

**Student Subsidized Employment Program (SSEP)  
Policy and Procedures  
(February 16, 2010)**

**Eligibility:**

- Student must be between the ages of 16 and 18, or under age 21 and still in high school, at time of placement in SSEP
- Student must live with a parent (biological or legal) or with a related caretaker
- Student must live in a family whose income is less than or equal to 300% of the federal poverty level
- Student's parent/related caretaker must complete the Eligibility form, sign the affirmation and return the form to the school
- Student's parent/related caretaker must report increases in income and/or decreases to household size within 10 days of the change to the Co-op teacher-coordinator

**Length of Placement:**

- Each student will participate in the program the required number of hours as determined by the school
- No placement may last past September 30, 2010 unless ARRA is extended and Stimulus money is available to continue the program

**DHR agrees to:**

- Fund SSEP using TANF funds for 500 student participants between February 1 and September 30, 2010
- Determine TANF eligibility for each student whose form is submitted to DHR and notify school of eligibility
- Reimburse each employer 100% of the gross wages paid to the student including mandatory withholdings such as the student's cost of FICA and taxes but excluding the employer's costs for FICA and other mandatory taxes
- Notify the school and/or employer of irregularities
- Notify the school and the employer of termination of the subsidy if the student's TANF eligibility terminates before the end of the placement and the student remains employed. The termination notice to the school and the employer will be provided 14 days in advance of the termination of the subsidy payment for that student.

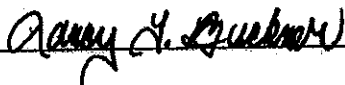
**SDED agrees to:**

- Ensure that each student's parent/caretaker relative completes the Certification of Eligibility form
- Submit completed Certificate of Eligibility forms to SDHR for approval (FAX # 334.242.0513)
- Not place students until after receipt of approval from SDHR
- Only place students in SSEP who are determined TANF eligible
- Recruit potential employers

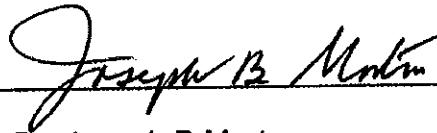
- Arrange placements only with private employers whose costs for supervision and training of the subsidized employee(s) **are not** paid from federal funds, will not be used as match/cost sharing for federal funds or to meet a federal Maintenance of Effort (MOE) requirement of another program
- Submit completed SSEP Employer Agreement to SDHR
- Notify SDHR of any increase in income or decrease in family size of student within 10 days of learning about the change

Each employer must:

- Sign SSEP Employer Agreement
- Pay students the same wage and benefits as paid to regular employees doing comparable work
- Adhere to the guidelines in the Student Subsidized Employment Program (SEP) Fact Sheet
- Submit reimbursement request and adequate/accurate documentation to SDHR
- Submit W-9 with first reimbursement request
- Notify the school and SDHR when employment is terminated
- Purchase Workman's Comp for each student if required by law and/or the school system; this cost will not be reimbursed by SDHR
- Agree not to pay the student in cash



Nancy T. Buckner, Commissioner  
Department of Human Resources



Dr. Joseph B Morton,  
State Superintendent of Education