



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
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Nashville, TN 37243-1002
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February 24, 2012

Senior Community Service Employment Program Memorandum 12-03

Topic: Senior Community Service Employment Program (SCSEP) Wage Policy

Subject: Standardization of Participants' wages

Purpose: To inform sub-grantees and SCSEP Participants of the state of Tennessee Senior Community Service Employment Program wage policy

Background: SCSEP law and regulations require that participants be paid at least the highest applicable minimum wage (state or federal) and receive fringe benefits required by law such as Social Security and Workers Compensation.

Sec. 641.535(a)(8)(9) of the Senior Community Service Employment Program, May 10, 2004

Sec. 641.565(a)(b)

Sec. 641.565(b)(2)(3)

http://www.doleta.gov/Seniors/other_docs/etaOAre.pdf

OAA Sec. 502(c)(6)(A)(i)

http://www.doleta.gov/Seniors/other_docs/PublicLaw109-365.pdf

SCSEP Community Service Assignment Form Guide Rev. 5 (08/23/07) Topic 24

http://charteroakgroup.com/resources/documents/DataCollectionHandbook_Rev.5_8.23.07.pdf

Policy and Procedures:

SCSEP is a work-training program. Therefore, wages are fixed at the Federal or state minimum wage level: whichever is higher. Effective immediately, all participants' wages should reflect both Tennessee and Federal minimal wage of \$7.25/hr. This amount is not subject to change based on individual performance.

Tennessee Department of Labor and Workforce Development is promoting economic self-sufficiency for older individuals. Through standardization of the participant wages, we can reach our goal of providing community service employment training to as many seniors in the SCSEP program.

Benefits:

Program providers must ensure that participants receive all allowable fringe benefits required by SCSEP regulations. Benefits includes: Workers Compensation, Unemployment Insurance where required, physical examinations, employer designated Federal holidays, necessary sick leave (not part of an accumulated sick leave program), and other benefits permitted by the applicable Federal cost principles found in OMB Circulars A-87 and A-122.

Fringe benefits must be provided to all participants uniformly. No grant funds may be used to pay pension benefits, annual leave, accumulated sick leave or bonuses.

Grant funds may not be used to provide contributions to a retirement plan or system for participants. Providers must follow-up on any report of an unsafe or unhealthy working condition at the worksite. Program providers are to ensure that all SCSEP activities conform to the regulations and to any subsequent Federal or state issued bulletin or policy.

Contact: If you have any questions regarding this policy, please contact Simi Atolagbe, Grants Program Manager, at 615-253-5869

Effective Date: Immediately

Expiration Date: Indefinite



Susie Bourque, Assistant Administrator, Division of Workforce Development

SB:SMA