

Senior Community Service Employment Program

Tip Sheet: Rotation Policy



What is a rotation policy? SCSEP grantees are encouraged to rotate participants among different host agencies, or to a different assignment within the same host agency, as these rotations can increase participants' skill development and employment opportunities. According to SCSEP regulations (Sec. 641.575), a grantee may establish limits on the amount of time that participants spend at a particular host agency. If a grantee wants to do so, it must have a rotation policy in place that has been approved by the Department of Labor.

Is a rotation policy required? No. A rotation policy is an optional special request, not a requirement. A policy is only required if the grantee wishes to assess all participants for rotation after a specified amount of time has elapsed at a host agency. A grantee does not need approval to rotate a participant based on the requirements of that participant's IEP.

What are the specific requirements that a rotation policy must address? Every time a grantee wishes to rotate a participant based on a rotation policy – i.e., based on established limits on time at the host agency – it must assure that the rotation:

- Is based on an individualized determination that the rotation is in the best interest of the participant (case-by-case review),
- Will further the acquisition of skills listed in the participant's IEP, and
- Is not based *solely* on the amount of time a participant has been with a host agency.

Do I need approval from the Department of Labor? Yes, every rotation policy must be approved by the Department in the grant agreement. A request to implement a rotation policy may be made at any time; however, the Department will not approve any policy that does not meet the requirements addressed above.