred to job service and/or other employment agencies for services and possible placement.
- I have been informed of my civil rights and I have read and agreed to follow the SCSEP Grievance Procedures. I understand my right to file a complaint, and the manner in which to file a complaint.

I understand that violation of any of the above may result in disciplinary action, including termination from the SCSEP.

Additions or exceptions to above:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## NATIONAL ABLE NETWORK, INC.

National Able Network is a nonprofit organization working to serve individuals, families, and communities by bringing together qualified job seekers and businesses. Since its founding in 1977 through a grant from The Chicago Community Trust, Able's experienced, multicultural professionals have provided training, personal skills, and job-search techniques that help people enter or re-enter the workforce as quickly and as easily as possible. Our mission is clear:

**Preparing Today's Communities to Meet Tomorrow's Challenges  
through Education, Employment, and Opportunity**

For more information, please visit our website:

**[www.nationalable.org](http://www.nationalable.org)** or call our toll-free number 855.994.8300.



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