

Introduction to GPMS Data Collection Handbook
Module I, Case Creation
Version 1.1

The GPMS Data Collection Handbook is designed to assist grantees and sub-grantees with the transition from SPARQ to the GPMS. This first module is focused on the first main menu item in the GPMS, Case Creation, and includes all the tabs in that menu item as listed in the heading on each page of the module. For ease of reference, the Handbook contains screen shots, with added sequential numbering of each field in each screen shot.

The first version of Module I, like the GPMS itself, was very much a work in progress. Although the screen shots and data elements reflected the version of the GPMS production environment as the module was being drafted and reviewed, changes to the GPMS screens are occurring regularly, and Version 1.0 did not match the GPMS screens exactly in many instances. The Handbook incorporates changes to the GPMS that have been designed and scheduled for production, and new versions of each module will be issued after new screen shots become available. Version 1.1 is the first updating of Module I.

The Handbook text provides descriptions of the data elements, explanations of how best to capture and record the required information, and, where relevant, discussions of how the data elements relate to the SCSEP performance measures. Some of the descriptions and explanations contain additional comments. These comments do not always pertain directly to completing the data field but will give the user a fuller understanding of the data element. Therefore, all grantees and sub-grantees, including those that are initially collecting the required data in their own data collection systems, will need to be familiar with and follow the information in this Handbook.

There are “Topics” in an appendix to each module of the Handbook. These topics provide more extended discussion of important issues for the data collection and reporting system. Topics generally address broad concepts, such as: what “exit” means, when follow-ups must be completed, and what services may be provided before assigning an applicant to community service. The topics are organized by the headings and sub-headings of the GPMS screen shots and have brief descriptive titles. Discussions of data elements and topics that were in the last revision of the SPARQ Data Collection Handbook and are relevant to the GPMS have been edited and retained in the GPMS Handbook.

In addition, the Handbook references some of the edits and validations in the GPMS that control how, when, and in what form data must be entered. For complete information on the technical requirements for the data system, users should see the GPMS Users’ Guide and other relevant information on the Older Worker Community of Practice (COP) <https://olderworkers.workforcegps.org/GPMS>. As they become available, PDF versions of each module of the GPMS Data Collection Handbook is available at the COP.

The Handbook has a version number and a date on the bottom of each page. The hard copy version of the Handbook that users may have been given may not contain the most up-to-date version of the modules. However, the version on the COP will always be the most recent, and users are encouraged to check that site regularly. Additions and clarifications to the Handbook may also be posted on the COP as they occur. In addition to the Table of Contents, the PDF version of the Handbook and the Appendices has a search function that allows users to search for key words. The search function will bring you to each instance of the search terms in the Handbook. This is probably the easiest and quickest way to find topics in an appendix.

In Version 1.1 of the Module I, revisions made to both screen shots and the field names are noted in the text. In addition, revisions have been made to the instructions for the following fields:

- Section II, Eligibility
 - field 9.3, *Total Includable Family Income/12 or 6 months*

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- Section III, Characteristics
 - fields 14.11, *Low Literacy Skills*
 - field 14.13, *Limited English Proficiency*
 - field 15, *Waiver Factors*
- Section IV, Other Enrollment Information
 - 20.1, *Pre-assessment Date*
 - 20.2, *Program Overview Date*
- Section V, Recertification
 - 21, *Recertification*
 - 21.4, *Total Includable Family Income/12 or 6 months*
 - 22-22.2, *System Eligibility Determination and Reasons for Eligibility*

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I. INTAKE

I. INTAKE

The screenshot displays the 'I. INTAKE' section of the GPMS Data Collection form. It is divided into two main parts: '1 Participant Search' and '2 Enter New Participant Details'. Under '1 Participant Search', there are two fields: '1.1 Social Security Number *' with the value '012453698' and a magnifying glass icon, and '1.2 Confirm Social Security Number *' with a 'Confirm SSN' button. Under '2 Enter New Participant Details', there are four fields: '2.1 First Name *', '2.2 Middle Initial', '2.3 Last Name *', and '2.4 Date of Birth *'. The 'Date of Birth *' field includes a text input with the placeholder 'mm/dd/yyyy' and a calendar icon.

1. *Participant Search.* Before entering a new case, you must first search for the applicant's Social Security Number. If the participant does not exist in the database, you may create a new case. If the applicant was previously enrolled with any grantee and has not exceeded the durational limit, do not create a new case. Instead, you may re-enroll the applicant. If the applicant does not have a Social Security Number, contact SCSEP Help (<https://scsephelp.zendesk.com>).

2.1. - 2.3. *First Name, Middle Initial, Last Name.* Wherever feasible, enter the applicant's legal first and last names, but bear in mind that what you enter here will be used for the participant customer satisfaction survey and other important information sent to participants. Therefore, you may need to enter the name as you want it to appear on a mailing envelope. If the applicant does not have a first or last name, contact SCSEP Help for assistance (<https://scsephelp.zendesk.com>). Middle initial is not a required field.

2.4. *Date of Birth.* Enter the applicant's date of birth in the required format. If the date entered renders the applicant younger than 55 at the time of eligibility determination, the pop-up will warn the user that the entry will render the applicant ineligible. If the user nonetheless proceeds with the date of birth entered, the entry will be permitted, and the system will indicate at the eligibility determination that the applicant is ineligible due to age.

- Documentation is required; this data element is subject to data validation.

NOTE 1. An asterisk (*) identifies a required field. Asterisks are dynamic based on the stage of the case you are entering. During intake, you will not be able to save the page without entering valid values for any field on the screen with an asterisk. After the applicant has been determined eligible, you will not be able to assign the applicant to a host agency until any remaining fields with an asterisk have been populated.

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3 **▼ Case Details**

3.1 **Grantee ***
--Select a Grantee--

3.2 **Sub-Grantee ***
--Select a Sub-Grantee--

3.3 **Grant ***
--- Select a Grant ---

3.4 **Case Manager ***
-- Select a Case Manager --

3.5 **Application Date ***
mm/dd/yyyy

3.1. *Grantee*. Select from the dropdown menu the appropriate grantee for this case.

3.2. *Sub-Grantee*. If you are an authorized user for more than one sub-grantee, select from the dropdown menu the appropriate sub-grantee for this case. If you are only authorized for one sub-grantee, this field will be auto-populated.

3.3. *Grant*. If you are authorized to enter data under more than one grant, select the appropriate grant from the dropdown menu. If you are only authorized under one grant, this field will be auto-populated.

3.4. *Case Manager*. This field is auto-populated with the name of the case manager assigned to the case by the supervisor.

3.5. *Application Date*. Enter the first date on which you started the application process for this applicant. Do not enter the date on which you are entering the information into the GPMS unless that is the date on which you are also beginning the application process. The process may have begun by phone.

4 **▼ Participant Information**

4.1 **Social Security Number**
XXX-XX-XXXX

4.2 **First Name ***
Alice

4.3 **Middle Initial**
B

4.4 **Last Name ***
Cajigas

4.5 **Date of Birth**
04/29/1959

4.6 **Adequate Connectivity**
☐ Yes
☐ No

4.7 **Primary Phone**
 ☐ Cell?

4.8 **Alternate Phone**
 ☐ Cell?

4.9 **Email**
yourname@domain.com

4.10 **Employment Status ***
--Select Employment Status--
Employed
Employed, but Received Notice of Termination of Employment or Military Separation is pending
Unemployed

Adequate Device
☐ Yes
☐ No

4.1-4.4. These fields are auto-populated.

4.5. *Date of Birth*. The field is auto-populated, but it is editable.

4.6 *Participant's Internet Connectivity*. Currently, these fields are auto-populated from the Participant Required Actions (PRA) screen; in a subsequent release, these fields will be required prior to assignment and will initially auto-populate

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the same fields on the PRA screen. Thereafter, they must be updated on the PRA screens each time a reassessment is done.

- Adequate connectivity: Does the participant have access to the internet at their home sufficient to allow the participant to engage in remote training or a remote assignment.
- Adequate device: Does the participant have access to a computer, tablet, or other electronic device at their home sufficient to allow the participant to engage in remote training or a remote assignment.

4.7-4.8. Enter the applicant's primary and alternate phone numbers; indicate if either of these is a cell phone number. Alternate phone numbers are not required; however, it is critically important that you obtain a phone number of a relative, friend, or other person who can deliver a message to the applicant.

4.9. *Email.* This field is not required because some applicants will not have an email address. For such applicants, you should offer to help them create a Gmail or other free email account. If an applicant without an email address becomes enrolled, you should make every effort to have the participant create an email account.

4.10. *Employment Status.*

- Select "Employed" if the participant was employed at the time of participation. A participant must be unemployed at the time of enrollment and must remain unemployed while enrolled. The no-employment rule does not apply to casual, non-recurring labor; however, regularly working part-time, no matter how little, is not permitted.
- Select the second dropdown value if the participant is a person who, although employed, has received notice of termination of employment or separation from the military.
- Select "Unemployed" if the individual does not meet the definitions listed above, i.e., was not employed on the date of participation.
- Since SCSEP participants are required to be unemployed at the point of enrollment, only those for whom you have recorded "Unemployed" are eligible to become participants. The point of determination is the date of assignment to community service, so a participant who is employed at the time of application may become unemployed at the time of eligibility determination and first assignment.

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5 ▼ Mailing Address

5.1 Address Line 1 *

5.2 Address Line 2

5.3 City* **5.4** State* **5.5** Zip* **5.6** Zip+4

5.7 County of Residence*

--- Select a State ---

Alabama

Alaska

American Samoa

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

6 ▼ Residence State

State

Search

--- Select a State ---

Alabama

Alaska

American Samoa

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

District of Columbia

Florida

5. Mailing Address.

- If the applicant does not have a residence, try to obtain an address at which the applicant can receive mail. The mailing address fields will be used to mail letters and the customer satisfaction survey.
- Be sure to enter the complete address exactly as you want it to appear on an envelope. "County" will not be used for mailing. If you know the last address you have for a participant is wrong and you are unable to obtain the correct address, replace the street number and street name with an asterisk. Leave the last known data in the other address fields. This will prevent surveys being mailed to the participant.
- For homeless applicants, you should try to obtain the mailing address of a friend, family member, or social service agency at which they can receive mail.

5.1. Address Line 1. This field is required. It is the street address, rural route number, or post office box number at which the participant receives mail. If this field is not properly populated, a participant will not receive the participant survey and other important mail.

5.2. Address Line 2. This field is optional. You may enter here any additional information that you do not want to appear on Address Line 1, but only if you are sure that Address Line 1 contains accurate and correctly formatted street name and number or equivalent mailing information.

5.3-5.6. The city, state, and Zip code are required. Zip+4 is optional.

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5.7. *County of Residence*. This field is required, and you must select from the counties in the dropdown. Unless field 6 is populated, the values in the dropdown are determined by the state mailing address selected in field 5.4.

- County of residence is the county in which the applicant is residing at the time of application. It does not mean the applicant's permanent legal residence or domicile.
- Grantees may only enroll applicants who reside in a county in which the grantee has authorized positions. The participant does not need to reside in the county in which the sub-grantee or the host agency is located.
- For territories and the District of Columbia, which do not have counties, the dropdown uses the name of the territory or the District. For Alaska, the list uses boroughs and census areas.
- Applicants must reside in the state in which they apply unless the grantee has an approved cross-border agreement with another grantee.
- County of residence is used for planning, equitable distribution, and persistent unemployment (field 13.2). It is not used for mailing.

6. *Residence state (Revised field name, Version 1.1)*. If the state of residence is different from the state of the applicant's mailing address, select the state of residence from the dropdown in this field. Doing so will override field 5.4 and generate the relevant counties in the dropdown in field 5.7.

7 Secondary Contact Information

☒ Check If Available

<p>7.1 Contact Name</p> <input style="width: 90%;" type="text"/>	<p>7.7 Relationship to Participant</p> <input style="width: 90%;" type="text"/>
<p>7.2 Address Line 1</p> <input style="width: 90%;" type="text"/>	<p>7.8 Primary Phone</p> <input style="width: 90%;" type="text"/>
<p>7.3 Address Line 2</p> <input style="width: 90%;" type="text"/>	<p>7.8 Alternate Phone</p> <input style="width: 90%;" type="text"/>
<p>7.4 City</p> <input style="width: 90%;" type="text"/>	<p>7.10 Email</p> <input style="width: 90%;" type="text" value="yourname@domain.com"/>
<p>7.5 State</p> <div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">--- Select a State ---</div><div style="padding: 2px;">Alabama</div><div style="padding: 2px;">Alaska</div><div style="padding: 2px;">American Samoa</div><div style="padding: 2px;">Arizona</div><div style="padding: 2px;">Arkansas</div><div style="padding: 2px;">California</div><div style="padding: 2px;">Colorado</div><div style="padding: 2px;">Connecticut</div><div style="padding: 2px;">Delaware</div><div style="padding: 2px;">District of Columbia</div></div>	<p>7.6 Zip</p> <input style="width: 90%;" type="text"/>

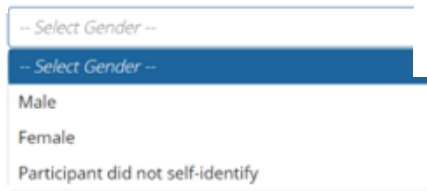
7. *Secondary Contact Information*. These fields are optional; however, grantees are strongly urged to populate these fields whenever possible in order to have an alternate way to contact participants.

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8 **▼ Participant Demographics**

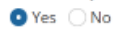
8.1 Gender *



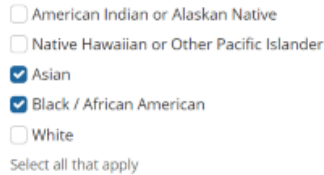
8.2 Ethnicity Hispanic / Latino? *



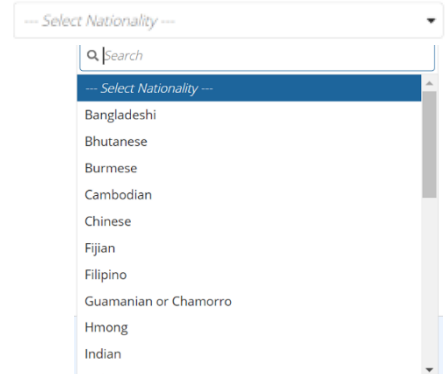
8.3 Did Participant Identify Race? *



8.4 Race *



8.5 Nationality



8. Participant Demographics.

- You must attempt to collect Equal Opportunity (EO) information – gender, ethnicity, race, and disability – from all applicants. (Information on disability is entered on fields 14.4-14.6. Before doing so, however, you must make the following disclosures:
 - The disclosure of the information is voluntary.
 - The refusal to provide it will have no effect on any decision to provide services except where disability may be used to establish eligibility or priority of service.
 - The information will be kept confidential as required by law.
 - The information will be used only in accordance with the law.
 - The information will be used for statistical purposes, and disability status will be used to determine priority of service (and eligibility if the applicant is claiming status as family of one).
- EO information must be requested from all applicants regardless of their eligibility.
- All applicants should also be informed that if they have a physical or mental impairment, they may request reasonable accommodation for the application process. If any of the host agencies to which applicants might be assigned has an affirmative action program for persons with disabilities, or a similar program designed to benefit persons with disabilities, applicants should also be informed that if they have one or more disabilities and are interested in benefiting from such programs, they should notify the staff.
- Staff should inform all participants that, if they have a disability, require a reasonable accommodation, and would like information about when and to whom they should disclose their need for such an accommodation, they should notify program staff.

8.1. Gender. Gender, like all other EO information, is voluntary and is self-reported.

8.2. Ethnicity. Select “Yes” if the individual is a person of Cuban, Mexican, Puerto Rican, South- or Central-American, or other Spanish culture in origin, regardless of race. Ethnicity and race are distinct. The question about ethnicity must be asked before the question on race; individuals may be Hispanic (or not) and may also identify as any race or combination of races.

8.3. Did Participant Identify Race. This field is required. If you select “Yes,” indicate race(s) identified in field 8.4.

8.4. Race. If you answered “yes” to field 8.3, this field is required. You must ask applicants about their race regardless of their response to the question about ethnicity.

- Check the appropriate box(es). More than one box may be checked for a single applicant:
 - *American Indian/Alaskan Native*

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A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

- *Asian*

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- *Black/African American*

A person having origins in any of the black racial groups of Africa.

- *Native Hawaiian/Pacific Islander*

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- *White*

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

8.5. *Nationality*. If you identified the applicant as Native Hawaiian or Other Pacific Islander and/or Asian, field 8.5 is displayed. The field is required for both NAPCA grantees but is optional for all other grantees. Select the appropriate nationality from the dropdown. For IID and NICOA, if American Indian/Alaskan Native is selected, you must indicate reservation and tribal affiliation; the value for these will appear in separate dropdowns. These fields are not available to any other grantees.

II. ELIGIBILITY

II. ELIGIBILITY (*Revised, Version 1.1*)

9 Eligibility

9.1 Number in Family

1

Enter the total members in family including the participant

9.5 Preliminary Eligibility Date

mm/dd/yyyy

This preliminary eligibility determination will only become final when approved by a supervisor or above.

9.2 Total Includable Family Income

☐ 12 month

☒ 6 month

9.3 Total includable family income during 6 months prior to application (annualized)

9.6 Is Family Income at or below 125% poverty level?

☐ Family Income is at or below 125% Poverty Level

☐ Family Income is not at or below 125% Poverty Level

9.4 125% of poverty level threshold \$18,225.00

9. *Eligibility*. TEGL 12-06 has governed income eligibility, including family size, since 1/1/07.

9.1. *Number in Family*. Enter the number of individuals in the applicant's family.

- A "family" is defined in TEGL 12-06 as husband, wife, and dependent children; parent or guardian and dependent children; or husband and wife. See the appendix for an explanation of dependent children. Under the Supreme Court's 2015 ruling in [Obergefell v. Hodges](#), the TEGL must be read to include same-sex spouses regardless of the state in which the marriage took place. Except in the eight states that recognize common law marriages, you do not treat a live-in partner as a spouse.
- A pre-nuptial agreement that provides that each spouse's income, assets, and property remain separate and may not be counted as being available to the other spouse has no bearing on the definition of family for purposes of SCSEP eligibility.
- If the applicant is claimed as a dependent on someone else's tax return, you must use the broader Current Population Survey (CPS) definition of family. See Attachment II of the TEGL and the appendix. In addition, consistent with 20 CFR 641.500, an applicant with a disability may, at the option of the applicant, be treated as a family of one for income eligibility determination purposes. See field 14.4, 14.5, and the appendix. (Also see the appendix for important information about disability and medical records.)
- Count only current family members living together. Do not count deceased spouses or separated spouses who are living separately. DOL has recognized an exception for spouses who are not separated but maintain two households. However, if the spouse is institutionalized and is not expected to return to the household, you treat the applicant as a family of one. If the institutionalization is temporary, you treat the applicant as a family of two.
- Do not use this field for recording family size at recertification. All recertification data are entered in fields 21.1-23.2. Field 9.1 will always reflect the family size at the time of initial enrollment. Do not overwrite this field.
- Data validation is required for this element.

9.2. *Total Includable Family Income*. Indicate whether you are basing includable family income on the last 12 months or the last 6 months.

- Under the eligibility TEGL, you use the 12-month period prior to application or the 6-month period annualized, whichever is more favorable to the applicant.
- Do not use this field for recording income at recertification. All recertification data are entered in fields 21.2-23.2. Field 9.1 will always reflect the income at the time of initial enrollment. Do not write over this field.

9.3. *Total Includable Family Income/12 or 6 months (Revised, Version 1.1)*. This field is dynamic based on the value entered in field 9.3.

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- *(Revised, Version 1.1)* If you enter the 6-month income, you must annualize it by multiplying the 6-month income by two. The system will use this annualized 6-month income when computing whether the income is below 125% of the Federal Poverty Level for the applicant's family size.
- Family income is used to establish eligibility. It includes the income of current family members counted in field 9.1, above. There is no required form for this element; sub-grantees may use any income worksheet they wish for calculating income. Although not part of the GPMS database, the worksheet must be retained in the file for all applicants. You must also retain documentation of all includable income sources.
- All earnings from employment, both casual employment and regular, consistent employment, are counted unless excluded by TEGL 12-06.
- The procedure for validating income is set out in the eligibility TEGL and the Data Validation Handbook. There are no exceptions. You must calculate the family income for the 12-month period prior to application or the 6-month period. If the applicant is ineligible because the income in both lookback periods is not truly typical, the applicant will have to wait until the atypical income drops out of the look-back period and reapply at that time.
- Data validation is required for this element. Documentation must establish which lookback period was used, that all appropriate income was included, that the calculations are correct, and that the participant's income was less than 125% of FPL.
- The DV Handbook states that tax returns are rarely sufficient documentation by themselves because they do not correspond to the precise time covered by the lookback period. They can be used in combination with documentation of the precise dates of employment to determine the amount of earnings during the relevant look-back period.
- Validators are required to validate that total includable family income was correctly calculated in accordance with TEGL 12-06, including verification of whether the 6-month annualized or 12-month amount was used.
- No documentation of the amount of excludable income is required, but the file must list all sources of income considered and indicate whether they are included in the income calculation. For example, if SSDI or SSI is indicated as an income source, you do not need to document the amount of the disability payment; you just need to record that it was identified as a source of income but was not included in the calculation. If it was not identified at all or if it was improperly included in the income calculation, the item should fail DV.
- An attestation is always required. If the applicant is claiming no income, the attestation must explain how the applicant supports himself or herself. If the applicant reports some income, he or she must attest that all income has been disclosed and that no other sources of income exist. See the forms for attestation in the Appendix to the DV Handbook.

9.3. *Application Start Date.* Enter the date on which the initial application was filled out. If the information is provided over several different dates, enter the first date on which information is recorded.

9.5. *Preliminary eligibility date.* Enter the date on which the case manager made the initial determination of eligibility. This determination is not final until approved by a supervisor. This date cannot be in the future.

9.6. *Is family income at or below 125% of Federal Poverty Level?* The system will use the data entered into fields 9.1, 9.2, 9.3, along with the current Federal Poverty Guidelines to determine if the applicant meets the income eligibility requirements for SCSEP.

II. ELIGIBILITY

10 Applicant Certification

10.1 Did the applicant sign the Applicant Certification?

☒ Yes

☐ No

10.2 The applicant signed the Applicant Certification on



10.3 Witnessed By

10.1. *Did applicant sign the Applicant Certification?* The applicant must sign this certification before you can proceed with the application:

I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.

- Make sure the applicant reads and understands the certification. Intentional falsification of eligibility information requires immediate removal from the program. The applicant's signature appears on the hard copy form only. It must be retained in the file.
- A determination of eligibility cannot be made until the participant has signed the certification. If it is not feasible for the participant to come to the office to sign the certification, it may be done by mail as long as the case worker explains clearly to the participant the facts the applicant is certifying and the consequences of making a false statement with regard to those facts.
- The certification does not satisfy any of the documentation requirements for Data Validation.
- Under the circumstances you do not have to obtain a signature from an ineligible applicant who you are sure will not contest eligibility. See the topic in the appendix.

10.2. *The applicant signed the Applicant Certification on.* Enter the date on which the applicant signed the certification.

10.3. *Witnessed By.* Enter the name of the case worker or other staff person who explained the certification to the applicant and witnessed the applicant's signature.

10.4. *Date/Timestamp (Field removed from GPMS, Version 1.1)*

II. ELIGIBILITY

11	System Eligibility Determination: Eligible
11.1	Reasons for Eligibility <ul style="list-style-type: none">• The participant is Unemployed.• The participant's income is at or below 125% Poverty Level.• The participant's age is within the allowed range.
11.2	Eligibility Determination
11.3	SCSEP Eligible? * <input type="radio"/> Yes <input type="radio"/> No Reason for Ineligibility * <input type="checkbox"/> Age <input type="checkbox"/> Residence outside of state <input type="checkbox"/> Employed <input type="checkbox"/> Income <input type="checkbox"/> Failed to file complete Application <input type="checkbox"/> Other Action Taken if Ineligible * <input type="checkbox"/> Referred to One-Stop <input type="checkbox"/> Referred to Social Services <input type="checkbox"/> Referred to another project <input type="checkbox"/> Placed in unsubsidized employment pursuant to MOU <input type="checkbox"/> Other
	11.4 Comment <div></div>

11. *System Eligibility Determination: Eligible/Ineligible.* The system will make a preliminary determination and indicate whether the applicant is eligible or ineligible. The eligibility determination fields in the GPMS are being revised; the changes are expected by the end of calendar year 2022.

11.1. *Reasons for Eligibility/Ineligibility.* This field is dynamic based on field 11. The system will specify if the applicant meets or does not meet each of the eligibility requirement: unemployment, income, and age.

- If the system determines that the applicant is eligible, banner is green; if it determines that the applicant is ineligible, it is red.
- The case manager can override the system determination. See field 11.3.

11.2. *Case Manager's Preliminary Eligibility Determination.* The case worker must make a preliminary determination of eligibility, in addition to the determination made by the system.

- Longstanding SCSEP policy requires that only an authorized sub-grantee representative can make a final eligibility determination. Well-trained participant staff can conduct the intake, do the data collection, enter the data into the GPMS, and make the preliminary determination guided by the system determination; however, their recommended decision on eligibility must be approved by a supervisor or higher sub-grantee staff person for final action. No trainee – whether SCSEP participant or other trainee – can make the determination.
- Any authorized user with the role of supervisor or higher can make the final eligibility determination. Whenever the term “supervisor” is used in this Handbook, it includes any authorized user with higher authority. If the supervisor is doing the intake, the determination of eligibility made by the supervisor will be final. No other approval is required.
- The case worker must submit their preliminary determination to the supervisor for final determination.

II. ELIGIBILITY

11.3. *SCSEP Eligible?* Enter whether the case worker finds the applicant eligible. This determination may be different from that made by system, e.g., the system is using an out-of-date version of FPL and the case worker has access to the current version.

- If the applicant is ineligible, you must complete additional fields that display the reasons for ineligibility and the actions taken as a result of that determination.

11.4. *Comments.* Comments are required if the case worker overrules the system determination of eligibility. Otherwise, comments are optional.

12 Case Manager Eligibility Request

SCSEP Eligible? Yes

Comment

Eligibility Determination

12.1 SCSEP Eligible? *

- ☐ Yes
☐ No

Reason for Ineligibility *

- ☐ Age
☐ Residence outside of state
☐ Employed
☐ Income
☐ Failed to file complete Application
☐ Other

Action Taken if Ineligible *

- ☐ Referred to One-Stop
☐ Referred to Social Services
☐ Referred to another project
☐ Placed in unsubsidized employment pursuant to MOU
☐ Other

12.2 Comment

12.1-12.2. *Supervisor Eligibility Determination.* These fields are only visible to the Supervisor who is tasked with approving the preliminary eligibility determination.

- After the case manager has made the preliminary eligibility determination and submitted it to the supervisor for approval, the supervisor will receive a Task to approve or reject the preliminary determination.
- If the supervisor has done the intake themselves, fields 12.1-12.2 will display somewhat differently, but the field names will be the same.

12.2. *Comments.* If the supervisor rejects the preliminary determination, a comment is required.

- If the supervisor determines that the applicant is ineligible, they must complete additional fields that display the reasons for ineligibility and the actions taken as a result of that determination.
- In a future release of the GPMS, when the supervisor has acted, a Task & Notification will be sent to the case manager.

II. ELIGIBILITY

13.1 Authorization

13.2 Click the checkbox to authorize *

☐ I hereby certify that the applicant is ineligible for the Senior Community Service Employment Program (SCSEP) program.

13.3 Eligibility Determination Date *

13.1-13.3. *Authorization.* The supervisor must certify the final determination by checking the box in field 13.2 (which is dynamic based on 12.1) and entering the date on which they made the determination in field 13.3.

Note: For **Recertification**, see fields 21-23 on pages 33-36.

III. CHARACTERISTICS

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14 **Priority of Service**

14.1 Veteran Status
☒ Yes
☐ No
☐ Status not known

14.4 Individual with a Disability? *
☒ Yes
☐ No
☐ Participant did not self-identify
[\(Show Detailed Instructions\)](#)

14.7 Homeless? *
☒ Yes
☐ No
[\(Show Detailed Instructions\)](#)

14.10 Failed to Find Employment After Using WIOA Title I? *
☒ Yes
☐ No

14.13 Limited English Proficiency *
☐ Yes
☒ No

* Because 'Low Literacy Skills' is Yes 'Limited English Proficiency' must be No

14.2 Eligible Veteran Status *
☐ Served less than 180 days
☒ Eligible veteran
☐ Spouse of Veteran
☐ Not eligible
[\(Show Detailed Instructions\)](#)

14.5 Disability Reported As *
☐ Self Reported
☒ Is Documented

14.8 At Risk of Homelessness? *
☐ Yes
☒ No

14.11 Low Literacy Skills? *
☒ Yes
☐ No

14.14 Primary Language *

Select a Language

Q Search

Select a Language

Amharic
 Arabic
 Armenian
 Bosnian
 Cantonese (Yue)
 French
 French (Creole)

14.3 Veteran, Post-9/11 Era? *
☐ Yes
☒ No

14.6 Has the individual received services funded by the State Development Disabilities Agency (SDDA)?
☒ Yes
☐ No

14.9 Urban or Rural? *
☒ Urban
☐ Rural
[\(Lookup RUCA by Zip Code\)](#) / [\(Lookup RUCA by State/County/Tract Code\)](#)

14.12 Low Employment Prospects? *
☒ Yes
☐ No

14.15 Formerly Incarcerated?
☒ Yes
☐ No

* Because 'Formerly Incarcerated' is designated as a priority of service (field P30a), it is automatically designated as a waiver factor (field P58) that can support an extension of the participant's durational limit depending on the grantee's IDL policy

14. Priority of Service. Fields 14.1-14.15 are the statutory priorities of service. There are 9 priorities of service that are counted in the Most in Need Measure: homeless or at risk of homelessness; rural; LEP; low literacy skills; veteran (or qualified spouse); disability; failed to find employment after using WIOA Title I; low-employment prospects, and formerly incarcerated. Although age 65 and over is also a priority of service, it is not included in the Most in Need measure.

- The 9 priorities of service are recorded only at the time of enrollment and may not be updated after the initial assignment has been made. The fields can be edited solely to correct data entry errors. If a participant's conditions change during enrollment, you can record that fact in the comments section, but you may not update any of these 9 fields. Additional comments sections will be added to most intake screens in a subsequent release of the GPMS.
- You may only correct the priorities of service in the GPMS for true data entry errors, e.g., the documentation at the time of enrollment shows "yes" but the data entry person mistakenly entered "no" into the GPMS. If there was a mistake of fact, e.g., at enrollment you thought the answer was "no," but you later learned the answer was "yes," you cannot change the priority of service in the GPMS. If you do make a data entry correction for a priority of service, a pop-up will warn you that changes can only be made for data entry errors. If you proceed, you must clearly document the date on which the original information was obtained, along with how and when the data entry error was discovered. All of this information is subject to data validation.
- Three priorities of service – Low Literacy Skills (field 14.11), Limited English Proficiency (field 14.13), and Formerly Incarcerated (field 14.15) are also Waiver Factors that are counted in the Most in Need Measure and that can be used to provide an extension of the individual durational limit. See fields 15.3, 15.7, and 15.8/15.9 below; additional information on updating these fields will be provided in a subsequent module.

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14.1. *Veteran Status.* Indicate if the applicant served in the Armed Forces for any time period and was discharged for conditions other than dishonorable.

14.2. *Eligible Veteran Status.* In addition to field 14.1, you must indicate if the applicant has priority of service as a covered person because of military service. If field 14.1 is "No," field 14.2 must be "Not Eligible." If field 14.2 is "Served Less Than 180 Days or Eligible Veteran," field 14.1 must be "Yes." In a subsequent release of the GPMS, validations will prevent the entry of inconsistent values into these two fields.

- Select the first value if the applicant served for less than 180 days and was discharged under conditions other than dishonorable.
- Select the second value if the individual is a person who served in the active U.S. military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes.
- Select the third value if the individual is the spouse of any of the following:
 - any veteran who died of a service-connected disability;
 - any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (i) missing in action; (ii) captured in line of duty by a hostile force; or (iii) forcibly detained or interned in line of duty by a foreign government or power;
 - any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- Select the fourth value if none of the first three values applies.
- Documentation is required. Grantees must verify the status of an individual as a veteran or eligible spouse at the time of eligibility determination and subsequent enrollment in SCSEP. Eligibility can be verified using a variety of official documents, including, but not limited to:
 - a DD 214 (issued following separation from active duty);
 - an official notice issued by the VA that establishes entitlement to a disability rating or award of compensation to a qualified dependent; or
 - an official notice issued by a State veterans' service agency that acknowledges veterans' status or spousal rights
- For veterans discharged prior to 1950, a participant signed self-attestation is acceptable in all cases. For more recent veterans, if official documentation cannot be attained, other evidence of military service along with self-attestation may be accepted.
- The rules governing veterans and eligible spouses are set forth in TEGL 10-09. Section 6 states that "for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member." See also the answers to Questions 5 and 6 in Attachment B to the TEGL.
- To mitigate the burden of establishing proof of covered-person status, grantees also may establish other means for verifying status, such as electronic communication with official databases such as those maintained by State Veterans' service agencies, or property tax exemption databases in states that grant exemptions to certain types of veterans or other covered persons.
- See TEGL 10-09 and the accompanying guidance, *SCSEP and Veterans' Priority of Service*, for complete information about grantees' obligations under the Jobs for Veterans Act.
- This priority of service is counted in the Most in Need measure. Data validation is required for this element.

14.3. *Veteran, Post-9/11 Era?* If 14.1 is yes, indicate if the veteran served after 9/11, 2001. This field is informational only and does not affect a veteran's priority of service.

14.4. *Individual with a Disability?*

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- The definition of disability is contained in the definition section of the SCSEP regulations, Section 641.140. The regulations define “disability” as: a condition attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in one or more of the following areas of major life activity: (A) self-care; (B) receptive and expressive language; (C) learning; (D) mobility; (E) self-direction; (F) capacity for independent living; (G) economic self-sufficiency; (H) cognitive functioning; and (I) emotional adjustment.
- Check “yes” only if the participant actually is impaired at the time of enrollment. We do not count as disabled an individual who merely has a history of impairment or is regarded as being impaired. The individual must have the impairment currently.
- Applicants must be informed that this information is voluntary and that the refusal to provide their disability status or to produce documentation will have no effect on any decision to provide services to them.
- Documentation is required if the applicant is claiming status as a family of one due to disability.
- Data validation is also required if this element is used for the Most In Need measure. Because disability is an EO item, a participant may self-report and decline to provide documentation. In that case, you will check the box for “Yes, self-report,” but you will not receive Most in Need credit.
- The data validation requirement in no way prevents grantees from recruiting or enrolling participants with disabilities. Indeed, the OAA requires grantees to give priority of service to participants with disabilities. You must still allow participants to self-attest to disability, and you may not require them to provide documentation. The validation requirement only means that you will not get credit for the Most in Need measure if you do not obtain documentation.
- High-quality service to individuals with disabilities is a critical goal of SCSEP and its WIOA partners. Technical assistance resources are available at the COP, <https://disability.workforcegps.org/>.

14.5 Disability Reported As. If field 14.4 is yes, field 14.5 must be valued. Indicate if the applicant provided documentation of the disability or only self-reported it. If the latter, the disability will not count for the Most in Need measure and cannot be used for claiming a family size of one for eligibility purposes. See field 9.1 above.

14.6. Has the individual received services from the state developmental disabilities agency (SSDA)? This field is not required, but it is important information for assessment and IEP purposes.

14.7. Homeless? Homeless means (1) an individual who lacks a fixed, regular, and adequate nighttime residence; or (2) an individual who has a primary nighttime residence that is: (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. An applicant who meets either part of the two-part test is considered homeless.

- The Most in Need measure will count participants who are either homeless or at risk of homelessness (field 14.8) at the time of enrollment. These barriers are mutually exclusive, and only one barrier can be chosen.
- A homeless individual is considered a resident of the state in which he or she is applying.
- Like all priorities of service, you do not update this field after the time of enrollment. You should note any change in status after enrollment in the case notes or comment section.
- Data validation is required for this element.

14.8. At Risk of Homelessness? Being at risk for homelessness is considered along with actual homelessness (field 14.7) as a single priority for service and a single factor for the Most in Need measure. An individual may be either at risk for homelessness or homeless, but not both at once.

- At risk for homelessness means that an individual who is not currently homeless at the time of enrollment is likely to become homeless and lacks the resources and support networks needed to obtain housing. The risk must be

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real and imminent. In some sense, anyone living below the poverty level may be at risk of homelessness. This field requires a more specific and identifiable risk than just low income.

- Like all priorities of service, you do not update this field after the time of enrollment. You should note any change in status after enrollment in the case notes.
- Data validation is required for this element.

14.9. *Urban or Rural?* Urban/rural is captured for the Most in Need measure.

- “Rural” means an area not designated as a metropolitan statistical area by the Census Bureau; segments within metropolitan counties identified by codes 4 through 10 in the Rural Urban Commuting Area (RUCA) system; and RUCA codes 2 and 3 for census tracts that are larger than 400 square miles with a population density of less than 30 people per square mile.
- You may determine rural by using the link from field 14.9. This will bring you to a list of counties by ZIP code. Check the participant’s ZIP code (field 5.5) to determine if the participant resides in a rural area.
- The RUCA codes are updated every 10 years following each decennial census, with usually a 3-year delay. The next RUCA code update is likely to be completed mid- to late-2023. RUCA codes depend on a special tabulation from the Census providing tract-to-tract commuting flows. These data are unlikely to be available until mid-2023 at the earliest. The GPMS carries the RUCA tables based on the 2010 Census. Grantees should use these updated RUCA codes for enrollments with application dates on or after July 1, 2022.
- The RUCA ZIP code cross-walk will cover most but not all participants. It does not include RUCA codes 2 and 3 for low-density areas, and it does not contain any ZIP codes for Puerto Rico. For these, you will need to use the census tract tables.
- Here are the complete instructions for determining whether an area is rural:
 1. First go to the ZIP code table and check by ZIP code. ZIP codes are listed at: <http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>. Use the 2010 ZIP codes. The date of last update is listed next to the link. RUCA codes 4 and above are rural.
 2. If the ZIP code is missing from the table or if the ZIP code table does not seem to be providing the right answer based on your knowledge of the area, you can look up the state, county, and census tract codes for the participant at this site, <http://www.ffiec.gov/Geocode>, which has ZIP codes for years 2020 and 2021. Data for 2022 are not yet available. Select the year from the dropdown at the upper left. The link is also provided at field 14.9.
- This system requires you to enter a street address with a city and state OR zip code. Enter the street address as a single line, i.e., 1600 Pennsylvania Ave, Washington, DC 20500 or 1600 Pennsylvania Ave, 20500. The entire street address does not need to be entered; however, a comma (,) must follow the street address to render accurate results. If the system is able to match the address, the matched address will be shown on the left side of the screen in the “Matched Address” section.
- Make sure that your address is accurate. If it is a street, do not enter it as an avenue or boulevard, etc. Do not include apartment numbers with the street number and address. Include the correct city and state and/or zip code for the street address. The system does not geocode P.O. Boxes or Rural Routes.
- Once you have entered the address information in the appropriate boxes, click on the 'Search' button or hit the enter key to obtain the geocode information for state, county, and tract code located in the “Matched Address” table on the far left side of the page. For additional assistance, visit the Help page for the Geocode site.
 3. Then go to the 2010 census tract table for the state in question. In the Excel table of census tracts, you can use the “find” function in Excel to find the exact census tract you are looking for, or you can sort on the tract column heading, or you can just scroll until you find the tract. Again, RUCA codes 4 and above are rural.
- If the census tract is larger than 400 square miles and has a population density of less than 30 people per square mile, RUCA codes 2 and 3 are also rural. These have been coded as rural in the census tract table in the GPMS.
- The census tract determination is the final answer.

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- Data validation is required for this element. Data validators will need to use the latest RUCA tables, which are available on Community of Practice, for the PY 2023 validation of PY 2022 data.

14.10. *Failed to Find Employment after Using WIOA Title I?* Record “yes” if the participant was enrolled in WIOA Title I (adult services) prior to enrolling in SCSEP and was unable to obtain employment before enrolling in SCSEP. If the participant reports having used the American Job Center system, you must call the WIOA provider to determine whether the participant was actually enrolled in WIOA. Mere registration by or use of the American Job Center does not constitute registration in WIOA.

- This priority of service is counted in the Most in Need measure. Data validation is required for this element. WIOA enrollment may be documented by a case note regarding the call to the American Job Center. You may accept signed self-attestation as to the lack of employment.

14.11. *Low Literacy Skills (Revised Version 1.1)?* Check “yes” if the participant calculates or solves problems, reads, writes, or speaks English at or below the 8th grade level or is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job, in the individual’s family, or in society.

- (Revised, Version 1.1) The field for low literacy skills does not apply to participants who are LEP. The GPMS will not allow you to enter both Low literacy and LEP. See field 14.13.
- Asking the participant about literacy is likely to embarrass the participant and is unlikely to produce accurate information. As part of the assessment and IEP, you may wish to test all participants who have less than some college education. Standard tests include Test of Adult Basic Education (TABE), Adult Basic Learning Exam (ABLE), and Test of Applied Literacy Skills (TALS). Your local American Job Center can administer any of these tests for you. *You should not design your own test.*
- This priority of service is counted in the Most in Need measure. Data validation is required for this element.

14.12. *Low Employment Prospects?* Check “yes” if the participant’s employment prospects are low. Low employment prospects means the likelihood that an individual will not obtain employment without the assistance of SCSEP or another workforce development program. Persons with low employment prospects have a significant barrier to employment. Significant barriers to employment may include but are not limited to: lacking a substantial employment history, basic skills, and/or English-language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

- A participant with low employment prospects is unlikely to find employment without the assistance of SCSEP or some other employment and training program. The definition requires at least one significant barrier to employment. You must document which barrier to employment is being relied on and must state how that barrier renders the participant unlikely to find employment. In some cases, that connection will be obvious and will require little explanation. In other cases, additional facts may be necessary.
- Lack of a high school degree or its equivalent may be sufficient to establish low employment prospects, but the determination is not automatic. Lack of a high school degree is listed as a characteristic that may constitute a significant barrier to employment. Whether it does in any given case will depend upon several other factors, including the participant's skills and employment history. For example, if the participant has a work history as a skilled trades person, lack of a high school degree by itself would not usually be a significant barrier to reemployment. On the other hand, if the participant had no marketable skills or a history of only low-paying, unskilled work, the lack of a high school degree could mean that the participant had low employment prospects.
- Many barriers, like prior felony convictions, transgender, personal hygiene issues, and phobias, may support a determination of low employment prospects. Having been a past victim of age discrimination, however, is not itself a barrier. Nor, given the nature of our program, can age itself be a barrier for purposes of this measure. Inability to lift weight, which is not unusual for many older workers, might be a barrier to employment if the

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participant's only skills and employment history involved physical labor. However, if the participant were capable of sedentary work that did not involve lifting, then this restriction would probably not constitute a significant barrier for purposes of the measure.

- Some of these characteristics are captured on the application form. You will have to ask the applicant about other characteristics that might fit the definition of poor employment history or prospects.
- This priority of service is counted in the Most in Need measure. Data validation is required for this element.

14.13. *Limited English Proficiency (Revised, Version 1.1)*. Check “yes” if the participant cannot speak or read English well enough to fully participate in all aspects of the program.

- An LEP individual is one who does not speak English as his or her primary language and who has a limited ability to read, speak, write, or understand English. If you are in doubt, ask the participant. This definition applies to all participants, including those residing in Puerto Rico.
- Sub-grantees should use this information to provide language assistance to the participant. It may also be used to send the customer satisfaction survey in the participant’s primary language.
- *(Revised, Version 1.1)* An LEP participant may not also be counted as having low literacy. The GPMS will not let you enter both LEP and low literacy. See field 14.11.
- This priority of service is counted in the Most in Need measure. Data validation is required for this element.

14.14. *Primary Language*. If the participant is identified as LEP, it is necessary to specify the participant’s primary language. This can be determined by asking the participant what language is primarily spoken at home or what language the participant primarily speaks with friends and family.

- If the participant’s language is not on the list, select “other” and record the language. If the participant speaks a dialect of a listed language, use the comments field to record the dialect.
- The GPMS will not let you select a language unless you have indicated “yes” in field 14.13.

14.15. *Formerly Incarcerated?* TEGL 17-20 defines formerly incarcerated individuals as those who: “1) were incarcerated and released from prison or jail at any point within the last five years; or 2) were under supervision at any point within the last five years, following release from prison or jail. The five-year period specified in this definition refers to the five years preceding the date of first determination of program eligibility, as described in 20 CFR 641.505, for initial enrollment into the program.”

- If you check “yes” for this priority of service, the waiver factor for formerly incarcerated, field 15.8, will be auto-populated and will not require updating.
- This priority of service is counted in the Most in Need measure. Data validation is required for this data element.

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15 ▼ Most In Need Waiver Factors

15.1 Severe Disability * <input type="radio"/> Yes <input type="radio"/> No	15.7 Frail * <input type="radio"/> Yes <input type="radio"/> No	15.11 75 or Older * <input type="radio"/> Yes <input checked="" type="radio"/> No	15.14 Formerly Incarcerated? * <input type="radio"/> Yes <input type="radio"/> No
15.2 Date Severe Disability Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>	15.8 Date Frail Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>	15.12 Low Literacy Skills * <input type="radio"/> Yes <input type="radio"/> No	Date Formerly Incarcerated Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>
15.3 Severely Limited Employment Prospects * <input type="radio"/> Yes <input type="radio"/> No	15.9 Old Enough but Not Receiving SS Title II * <input type="radio"/> Yes <input type="radio"/> No	15.13 Date Low Literacy Skills Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>	
15.4 Date Severely Limited Employment Prospects Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>	15.10 Date Old Enough but Not Receiving SS Title II Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>		
15.5 Limited English Proficiency * <input type="radio"/> Yes <input type="radio"/> No			
15.6 Date Limited English Proficiency Last Updated <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> mm/dd/yyyy <div style="border-left: 1px solid #ccc; width: 20px; height: 20px; margin-left: 5px;"></div> </div>			

15. *Waiver Factors (Revised, Version 1.1).* The eight barriers to employment designated as waiver factors that determine whether a participant is entitled to an extension of the 48-month (or 60 month) lifetime durational limit. It also enables you to record these factors so they can be included in the Most in Need measure.

- Priorities of service are recorded at the time of enrollment and are not updated. In contrast, the waiver factors should be recorded as soon as you become aware of them. Although they are not needed for extension purposes until a participant has been in the program for a total of 48 (or 60) months, they can be counted at any time as part of the Most in Need measure. See the appendix for more information.
- *(Revised, Version 1.1)* Seven of the eight waiver factors have a field for entering the date on which the factor was last updated if you check “yes” for the factor. (75 and over is system-generated and does not have a field for date. Formerly incarcerated is auto-populated if it has been entered as a priority of service in field 15.8, but it does require a date of updating if entered for the first time as a waiver factor.) Once a waiver factor has been entered into GPMS, the grantee will receive credit for the Most in Need (MiN) measure for the entire program year. There will not be any credit in a subsequent program year, however, for waiver factors that require a date of last update unless the existence of the waiver factor is re-documented and the date entered into the GPMS. A factor need only be updated once in a program year. The GPMS will allow you to enter the date of last update in fields 15.1-15.9 above. You can also use the Update Waivers function in Related Actions or Manage Participant Waiver Factors from the Admin Console.
- LEP and low literacy are priorities of service that can be entered only at enrollment; they are also waiver factors that can be entered whenever you become aware of them. If they are entered as priorities of service at the time of enrollment, the QPR will count them in the MiN measure for as long as the participant is enrolled regardless of whether they are updated. However, if they are being used to support an extension request, they must be updated like any of the other waiver factors.
- The primary purpose of the waiver factors is to support an extension of the individual participant durational limit. A waiver factor must be in existence and must be updated in GPMS in the program year in which the participant reaches the durational limit (or in the three months prior to the start of that program year if the durational limit falls within the first quarter of a program year).

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- Grantees may update waiver factors once each year when they do their annual recertifications. For participants who will reach their duration limit in Q1 of the next program year, you cannot request an extension unless at least one waiver factor has been updated during Q4 of this program year or Q1 of the next program year. If you delay your updating of the waiver factors until April, then you might not have to update them again for this subset of participants who will reach their limit in the following Q1.
- Note that the annual updated listing of persistent unemployment areas is not available until mid-April. That might be another reason to delay updating the waiver factors until mid-April.

15.1. *Severe Disability.* Severe disability means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that (A) is likely to continue indefinitely, and (B) results in substantial functional limitation in 3 or more of the following areas of major life activity: (i) self-care, (ii) receptive and expressive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, (vii) economic self-sufficiency.

- You may record severe disability in addition to disability. Each is counted separately for the Most in Need measure.
- Severe disability must be documented by a physician. See the appendix for restrictions on the handling of disability-related information and medical documentation.
- The definition and documentation requirements for severe disability are more stringent than those for frail and encompass the first definition of frail. Therefore, documentation of severe disability also constitutes documentation of frail. This does not work in the opposite direction: Documentation of frail does not constitute documentation of severe disability.
- Data validation is required for this element. The Data Validation requirements allow the use of official records because an agency may already have gathered the documentation you need, and its business may require it to make determinations of this sort. As long as the agency is charged with making such determinations or otherwise has access to the underlying medical documentation and is competent to make such determinations, you can rely on the agency for documentation.
- It is permissible to ask the agency to use your form for severe disability as long as the form fully states the regulatory standard for severe disability and the agency indicates the basis on which its determination was made; e.g., its own medical staff examined the participant, or it has relied on medical documentation from other sources.
- It is unlikely that the Social Security Administration would provide grantees with documentation of severe disability. The receipt of SSDI is sufficient to document a disability for SCSEP purposes; but to establish severe disability, you need a medical professional to document that the applicant's condition meets the more stringent definition set out in the SCSEP regulations.
- You could check the participant's SSA's medical records to see if they are sufficient to constitute this documentation. However, because the SSDI standard is different from that required by SCSEP for severe disability, you will probably need to request a statement from the applicant's doctor.

15.2. *Date Severe Disability Last Updated.*

15.3. *Severely Limited Employment Prospects in Area of Persistent Unemployment.* This waiver factor has two separate requirements: severely limited employment prospects plus residence in an area of persistent unemployment. Both must be met for a "yes" answer.

- "Severely limited employment prospects" means a substantially higher likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program. Persons with severely limited employment prospects have more than one significant barrier to employment; significant barriers to employment may include but are not limited to: lacking a substantial employment history, basic skills,

III. CHARACTERISTICS

and/or English-language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited. The two or more significant barriers to employment must be documented in the case file and in the comments sections, field 17.7.

- Persistent unemployment means that the annual average unemployment rate for a county or city is more than 20 percent higher than the national average for two out of the last three completed calendar years.
- The link at this field in the GPMS will bring you to a list of counties by state. This list, which is updated with the official unemployment rates in mid-April of each year, indicates whether the county meets the definition of persistent unemployment.
- An area of persistent unemployment is one with an unemployment rate 20% above the national average for any two of the last three calendar years. This requires a new three-year calculation each year. The data for the calculation at the county level for the latest year are not available until April of the following year. Because there are no data until then, there is a blackout period in the GPMS for this field from January 1 until approximately April 15 of each year when the new table is available.
- The GPMS will carry two tables for persistent unemployment. The more recent table becomes available in mid-April and is effective retroactive to January 1. Even though there is a necessary blackout period from January 1 until mid-April, once the new table is available, you must use it for any participant newly enrolled on or after January 1, and you may use it for any existing participant who was enrolled prior to January 1. A participant enrolled prior to January 1 may qualify under either the old or the new table. For participants newly enrolled after January 1, grantees should not populate this field until the new table is released in April.
- Prior lists remain available in the GPMS so they can be used for Data Validation for those participants who were coded "Yes" under those earlier lists. This barrier to employment is one of the factors used for an extension of the durational limit. This means that you can enter data into this field whenever you determine that the participant meets both requirements: has severely limited employment prospects and lives in an area of persistent unemployment. You use the list that is in effect at the time you make your determination.
- If you are using persistent unemployment to support an extension for a participant who is scheduled to reach his or her durational limit during the first quarter of the next program year, you must use only the new table to update the waiver factor during the fourth quarter of the current program year or the first quarter of the next program year.
- If the county in which the participant resides does not meet the definition of persistent unemployment, the grantee may then determine whether the city of residence meets the definition. You must use official sources, like your state's Labor Market Information agency, for this determination and must use the regulatory formula. The data for the past three years and the source of the data must be documented. You must use data for the three most recently completed calendar years. The official definition requires that the rate be 20% higher than the nationwide average in two out of the last three completed calendar years. The time frame for comparing a city to the nationwide average must be the same.
- Areas of persistent unemployment for SCSEP are unrelated to Area of Substantial Unemployment under WIOA (as outlined in the updated TEG 6-12).
- Data validation is required for this element.
- Self-attestation forms like those in the DV Handbook can only be used to satisfy the first part of the element: that the participant has severely limited employment prospects. The case manager must use the tables in the GPMS to determine if the participant also resides in an area with persistent unemployment as defined by the regulation.
- The validator must determine that both parts of the element have been properly documented. This will require the validator to check the tables to ensure that the participant did live in an area of persistent unemployment.

15.4. *Date Severely Limited Employment Prospects Last Updated.*

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15.5. *Limited English Proficiency.* Only one count is given in the Most in Need measure for LEP although it is used as both a priority of service and a waiver factor.

- Participants who are LEP may not also be coded as having low literacy. See fields 14.13 and 15.7.
- If the participant is LEP and you failed to check “yes” for field 14.13, you may obtain Most in Need credit by updating field 15.3. If you do so, you will need to continue updating this field for each program year in which you seek credit.

15.6. *Date Limited English Proficiency Last Updated.*

15.7. *Frail.* Frail means that an individual 55 years of age or older is determined to be functionally impaired because the individual:

- (A)(i) is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision; or (ii) at the option of the grantee, is unable to perform at least three such activities without such assistance; or
- (B) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to him- or herself or to another individual.

- Frailty must be documented by a qualified professional. (See the appendix for restrictions on the handling of disability-related information and medical documentation.)
- The definition and documentation requirements for severe disability are more stringent than those for frail and encompass the first definition of frail. Therefore, documentation of severe disability also constitutes documentation of frail. This does not work in the opposite direction: Documentation of frail does not constitute documentation of severe disability.
- Data validation is required for this element.

15.8. *Date Frail Last Updated.*

15.9. *Old Enough but Not Receiving Social Security Title II.* An individual may qualify for Social Security retirement benefits at age 62. If an individual is 62 or over but does not have sufficient wage credits to qualify for retirement benefits, check “yes.” This factor applies only if the participant is not monetarily eligible for Social Security. If the participant qualifies but chooses to delay receipt to increase the amount of benefits, check “no.”

- The Social Security Administration provides a wealth of information about benefits at Social Security Online. The ages for retirement by year of birth can be found at: <http://www.socialsecurity.gov/retire2/agereduction.htm>
- Data validation is required for this element.

15.10. *Date Old Enough but Not Receiving SS Title II Last Updated.*

15.11. *75 or Older.* This field is system-generated based on the participant’s date of birth. It is calculated each time the screen is viewed and is not frozen at the date of enrollment.

- The GPMS will populate the field for this factor when the participant reaches 75. From that point forward, you will get credit in the Most in Need measure for 75 and over, and it can also be used to support an extension of the individual participant durational limit.
- Data validation is required for field 2.4/4.5, date of birth.

15.12. *Low Literacy Skills.* Only one count is given in the Most in Need measure for Low Literacy Skills although it is used as both a priority of service and a waiver factor.

- Participants who are low literacy may not also be coded as LEP. See 14.11 and 15.3.

III. CHARACTERISTICS

- If the participant is low literacy and you failed to check “yes” for field 14.11, you may obtain Most in Need credit by updating field 15.7. If you do so, you will need to continue updating this field for each program year in which you seek credit.

15.13. *Date Low Literacy Skills Last Updated.*

15.14 and 15.15. *Formerly Incarcerated and Date Formerly Incarcerated Last Updated.* TEGL 17-20 defines formerly incarcerated individuals as those who: “1) were incarcerated and released from prison or jail at any point within the last five years; or 2) were under supervision at any point within the last five years, following release from prison or jail. The five-year period specified in this definition refers to the five years preceding the date of first determination of program eligibility, as described in 20 CFR 641.505, for initial enrollment into the program.”

- If you check “yes” for formerly incarcerated as a priority of service in field 14.15, the waiver factor for formerly incarcerated, field 15.8, will be auto-populated and will not require updating.
- If you failed to detect formerly incarcerated at the time of enrollment and did not enter it as a priority of service, you may enter it into this field whenever you discover it. You will need to enter the date of entry into field 15.9, but unlike the other waiver factors, you will not need to continue updating the date in order to receive MiN credit or to use the barrier to support an extension of the individual durational limit. Whenever or wherever the barrier is entered, it is valid for both purposes without additional updating.
- This barrier to employment is counted in the Most in Need measure as a priority of service or as a waiver factor. Data validation is required for both data elements.

GPMS DATA COLLECTION HANDBOOK
SUMMARY: Intake, Eligibility, Recertification, Characteristics, Other Enrollment Information

III. CHARACTERISTICS

16 Other Characteristics

Public Assistance

16.1 Receiving Temporary Assistance to Needy Families (TANF)

- ☒ Yes
☐ No

16.4 Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) Status

- ☐ SSI
☒ SSDI
☐ SSI and SSDI
☐ SSI and Ticket Holder
☐ SSDI and Ticket Holder
☐ Both SSI and SSDI and a Ticket Holder
☐ Does not meet above conditions

16.2 Receiving Supplemental Nutrition Assistance Program (SNAP)

- ☒ Yes
☐ No

16.5 Subsidized Housing?

- ☒ Yes
☐ No

16.6 State or Local Welfare (General Assistance)?

- ☒ Yes
☐ No

16.7 Other Public Assistance Recipient?

- ☒ Yes
☐ No

16.3 Unemployment Compensation Eligible Status?

- ☐ Claimant Referred by Reemployment Services and Eligibility Assessment (RESEA)
☐ Claimant Referred by Worker Profiling and Reemployment Services (WPRS)
☐ Claimant Not Referred by RESEA or WPRS
☐ Exhaustee
☐ Claimant is Exempt
☒ Neither Claimant nor Exhaustee

16.8 Please Specify *

0 / 2000

Educational Attainment

16.9 Highest Education Level Completed *

-- Select Highest School Grade Completed --

Search

-- Select Highest School Grade Completed --

No Grade School

1 year of school

2 years of school

3 years of school

4 years of school

5 years of school

6 years of school

7 years of school

8 years of school

9 years of school

16.1-16.8. *Public Assistance.* If the applicant is receiving any form of public assistance, check the appropriate box(es) in fields 16.1-16.6. If the applicant is receiving some form of public assistance other than those listed in these fields, check field 16.7 and specify the type of assistance in field 16.8.

- This data element applies to the applicant only, not the entire family.

16.9. Highest Educational Level Completed. Enter the appropriate value in the dropdown that corresponds with the highest level of education. You can enter only one value for each participant.

- This field participant's should not be updated once the participant has been enrolled. Grantees must use other ways, like the assessment, IEP, case notes, and education and training services, to document the attainment of higher levels of education by the participant.

GPMS DATA COLLECTION HANDBOOK
SUMMARY: Intake, Eligibility, Recertification, Characteristics, Other Enrollment Information

III. CHARACTERISTICS

17 Other Barriers to Employment

Please answer the following questions pertaining to the participant at program entry

17.1 Ex-Offender? *

- ☒ Yes
☐ No
☐ Participant did not disclose

[\(Show Detailed Instructions\)](#)

17.3 Greatest Social Need?

- ☒ Yes
☐ No

[\(Show Detailed Instructions\)](#)

17.5 Other Significant Barrier to Employment?

- ☒ Yes
☐ No

17.6 Other Barrier *

17.2 Low Income Status at Program Entry? *

- ☒ Yes
☐ No

[\(Show Detailed Instructions\)](#)

17.4 Displaced Homemaker? *

- ☒ Yes
☐ No

[\(Show Detailed Instructions\)](#)

17.7 Participant Characteristics Comments

0 / 2000

17-17.7. Check the appropriate box for these additional barriers to employment. Click on the link below each barrier to see the definition and instructions for that barrier.

- None of these barriers is separately listed as a priority of service or a waiver factor, but most of them can be used to support Low Employment Prospects (field 14.12) and Severely Limited Employment Prospects in Area of Persistent Unemployment (field 15.2).
- 17.1, *Ex-Offender*. This field has been superseded by Formerly Incarcerated, field 15.8, and will be removed in a subsequent release of the GPMS.

IV. OTHER ENROLLMENT INFORMATION

IV. OTHER ENROLLMENT INFORMATION *(Revised, Version 1.1)*

18 Co-Enrollment in Other Program Services (Select as many as apply)	
18.1 <input type="checkbox"/> None	18.8 Co-Enrollment in Vocational Education program? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
18.2 Co-Enrollment in WIOA Adult Formula program? <input checked="" type="radio"/> Yes, Local Formula <input type="radio"/> Yes, Statewide <input type="radio"/> Yes, Both Local Formula and Statewide <input type="radio"/> No	18.9 Co-Enrollment in WIOA Vocational Rehabilitation program? <input checked="" type="radio"/> Yes <input type="radio"/> VR1 <input type="radio"/> Both VR and VR1 <input type="radio"/> No <input type="radio"/> Unknown
18.3 Co-Enrollment in Title II Adult Education (WIOA)? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	18.10 Co-Enrollment in Wagner-Peyser Employment Service program? <input checked="" type="radio"/> Yes <input type="radio"/> Reportable Individual <input type="radio"/> No <input type="radio"/> Unknown
18.4 Co-Enrollment in National Farmworker Jobs Program? <input checked="" type="radio"/> Yes <input type="radio"/> No	18.11 Receiving Employment and Training Services Related to SNAP? <input checked="" type="radio"/> Yes <input type="radio"/> No
18.5 Grant Number <input type="text" value="Please Type Grant Number"/>	18.12 Co-Enrollment in Other WIOA or Non-WIOA Programs? <input checked="" type="radio"/> Yes, Other WIOA or Non-WIOA Programs <input type="radio"/> I/DD, MH or other disability programs <input type="radio"/> No
18.6 Co-Enrollment in Indian and Native American Programs? <input checked="" type="radio"/> Yes <input type="radio"/> No	18.13 If Other, please Specify * <input type="text"/>
18.7 Co-Enrollment in Veterans' Programs? <input checked="" type="radio"/> Yes, DVOP Specialist <input type="radio"/> Yes, LVER Specialist <input type="radio"/> No <input type="radio"/> Unknown	

18-18.13. *Co-enrollment in Other Programs.* Check the appropriate box(es) to indicate any co-enrollment of the participant. Co-enrollment applies to any individual who meets the requirements for SCSEP participation, as well as the requirements for any other relevant program identified in the Individual Employment Plan, and is enrolled in both SCSEP and another relevant program. If “other” is checked, specify the name of the additional entity or entities with which the participant is enrolled. If there is no co-enrollment, check field 18.1.

- Enrollment is as defined by the other program. Registration with an American Job Center does not always amount to enrollment with either WIOA or Wagner-Peyser. WIOA is fairly restrictive about when an individual is considered enrolled, while the Wagner-Peyser agencies generally treat everyone registered as being enrolled. You will have to contact the American Job Center to determine if enrollment has occurred.
- This field should be updated whenever there is a change in enrollment status. Do not indicate a co-enrollment until it actually occurs. Do not delete any co-enrollment.
- SCSEP co-enrollments, whether they are with WIOA (except for field 14.10), Wagner-Peyser, or any other entity, do not require documentation. You can accept the participant's self-report, or you can call the American Job Center.

IV. OTHER ENROLLMENT INFORMATION

19 Participant Interest Job Code

19.1 Job Codes

--Select at most 3 Job Codes--

Search

- ✓ Management Occupations
- ✓ Business and Financial Operations Occupations
- ✓ Computer and Mathematical Occupations
- ✓ Architecture and Engineering Occupations
- ✓ Life, Physical, and Social Science Occupations
- ✓ Community and Social Service Occupations
- ✓ Legal Occupations
- ✓ Educational Instruction and Library Occupations
- ✓ Arts, Design, Entertainment, Sports, and Media Occupations

19.2 Comments

19-19.2. *Participant Job Interest Codes.* You may use this optional field to record up to three of the pre-defined codes to indicate the types of jobs and careers the participant is interested in. These codes are also used in the GPMS to indicate the types of positions that host agencies offer and the specific assignment, training, and placement the participant has received.

20 Program Introduction

20.1 Pre-Assessment Date *

mm/dd/yyyy

20.2 Program Overview Date *

mm/dd/yyyy

20. *Program Introduction.* The two activities documented here must be completed before you can assign the applicant to a host agency for the first time. Because an applicant is not eligible to receive SCSEP services or wages, these activities are not the formal assessment and orientation that you will conduct once the applicant has been assigned to a host agency and is thus a participant who must be paid wages for participating in those activities. See the appendix for additional information on what activities are permitted prior to assignment.

20.1. *Pre-assessment Date (Revised, Version 1.1).* A complete assessment and resulting IEP can only be done once an applicant is assigned to a host agency and has become a participant. However, case managers must assess applicants' work histories, aptitudes, abilities, and interests in order to make an effective assignment. An assignment cannot be entered into the GPMS until the pre-assessment date is entered. This determination of suitability for assignment is part of the intake and eligibility process and does not conflict with the regulations. Moreover, in many situations, it may be necessary for the case manager, as part of the intake process, to do a more complete assessment of certain characteristics – such as literacy, social isolation, or other social barriers – that determine priorities for service before determining whether to enroll an applicant. Case managers are authorized and required to do as much pre-assessment as necessary to determine priorities for service and make an appropriate assignment. See Section IV.2, *1.a Permissible activities prior to assignment*, of the appendix to Module I.

- The pre-assessment date should not be entered before all the characteristics have been assessed. They are needed in order to make an appropriate assignment.
- In appropriate cases, a participant may be assigned to the project office for observation and further assessment before a permanent assignment is possible.

IV. OTHER ENROLLMENT INFORMATION

- If the pre-assessment done before the assignment is completely sufficient and does not require supplemental information during a formal assessment in order to draft the IEP, grantees do not need to perform a duplicate assessment. Instead, they can enter the assignment data as the date of the formal assessment on the Participant Required Actions screen and indicate in a case note that the first official assessment is the same as the Pre-assessment.

20.2. Program Overview Date (Revised, Version 1.1). A formal orientation to SCSEP can only be done once an applicant is assigned to a host agency and has become a participant. However, case managers must provide all applicants a high-level overview of the program that includes such essential features as the program's dual purposes of community service and preparation for unsubsidized employment, the eligibility requirements, the nature of the host agency assignment, the hours and rate of pay, and the expectations and obligations of participants. The applicant should also be informed that a complete orientation, along with the grantee's policies, will be provided after enrollment. The overview may be performed at any time during the intake process and does not need to wait until the end of the intake process. An assignment cannot be entered into the GPMS until the program overview date is entered.

V. RECERTIFICATION

V. RECERTIFICATION *(Revised, Version 1.1)*

21 Recertification Details

21.1 Recertification Date *

Application Date

07/01/2018

21.2 Number in Family *

Enter the total members in family including the participant

21.6 Is Family Income at or below 125% poverty level?

☐ Yes

☐ No

21.3 Total Includable Family Income *

☒ 12 months

☐ 6 months

21.4 Total includable family income during the 12-month eligibility determination period *

21.5 Signature of participant on Recertification? *

☐ Yes

☐ No

21. *Recertification (Revised, Version 1.1)*. You must enter all information regarding a recertification in this section of the GPMS. Do not write over the eligibility fields 9.1-9.3, at the time of recertification. The recertification fields in the GPMS are being revised and will mirror the screens for the initial eligibility determination. These changes are expected shortly.

- SCSEP requires that participants be recertified at least every 12 months, not annually. Programs are free to recertify on the participants' anniversary dates or to recertify all participants at the same time each year. If your program requires that all participants be recertified at a specific time, you would have to recertify new participants as well; otherwise, they would go more than 12 months between the time of enrollment and their first recertification.
- You must retain all hard copies of the recertification income form and the relevant documentation for each year's recertification in the case file.
- You may update the participant's contact information at any time. You do not update any participant characteristics at the time of a recertification. Elements that affect the Most in Need measure, such as disability, homelessness, and low employment prospects, remain fixed at the time of initial applicant enrollment. You do not update them upon recertification or at any other time.
- If the participant has not yet had a recertification, leave the fields in this section blank.

21.1 *Recertification Date*. Enter the date on which the participant signed the Certification.

- SCSEP requires that participants be recertified at least every 12 months, not annually. Programs are free to recertify on the participants' anniversary dates or to recertify all participants at the same time each year. If your program requires that all participants be recertified at a specific time, you will have to recertify new participants as well at that designated time. Otherwise, they would go more than 12 months between the time of enrollment and their first recertification

21.2 *Number in Family*. Enter the number of individuals in the applicant's family. Use the same instructions as for field 9.1 above, including the rules regarding same-sex marriages.

V. RECERTIFICATION

- If the applicant is claimed as a dependent on someone else's tax return, you must use the broader CPS definition of family. See appendix for information on dependents. Count only current family members. Do not include deceased or separated spouses. In addition, consistent with 20 CFR 641.500, a person with a disability may be treated as a "family of one" for income eligibility determination purposes.
- Data validation is required for this element.

21.3 Total Includable Family Income. Indicate whether you are basing includable family income on the last 12 months or the last 6 months.

- Under the eligibility TEGl, you use the 12-month period prior to enrollment or the 6-month period annualized, whichever is more favorable to the applicant.
- Do not use change the data in field 9.3. That field will always reflect the income at the time of initial enrollment. Do not write over that field.
- Data validation is required for this element.

21.4 Total Includable Family Income/12 or 6 months (Revised, Version 1.1). This field is dynamic based on the value entered in field 21.2.

- *(Revised, Version 1.1)* If you enter the 6-month income, you must annualize it by multiplying the 6-month income by two. The system will use this annualized 6-month income when computing whether the income is below 125% of the Federal Poverty Level for the applicant's family size.
- Family income is used to establish eligibility. It includes the income of current family members counted in field 21.2 above. There is no required form for this element; sub-grantees may use any income worksheet they wish for calculating income. Although not part of the GPMS database, the worksheet must be retained in the file for all applicants. You must also retain documentation of all includable income sources.
- All earnings from employment, both casual employment and regular, consistent employment, are counted unless excluded by TEGl 12-06.
- The procedure for validating income is set out in the eligibility TEGl and the Data Validation Handbook. There are no exceptions. You must calculate the family income for the 12-month period prior to application or the 6-month period. If the applicant is ineligible because the income in both lookback periods is not truly typical, the applicant will have to wait until the atypical income drops out of the look-back period and reapply at that time.
- Data validation is required for this element. Documentation must establish which lookback period was used, that all appropriate income was included, that the calculations are correct, and that the participant's income was less than 125% of FPL.
- The DV Handbook states that tax returns are rarely sufficient documentation by themselves because they do not correspond to the precise time covered by the lookback period. They can be used in combination with documentation of the precise dates of employment to determine the amount of earnings during the relevant look-back period.
- Validators are required to validate that total includable family income was correctly calculated in accordance with TEGl 12-06, including verification of whether the 6-month annualized or 12-month amount was used.
- No documentation of the amount of excludable income is required, but the file must list all sources of income considered and indicate whether or not they are included in the income calculation. For example, if SSDI or SSI is indicated as an income source, you do not need to document the amount of the disability payment; you just need to record that it was identified as a source of income but was not included in the calculation. If it was not identified at all or if it was improperly included in the income calculation, the item should fail DV.
- An attestation is always required. If the applicant is claiming no income, the attestation must explain how the applicant supports himself or herself. If the applicant reports some income, he or she must attest that all income has been disclosed and that no other sources of income exist. See the attestation forms for total family income in the Appendix to the DV Handbook.

V. RECERTIFICATION

21.5 *Signature of Participant on Recertification?* The applicant must sign this certification before you can proceed with the recertification:

I hereby certify that the above information is true and accurate to the best of my knowledge and belief. I understand that if I intentionally provide inaccurate information, I may be terminated from the SCSEP program and may be subject to legal penalties.

- Make sure the participant reads and understands the certification. Intentional falsification of eligibility information requires immediate removal from the program. The participant's signature appears on the hard copy form only. It must be retained in the file.
- A determination of eligibility cannot be made until the participant has signed the certification. If it is not feasible for the participant to come to the office to sign the certification, it may be done by mail as long as the case worker explains clearly to the participant the facts they are certifying and the consequences of making a false statement with regard to those facts.
- The certification does not satisfy any of the documentation requirements for Data Validation.
- Under the circumstances described in the appendix, you do not have to obtain a signature from an ineligible applicant who you are sure will not contest eligibility.

21.6 *Is family income at or below 125% of Federal Poverty Level?* The system will use the data entered into fields 21.2, 21.3, and 21.4, along with the current Federal Poverty Guidelines to determine if the applicant meets the income eligibility requirements for SCSEP.

22.1 System Eligibility Determination: Eligible

22.2 Reasons for Eligibility

- The participant is Unemployed.
- The participant's income is at or below 125% Poverty Level.
- The participant's age is within the allowed range.

Recertification Eligibility Determination

22.3 SCSEP Eligible? *

- ☐ Yes
☐ No

22.4 Comment *

Reason for Ineligibility *

- ☐ Age
☐ Residence outside of state
☐ Income
☐ Failed to file complete Application
☐ Other

Action Taken if Ineligible *

- ☐ Referred to One-Stop
☐ Referred to Social Services
☐ Referred to another project
☐ Placed in unsubsidized employment pursuant to MOU
☐ Other

22-22.2. *System Eligibility Determination and Reasons for Eligibility (Revised, Version 1.1).* The system will indicate if the participant meets the requirements for continuing eligibility. Since age has already been determined and being unemployed is a condition of continuing eligibility throughout enrollment, the determination is based solely on income and is the same as field 21.6. The recertification determination fields in the GPMS are being revised and will mirror the screens for the initial eligibility determination. These changes are expected shortly.

V. RECERTIFICATION

- If the system determines that the applicant is eligible, banner is green; if it determines that the applicant is ineligible, it is red.
- The case manager can override the system determination. See field 22.3. In that case, a comment is required in field 22.4

22.3 *SCSEP Eligible?* As with eligibility, the case manager makes the initial determination of eligibility at recertification and submits it to the supervisor for final approval. The recertification approval fields in the GPMS are being revised and will mirror the screens for the initial eligibility determination approval. These changes are expected by the end of calendar year 2022.

- Enter whether the case worker finds the applicant eligible. This determination may be different from that made by system, e.g., the system is using an out-of-date version of FPL and the case worker has access to the current version.
- If the applicant is ineligible, you must complete additional fields that display the reasons for ineligibility and the actions taken as a result of that determination.

22.4 *Comment.* A comment is required if the case manager's preliminary determination differs from the system determination. Otherwise, this field is optional.

23 Comment

CANCEL

SUBMIT

23. Recertification *Comment* (Supervisor). The supervisor must approve the case manager's preliminary recertification determination for it to become final. If the supervisor disagrees with the case manager's determination, a comment is required.