

Title V: Senior Community Service Employment Program

Name of Participant: _____

1. I understand that SCSEP is not permanent employment, but a subsidized work experience and training program. I understand I am a participant in SCSEP. I am not employed or working, but rather learning new skills at a Host Agency by performing work tasks. I understand that because I am enrolled in a training program, I am not eligible for unemployment benefits once I exit from SCSEP.
2. I agree to cooperate 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).
3. I agree to perform the activities listed on the Training Assignment Description to the best of my ability. I will inform SCSEP staff if am required to perform duties not in my Training Assignment Description.
4. I agree to attend all training, classes and other activities as required by SCSEP or by my training site. I understand that, if I am unable to attend any training or other activities, I will notify SCSEP staff in advance.
5. I agree to accept periodic transfers to new training sites so that I get additional experience and develop marketable skills.
6. I understand that my enrollment in SCSEP and the number of hours I can train depends on the availability of funds. I understand that my hours could be reduced, or my position eliminated, due to lack of funds. I understand that enrollment is not guaranteed beyond the end of this grant period or the end of my IEP, whichever is sooner.
7. I understand that I may participate in SCSEP for a maximum aggregate duration of 48 months.
8. I agree to complete and submit any reports and evaluations, which may be requested by SCSEP in a timely manner.
9. I agree to seek unsubsidized employment. I agree to register on _____ and use this web page to search for jobs at least twice a month. I agree to go on all appropriate job interviews to which I am referred, or instructed to arrange, and I will report any job seeking activities to SCSEP as requested. When I am Job Ready, I agree to submit a job search log each month at the monthly Training & Employment meeting.
10. I understand that I cannot be employed in any way while I am participating in this training program. This includes but is not limited to full time employment, part time employment, self-employment and any job that provides regular income, such as baby sitting, playing the church organ once a week, mowing lawns, etc.
11. I understand that volunteering extra time at my training site without pay is prohibited and in violation of the U.S. Fair Labor Standards Act.
12. I have received a copy of the Orientation Handbook and have had the opportunity to review the handbook and ask questions.
13. I understand that I will be subject to all SCSEP rules and regulations, including the grievance procedures. I understand that violation of any of the above may result in disciplinary action:
 - a. First time: Verbal Warning and a Case Note in my file
 - b. Second time: Written Warning and a Case Note in my file
 - c. Third time: A Corrective Action
 - d. Fourth time: Possible Termination from the programSerious violations could result in immediate termination from the program.

14. I understand that I have benefits as a result of participating in SCSEP Training:
- a. I am covered by Worker's Compensation while training at my training site
 - b. I can receive \$40 toward the cost of a Physical Exam each year
15. I understand that I cannot drive as part of my training activities.
16. I hereby certify that the information I have provided during the application process is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.

Participant Signature

Date

RC / CMPA Signature

Date

SCSEP - MWRC: _____