

Senior Community Service Employment Program (SCSEP)

SCSEP Customer Satisfaction Survey: Going all digital for PY2024

The Senior Community Service Employment Program (SCSEP) conducts an annual Customer Satisfaction Survey. This survey measures satisfaction among participants and host agencies, providing insights that shape program improvements and performance evaluations.

What's New for the PY2024 Survey

SCSEP is introducing a major upgrade: electronic delivery for both Host Agency and Participant surveys.

- Host Agency Surveys: Continue via email.
- Participant Surveys: For the first time, delivered electronically, primarily through text messages, saving time and costs compared to mailed surveys.

Your Role

To ensure success, SCSEP providers must:

- Update Contact Information
 - Host Agencies: Provide accurate individual email addresses.
 - Participants: Confirm cell phone numbers capable of receiving texts (or email if no cell phone).
 - Correct Records in GPMS
 - Apply the same updates in GPMS to avoid repeating this process.

Why It Matters

Accurate data ensures surveys reach the right people, enabling SCSEP to collect meaningful feedback. Responses are confidential and voluntary, covering areas like job assistance, training, and overall well-being. Results are analyzed nationally and shared via the DOL's [WorkforceGPS](#) platform.

MJSP Board Meeting for March 2026

The next MN Job Skills Partnership (MJSP) Board meeting will be held on Monday, March 2, 2026. Supplemental funding request due on February 2nd, 30 days before the meeting. Please submit via email to DWFAPPrograms.DEED@state.mn.us. Get the narrative and worksheet forms [here](#) and contact a Dislocated Worker program grant coordinator.

All MN Job Skills Partnership (MJSP) Board meetings are open to the public. Most meetings are also held online via MS Teams. Additional information on the time, meeting format, and location will be posted as available on the [web page](#).

Policy

DWFAP posted its first two advisories on 1/9/26:

- [Technical Assistance Bulletin \(TAB\) 26-01](#)
- [Technical Assistance Bulletin \(TAB\) 26-02](#)

DWFAP also posted a draft Senior Community Service Employment Program (SCSEP) policy for public comment on 1/9/26. All comments are due by Monday, 2/9/26:

- [DRAFT Non-Federal Share of Costs Administrative Policy](#)

On 1/23/26 DWFAP will also post its first Technical Assistance Response (TAR) Letter responding to a question about required local written policies for the WIOA Adult and WIOA Dislocated Worker programs. It will be posted on the DWFAP Policy and Guidance webpage. Copies of the TAR Letter can be requested ahead of its 1/23/16 posting by emailing Dwfaprograms.deed@state.mn.us. TAR Letters can be requested at any time by emailing questions and technical assistance requests to Dwfaprograms.deed@state.mn.us. Remember that not every technical assistance request may result in a TAR Letter.

Retaining Employment and Talent After Injury/Illness Network (RETAIN)
Save the date for MN RETAIN's upcoming summit. Check mnretain.com for ongoing updates and registration information.



TEGL 23-19 Change 3:

- Issued Dec 1, 2025; fully rescinded Change 1 and Change 2; replaced them with comprehensive guidance:
 - **Alignment around Employer Retention:** Newly defined under WIOA's Effectiveness in Serving Employers indicator – programs must now validate retention with the same employer, with documentation included.
 - **Alignment around Educational Functional Gain:** Clarifies what qualifies as “educational functional level gain” per TEGL 10-16, Change 3, and includes steps to validate that documentation.
 - **Supplemental Wage Data:** Updated allowable documentation with TEGL 26-16 change 1 to implement supplemental wage information in performance reporting.
- **Major change:** Disallows self-attestation for date of birth or low-income status.

- **Acceptable Documentation for date of birth:**
 - Driver's License • Baptismal Record • Birth Certificate • DD-214 • Report of Transfer or Discharge Paper • Federal, State, Local or Tribal Identification Card • Passport • Hospital Record of Birth • Public Assistance/Social Service Records • School Records or ID Cards • Work Permit • Family Bible • Cross-Match with State Agency Records • Justice System Records • Selective Service Registration • Signed Letter from a parent or guardian • Medical Records
- **Acceptable Documentation for low-income status:**
 - Award Letter From Veteran's Administration • Bank Statements • Pay Stubs • Compensation Award Letter • Court Award Letter • Pension Statement • Employer Statement/Contact • Family or Business Financial Records • Housing Authority Verification • Quarterly Estimated Tax for Self-Employed Persons • Social Security Benefits • UI Claim Documents • Copy of Authorization to Receive Cash Public Assistance • Copy of Public Assistance Check • Public Assistance Eligibility Verification • Cross-Match with Refugee Assistance Records • Cross-Match with Public Assistance Records • Cross-Match with UI Wage Records
- More information will be shared as we hear from DOL.

Resources:

- [Definition of Economic Self-Sufficiency and Income Exclusions \(Appendix Three\) Policy.](#)
- <https://apps.deed.state.mn.us/assets/policies/pdf/adult-acceptable-documentation.pdf>
- [wioa-dw-acceptable-documentation-list_tcm1045-648052.docx](#)

Reminders:

- Monthly Financial Status Report (FRS)/Monthly Reimbursement Payment Request (RPR):
 - Due the 20th day of the month following the preceding month-end. For example, the September RPR/FSR (September 30 end date) is due October 20.
 - Report accrued monthly expenditures.
 - A monthly RPR/FSR is required even if no funds were expended.
- Quarterly Progress Report:
 - Reports for Quarter ending September 2025 are due on October 30. Please report on all active grants.

Use Dislocated Worker General Email to Reach All Team Members

- Please continue to email requests, reports, technical assistance questions, etc. to the Dislocated Worker Federal Adult Programs general email at DWFAPrograms.DEED@state.mn.us.
- You can find additional information and resources here on the [Office of Dislocated Worker and Federal Adult Programs Website](#).

Performance & Accountability

- Please email the performance team's general email address with your technical assistance needs: performanceap.deed@state.mn.us