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.

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.

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.