

A FOCUS ON THE SCSEP PARTICIPANT

Recruitment, Eligibility,
Selection & Enrollment

Tuesday 9 – 10:30 am

RECRUITMENT - PURPOSE

Specific aims of recruitment and selection strategies are:

- Enrolling the greatest possible number of eligible persons
- Offering opportunities in accordance with Title V priorities for enrollment, and meeting Equitable Distribution goals.

Statutory Selection Priorities

- Eligible persons 60+ years old
- Eligible Veterans and Qualified Spouses (in accordance with the Veterans Employment Act)

These Statutory Priorities always apply. Within these priorities, other preferences for enrollment are given special consideration

Other Special Considerations are:

- Incomes below poverty level
- Poor employment prospects
- Greatest social or economic need
- Minorities
- Limited English speaking
- Indians

Priority Selection Exercise



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Selection Decisions based on Cases

- Table Exercise
- Groups read and discuss one case example
- Share their priorities for selection with the whole group
- Regroup answers

Recruitment Strategies

Three Methods of RECRUITMENT:

1. DIRECT – personal, face-to-face contact with potential participants
2. INDIRECT – use of media, promotional materials, PR
3. DELEGATED – sharing responsibility with other entities
(One-Stops, Participants, etc.)

Recruitment Must and May:

- Recruitment Must:
Involve One-Stops & Assure adequate numbers of individuals are enrolled.
- Recruitment May:
Include combinations of Direct, Indirect and Delegated Strategies
- Success depends on planning, coordination and consistency in reaching out to priority groups.

Recruitment Exercise



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Exercise: Planning Recruitment

- Brainstorm strategies for attracting new participants addressing current priorities for enrollment
- Share around tables
- Each table share either a strategy that works best or a new strategy they want to try.

Eligibility Determination

- Overview of Requirements
- Determining Eligibility

Eligibility Requirements Apply to All

Eligibility requirements apply to all applicants and participants, including those seeking:

1. Initial Enrollment
2. Re-enrollment
3. Or Recertification for Continued Enrollment

Three Eligibility Requirements

- Age

No less than 55 years of age

No upper age-limit may be applied

- Income

Family income may not exceed 125% of the Federal Poverty Level (FPL updated mid-Feb)

Eligibility Requirements

- Residence

At the time of initial enrollment, participants must reside in the State in which the project is authorized (homeless persons can qualify)

- No additional requirement or criteria may be applied unless it is required by Federal law

Recertification of Eligibility

- Recertification of enrollment is required at least once every 12 months after initial enrollment.
- There is no \$500 exclusion of income for participants already enrolled who are recertifying their eligibility to continue in SCSEP

Eligibility Documentation

- The income requirement is based on Total Family Income which must be documented.
- Each grantee must create a written or electronic format that covers all documentation requirements. The format (form) must address age, income and residency and contain space to enter information and attest to the documentation source of each.

Elements of Eligibility Determination

- Definition of a Family
- Methods of Computing Income
- Countable and Uncountable Income

Definition of A Family:

Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. a husband, wife and dependent children
2. a parent or guardian and dependent children
3. a husband and wife

Family Continued:

- Individuals living together are considered a family when they jointly file tax returns.
- Any person claimed as a dependent on another's tax return is part of a family

A Family of One:

- Is an individual at least 18 years old living in group quarters who,
 - Receives less than 50 % of her/his support from the family, and
 - Who is not the principal wage earner or the spouse of the principal wage earner.
- An individual with a disability, for income eligibility purposes, may be considered a family of one.

Two Methods of Computing Annual Income:

- 12 month option: Compute the actual countable income for the 12 months preceding the month of eligibility determination, or
- 6 month option: Compute the actual countable income for the 6 months preceding the month of eligibility determination and multiply by 2.
- Use whichever method is more beneficial to the applicant.

Income to be Counted

- Income refers to the total family cash receipts before taxes.
- Countable Income Includes:
 - Wages or Salary
 - Self-employment Income
 - Other income

Other Income to be Counted

- Income from gross Social Security benefits (count 75% only)
- Pensions
- Net rent
- Dividends and/or Interest in excess of \$3,000
- Periodic income (from alimony, insurance annuities and estates regular support from an absent family member or other individual)
- Winnings from lotteries, games of chance
- Certain SCSEP Wages (If another family member is enrolled in SCSEP, count the other person's SCSEP income).

Not Counted in Family Income:

- Non-cash income
- Public Assistance payments
- Certain Cash Payments (income from grants to states for Old Age Assistance, Needy families with children, Disability Insurance Benefits)
- Payments for Black Lung Disease
- Employment and Training Payments
(Continued next slide)
 - Refer to OWB 95-5 for a complete listing

Also Not Counted in Family Income:

- Capital gains and assets drawn down, including IRA's
- Unemployment and TAA payments
- One-time Unearned Income (see complete list OWB 95-5)
- Child Support
- Payments to Veterans
- Certain payments to Indians
- Payments to WWII Internees
- Lump sum inheritances and one-time sale of personal property

Eligibility Exercise



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Table Exercise

- Hand out cases for discussion
- Each table read and discuss 2 -3 eligibility determination cases
- Share answers and reasons given with whole group (time permitting)
- Hand out correct answers after discussion.

Enrollment

- The date of enrollment is the first day of paid participation in SCSEP.
- The starting date could relate to hours paid for:
 - Orientation
 - Pre-Assignment Training
 - a Host Agency Community Service Assignment

Employment Eligibility Form (I-9)

- U. S. Citizenship is not a requirement for enrollment, however, an Employment Eligibility Verification Form (I-9) is required by law.
- It documents U. S. Citizenship or Approval to Work in the United States.

Nepotism

- No grantee or subgrantee may hire and no host agency may be a work site for a person who works in an administrative capacity, staff position, or community service position funded under SCSEP if a member of that person's family is engaged in a decision-making capacity (whether compensated or not) for that project, subproject, grantee, subgrantee or host agency.
- This may be waived at work sites on Native American reservations and rural areas with justification that no other persons are eligible for participation.

Maximum Duration of Enrollment

- SCSEP grantees have the option of establishing a maximum duration of enrollment under certain conditions:
- The policy must be in the grant application or in a modification and must be approved by DOL
- It must be applied equally and uniformly with no exceptions
- The time limitation must be a reasonable one
- Participants' IEPs must provide for transition to unsubsidized placement or other assistance before expiration
- Affected participants must be informed in writing no less than 12 months prior to termination.

Maximum Duration Considerations

- Some things to consider before establishing a duration policy:
- Participant job developers and office assistants who have been trained to help with unsubsidized placements must conform to the time limits
- Some participants need more time than others to prepare themselves for economic self-sufficiency
- Does this policy benefit the participants?

Ready for a Break?

- 15 Minute Break



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