

**Program Operations &
Requirements — A Focus on the
Participant**

**Tuesday, June 3, 2003
10:45am - 12:15pm**

Participant Wages & Fringe Benefits

- Hours of participation per year
 - 1300 hours maximum per year
- Starting date
 - include orientation and any training in preparation for community service assignment
- Rate of pay
 - no less than the highest of Federal, State or local, or prevailing wage
- Uniform treatment
 - unless approved in grant application [e.g. participant staff]

- Allowable and preferred fringe benefits:

- Physical exam

- not an eligibility criterion

- document refusals (signed waiver, etc.)

- Sick and annual leave — best if limited

- Holidays

- Social Security

- Workers' Comp.

- Retirement — prohibited, with exceptions

- Unemployment Insurance — no

- Other

- Participant Staff as a possible separate category

EXERCISE



Participant staff as a separate enrollment category

- Divide into 4 small groups

- Groups A & B

- Brainstorm the positive effects of treating participant staff as a separate category of participant
- Prepare a 3 minute presentation to open the debate

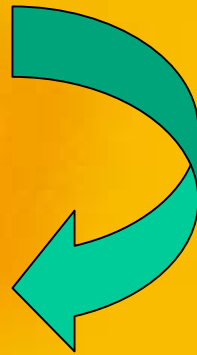
- Groups B & C

- Brainstorm the negative effects of treating participant staff as a separate category of participant
- Prepare a 3 minute presentation to open the debate

- Combine Groups A & B, and C & D
- Compare presentations, modifying as necessary to form one strong argument for presentation
- Be prepared for rebuttal and summary argument

Supportive Services

Purpose:



to assist participant in successfully participating in community service assignments and to help participant gain and keep a job

- Counseling
- Case management referrals
- Transportation — special provisions
- Room and board, if necessary, during training
- Periodic group meetings
- Incidentals, including but not limited to:
 - Work shoes
 - Badges
 - Uniforms
 - Safety glasses
 - Eyeglasses
 - Hand tools

EXERCISE



Focusing on program goals

- Divide into small groups
- Review the case study provided
- Brainstorm various responses to the demands on time and focus, considering priorities to the participant and project goals
- Prepare a brief presentation on how this project director should respond

Recertification

- Income of each participant must be recertified annually; no self recertification
- Pick a date for recertification and adhere to it so that the process becomes automatic
 - A project form should be used to recertify participants and income must be documented
 - Participants found ineligible for continued program enrollment due to income: immediate written notice of termination; termination 30 days after the notice
 - Grantee/subgrantee should assure that the participant is referred to other potential sources of assistance

Orientation

- Program staff responsible for providing full and complete orientation to each participant at the time of enrollment and, if possible, prior to the first day at the host agency
- Orientation must be documented
- Participant must be paid no less than the applicable minimum wage for the hours of orientation

Design orientation to provide information about SCSEP goals and policies and the policies of the sponsoring organization.

Items to include (not inclusive):

- Goals of the SCSEP
- Goals of the project and sponsor organization
- Available supportive services
- Allowable and unallowable political activities
- Community service assignment description

— Personnel policies and procedures

Hours of work

Training payment

Schedule/method of training
payment

Fringe benefits (if any)

Procedures for complaint
resolution

Procedures for reporting
assignment-related
accidents

Travel reimbursement, if
applicable

Participant meetings

Rotation policy

Available training

Assessment policies (IEPs)

Obligation to seek unsubsidized
employment, including
applying for jobs at the host
agency

Obligation to report any change
in income/family size that
may affect eligibility

Drug-free work place policy
1300 hour limitation

Maximum duration of enrollment,
if any

Reasons for termination
(including IEP related
terminations)

- Participants should be given a written copy of personnel policies and procedures
- Receipt of a copy of the policies should be documented by a statement signed by the participant and placed in the participant's personnel record
- Many projects use orientation to emphasize the importance of unsubsidized placement
 - written policies on participant responsibility for seeking unsubsidized employment
 - written statement signed by participant that s/he will comply with the requirement to seek employment outside the program

Reorientation should be provided as appropriate

- Serves as a reminder/reinforcement of information originally presented
- Opportunity to present new information
- Should reinforce importance of getting quality training in preparation for a good unsubsidized job
- May be provided in a group setting at participant meetings