



Senior Community Service Employment Program (SCSEP) — Guidance for COVID-19

In light of rapidly evolving circumstances and actions taken to mitigate the spread of the COVID-19 virus, the PA Department of Aging (PDA) has received questions from Senior Community Service Employment Program (SCSEP) sub-grantees regarding paying participants whose host agency assignments or paid training activities are impacted by COVID-19. PDA is providing the following temporary guidance for the duration of the emergency:

SCSEP Temporary Sick Leave Policy

To protect SCSEP participants, PDA has implemented a temporary change to Aging Program Directive (APD) 11-05-04 "Senior Community Service Employment Program Policies Governing Federal Holidays, Necessary Sick Leave, Leave of Absence, Terminations and Grievances." This temporary policy shall be applied equitably and is available to all SCSEP participants affected by the COVID-19 emergency.

Current sick leave policy allows participants who miss training days at their host agencies due to an illness that is documented by their physician to make up those missed hours by the end of the next pay period after the absence occurred. SCSEP funds currently cannot be paid to participants for hours missed due to illness.

Effective immediately, active SCSEP participants who meet any of the criteria below are eligible to take up to 80 hours of sick leave, paid at their current hourly stipend rate for no more than 20 hours a week. The 80 hours is the equivalent of four weeks or two pay periods of SCSEP training.

In order to qualify for paid sick leave, the SCSEP participant is to meet at least one of the following criteria:

1. Doctor's certification that an individual has the COVID-19 virus;
2. Documented requirement to quarantine – a doctor's certification for that individual;
or
3. Host agency closure with no appropriate reassignment available that meets Individual Employment Plan (IEP) criteria.

Questions are to be directed to David Miles at (717) 783-0178 or davimiles@pa.gov.

Where can I find more information about COVID-19?

The Pennsylvania Department of Health has a dedicated page for COVID-19 that provides regular updates. Click [here](#) for the most up to date information regarding COVID-19. Additional information is also available on the [CDC](#) website and through [CMS](#).