

June 1, 2023

Dear Host Agency Supervisor,

Effective July 1, 2023 your partnership with the Indiana Department of Workforce Development (IDWD) Senior Community Service Employment Program (SCSEP) previously administered by National Able Network (Able) will transition to Vantage Aging (Vantage). Vantage has administered the SCSEP Program in Ohio for over 40 years and is excited to expand its services to Indiana. Vantage and Able will work closely during the next few weeks to ensure that the transition proceeds smoothly.

In order to allow your SCSEP participant to continue training at your agency the following things must occur.

1. The attached Training Site Paperwork must be completed by 7/1/23 and returned by either fax to 330-762-8644 or by scanning and emailing to scsep@vantageaging.org.
2. Someone from your Agency, preferably the individual who supervises the SCSEP Participant(s) must attend one the Mandatory Host Agency Transition Zoom Meetings below:

Monday June 19th 2pm EST (1pm CST) or Tuesday June 20th @10am EST (9am CST)

Either meeting can be reached by the following link

<https://us02web.zoom.us/j/7896702851?pwd=aWtvMmZkTHpEa3JUeE4xZFdVaVJUz09>

or by calling 1-312-626-6799 and entering the following Meeting ID and Passcode:

Meeting ID: 789 670 2851 Passcode: 898707

Mandatory Participant Transition Zoom meetings have also been scheduled for the following days: Tuesday, June 20th at 2pm EST (1pm CST) or Wednesday, June 21, 2023 at 10am EST (9am CST). The access information for these meetings is the same as above. We appreciate your help in ensuring your participants attend one of these meetings.

Participant have also been asked to complete a participant Payroll Packet, which is available at www.vantageaging.org/Indiana. We would appreciate your assistance in returning it to Vantage either by fax to 330-762-8644 or by scanning and emailing to scsep@vantageaging.org.

Participants will remain at their current training assignment during the transition. However, it is important to note that Able and Vantage have different pay schedules which will affect when hours are submitted and when participants get paid.

- Hours worked prior to June 30 - Submitted to Able – 1 week pay from Able on July 14th.
- Hours worked July 1- July 7. submitted to Vantage - 1 week pay from Vantage on July 21st.
- Hours worked July 8-July 21 - submitted to Vantage - 2 week's pay from Vantage on Aug. 4th.

Timesheets, the payroll schedule, SCSEP Handbook and all related forms can be found online at www.vantageaging.org/Indiana

Thank you for your understanding and patience during this transition. If you have questions or concerns please feel free to call Vantage at 800-554-5335 ext. 136.

Sincerely,

Tammy Bigler
Director of Workforce Development Operations, Vantage Aging