



Senior Community Service Employment Program (SCSEP) Recertification and Most-in-Need (MIN) Updates Background and Instructions

Annual Recertification background:

During the SCSEP enrollment process, each job seeker is determined eligible following a review of their income, age, family size, county of residence, and employment status.

After that initial enrollment, the Department of Labor's (DOL) federal regulations require that all SCSEP grantees/subgrantees collect and conduct an annual review of the job seeker's required documentation to determine their continued eligibility, this process is called Recertification.

To streamline Recertification and ensure compliance amongst our large subgrantee network, CWI Works (CWI) has instituted a defined period when all Recertifications must take place each PY.

For this Recertification, each CWI subgrantee must conduct all Recertifications between **March 1 – Friday, April 30, 2026**.

Requirements for review:

- Family size and income of the job seeker and all included family members are the only eligibility criteria to be updated during Recertification.
- Job seekers must submit current Family Size documentation (Family Size Statement, lease, public document, or other).
- Job seekers must provide income source documents (either a 6 or 12-month lookback) for each included family member.
- Job seekers who are on a break in service must be recertified, they must be paid for time spent in the appointment.
 - **EXCEPTION:** You **should not recertify** job seekers who have **open or active Workers' Compensation** claim until they return to the program with a doctor's release.

Recertification:

In years past, CWI's subgrantees were required to submit Recertification data in two places: the DOL SCSEP case management system (formerly SPARQ, now the Grantee Performance Management System [GPMS]) and CWI's own SCSEP Eligibility Determination tool in the SCSEP Portal Webtools.

At this time, GPMS remains unable to export data to external sites, including our Webtools. For this reason, all Recertification data collected will only be **entered in one place, GPMS**.

Income calculations will be completed using the Income Worksheet.

- Record all streams of income for all included family members to determine income eligibility.

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- Collect the required job seeker and project staff signatures and dates on the fully completed Income Worksheet.

Before appointments:

- Develop a list of all active job seekers who will be recertified
- Reconcile the list against all active job seekers in GPMS
- Notify all job seekers of the need to recertify
 - Schedule appointments, provide required documentation for preparation

During appointments:

- Complete required forms
- Collect copies of source documents and signatures

After appointments:

- Assemble all collected documents
 - Double-check work for quality assurance
- Enter all data in GPMS
 - Double-check data entry for quality assurance

Most-in-Need (MIN) Measure Updates Background:

The MIN measure reports the average number of barriers to employment per job seeker. These barriers are likely to make obtaining employment more challenging for the population we serve. There are two separate categories in the measure:

1. Priority of Service
2. MIN Waiver Factors

SCSEP is required by regulations to provide enrollment priority to individuals with multiple Priorities of Service and MIN Waiver Factors.

At the start of each program (July 1), the updateable Priorities of Service and MIN Waiver Factors are reset in GPMS and must be revalidated to receive credit towards the MIN performance rate for the new program year. Each SCSEP subgrantee is required to update MINs during annual Recertification to capture the updates.

Updating MINs requires subgrantees to use appropriate CWI forms, obtain current validating documents,

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and all updatable MINs need to be reconfirmed at recert again and entered in GPMS.

Data entry: You must enter ‘Yes’ or ‘No’ for each of the eight Waiver Factors (updateable MINs) in GPMS.

NOTE: Job seekers enrolled and entered into GPMS on or after February 1, 2026, do not require MIN updates for this recertification. The data should already be current for the PY if you captured all applicable MINs at enrollment.

Recertification and MIN Measure Update Documents:

Access all current recertification documents by visiting <https://www.cwiworks.org/>

- Select SCSEP Portal
- From the Tool dropdown menu, select Forms and Information
There will be a dedicated section on this page for Recertification, titled “Annual Recertification Resources”

The following documents are available to assist with the Recertification process:

Document	Purpose	Note
Recertification and Most-in-Need Measure Update Instructions	Guidance source - process	
Recertification Checklist and Readiness Calendar	Guidance source - process	
Recertification Notice for Job Seekers	Correspondence	
Options for Recertification Appointments	Guidance Source - process	
Policy and Procedure Manual, Section 203, Eligibility Requirements	Reference source - income	PPM 203 has the current Department of Health and Human Services Federal Poverty Guidelines that must be used to establish income eligibility.
Policy and Procedure Manual, Section 204, Computing Income for Eligibility	Reference source – family size and computing income	Includes definitions of family size and includable and excludable income sources

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Document	Purpose	Note
Income Worksheet	Required form	Complete a new Income Worksheet for each family member in the job seeker's household and obtain signatures. Retain Income Worksheet and copies of source documentation in file.
Family Size Form	Required form	Retain in file
Self-Attestation for Zero Income	Documentation form – supplemental	Only used when job seekers report zero includable income Retain in file for data validation, if used
Record of Offer of Physical Exam Form	Required form	Evidence that job seeker either accepted the annual offer of a physical examination or signed a waiver if the physical was declined during recertification. IMPORTANT: Physical examinations are a regulation-required fringe benefit available to all SCSEP job seekers – we are required to offer it at enrollment and annually at Recertification each subsequent year) Retain in file for data validation
Release Form	Required form	Obtain signature and date Retain in file for data validation
Notice of Missed Appointment	Correspondence	Used when a job seeker fails to attend the scheduled Recertification meeting. Subgrantees must send notice and make reasonable attempts to reschedule before proceeding with a 30-day notice of termination for cause.

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Document	Purpose	Note
		Retain in file for documentation.
Termination Notice – Over-income	Correspondence	<p>Is to be used for job seekers found over income during the recertification interview.</p> <p>IMPORTANT: A 30-day written notice is required, and the exit date is to be 30 calendar days following written notice. <u>The job seeker may continue to train in their Community Service Assignment and be paid until the exit date.</u></p> <p>Retain in file for data validation</p>
30-day Notice of Termination for Cause - Failure to Recertify	Correspondence	<p>Is to be used after you have made reasonable attempts to reschedule recertification with the job seeker.</p> <p>IMPORTANT: A 30-day written notice of termination is required, and the exit date is to be 30 calendar days following written notice. <u>The job seeker must be placed on an unpaid break in service (enter break in GPMS) and terminated on the exit date.</u></p> <p>Retain in file for data validation</p>
Rural Urban Code (RUCA) tables	Reference source - MIN	Now built into GPMS Characteristics section
Persistent Unemployment tables	Reference source - MIN	Full SCSEP state/territory list - search for county
MIN Revalidation form	Required form	Retain copies of source documentation in file for data validation
MIN Self -Attestation form	Documentation	Covers all MINs that can be self-attested
MIN Guidebook	Guidance source - MIN	
Case Management Notes	Documentation	Retain in file for data validation