

101.00 Individual Employment Plan Termination Policy

POLICY: In accordance with guidance from the United States Department of Labor regarding federal regulations for the Senior Community Service Employment Program (SCSEP), the Ohio Department of Aging is implementing a termination policy related the Individual Employment Plan (IEP).

Procedure A: Termination of SCSEP Program Participants

1. If an enrollee refuses to accept *three* referrals or job offers to unsubsidized employment consistent with his/her IEP and there are no extenuating circumstances, the enrollee may be terminated from the program.
2. Notification of termination with reason stated will be executed in writing and sent to the participant via mail. A copy will be retained in the participant's file.

Procedure B: Termination Process

1. Should a participant refuse to accept any of the following referrals then the participant shall be given a **Corrective Action Warning Notice**:
 - a. Referrals to job interviews at an employer's place of business or unsubsidized job offers consistent with their IEP.
 - b. Referrals for job training opportunities within the local community.
 - c. Referrals to initial or alternative community service assignments.
 - d. Referrals to register for work at the local job service office.
 - e. Referrals for supportive services which impact on the ability of the individual to fully participate in the community services or job training assignments.
 - f. Referrals to other employment related activities such as job clubs and job fairs.
2. In addition, should a participant engage in any of the following behaviors to disrupt their chances of attracting unsubsidized job offer they shall receive a **Corrective Action Warning Notice**:
 - a. Deliberate actions to undermine the job interview.
 - b. Obstructive behavior such as providing false information.
 - c. Lack of cooperation by the participant.
3. Three corrective action warning notices will result in termination from the SCSEP.

Procedure C: Appeal Process

1. Refer to Policy 102.00 Grievance Policy.