



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
220 French Landing Drive  
Nashville, TN 37243-1002  
(615) 741-1031

**Workforce Services Memorandum – Co Enrollment of Senior Community Service Employment Program (SCSEEP) Participants in the SNAP Employment and Training (E&T) Program**

**Effective Date: July 11,2019**

**Purpose:**

This memo outlines the process for participant co-enrollment, according to eligibility, as a method to provide effective service by combining WIOA core programs offered at American Job Centers.

Eligible individuals, ages 55 and older at registration, may participate in both SCSEEP and SNAP E&T programs concurrently. Such individuals must meet the SNAP eligibility criteria applicable to the services received. The overall objective is to coordinate cohesive and consistent services which complement and strengthen the services offered by each individual program.

Co-enrollment ensures that an individual receives skills training, or other education, to carry out their individualized development plan while providing needed support to reduce the probability of participant drop-out due to barriers (such as lack of transportation). SCSEEP participants who are co-enrolled in SNAP E&T will have resources leveraged in a way that increases the probability to achieve long-term success in the labor market.

**Scope:**

WIOA core and non-core partners.

**I. How to Identify Eligible SCSEEP Participants:**

Individuals entering an American Job Center will be greeted with a “no wrong door” approach; the Tennessee Combined State Plan indicates that there is no incorrect entry point for an individual seeking services. During the first step a staff member

will conduct an initial assessment – mainly focused on the individual's eligibility for WIOA programs – that address barriers to employment, establish priority of service, and identifies a disability that requires further resources. Using this assessment the staff member then offers guidance about the most appropriate next steps.

**II. Enrollment Process:**

Following the initial assessment, the individual shall be referred to the SNAP E&T program for co-enrollment. If the individual declines to participate in SNAP E&T, staff should seek appropriate assistance to establish which program best fit their needs and eligibility. Ultimately, the goal is to formulate a plan specific to the needs of each individual which can then lead to self-sustaining employment.

For more information concerning co-enrollment please see [Workforce Services Technical Assistance](#)

**III. Types of Benefits that Compliment WIOA Programs:**

**1. Supportive Services:**

Supportive Services offered by LWDA's are intended to work in concert with, and provide support to, WIOA programs. These services are in addition to the core programs mandated under WIOA. Services offered include – but are not limited to – transportation assistance and child care. (see [Supportive Services policy](#))

**IV. Non-discrimination:**

No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief. **WIOA Section 188(a)(2)**

Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. **WIOA Section 188(a)(5)**

**Contact:**

For any questions related to this policy, please contact the Workforce Board at [workforce.board@tn.gov](mailto:workforce.board@tn.gov).