

Title V Senior Community Service Employment Program (SCSEP) **A Quick Guide for Host Agencies**

Preston County Senior Citizens, Inc. coordinates this program in Boone, Clay, Doddridge, Harrison, Kanawha, Monongalia, Preston, Putnam, Raleigh, Taylor and Wyoming Counties. This program provides job-training opportunities and is not permanent employment.

Kingwood Office (304) 329-0464
Charleston Office (304) 919-5144
or toll-free (800) 661-7556

ELIGIBILITY

- Age 55 and older
- Be unemployed
- Citizen of the U.S.A.
- Income at 125% Federal Poverty Level

Everything has to be documented: age, income, household size, residence, disability, etc.

WORK-TRAINING POSITIONS

- Clerical/Reception/Switchboard
- Custodial/Building Maintenance
- Food Service
- Laborer
- Fitness Aide
- Home Care Services
- Human Services Aide
- Office Management
- Van Driver
- Other positions can be developed by the Host Agency to accommodate training needs.

BENEFIT

- Participants train 15-20 hours per week and are reimbursed the minimum wage hourly rate.

- Participants train in a private, non-profit agency referred to as the Host Agency.
- Federal holidays are recognized, however there is no other paid time off. Since it is classified as job-training, it is not covered by Unemployment Benefits.

APPLICATION & ENROLLMENT

- Interested persons are mailed an application packet.
- Upon receipt of the completed application, a background check is conducted.
- The applicant is scheduled to interview with a Host Agency.
- When a Host affirms they can accommodate the job-training needs of the applicant, an enrollment appointment is set with the SCSEP job developer.
- Enrollment finalizes paperwork requirements, orientation to the SCSEP requirements and the Host Agency. Enrollment takes about 2 hours.
- Enrollees are expected to continue applications for suitable employment.
- Most enrollees gain unsubsidized employment beyond the SCSEP.