

**JEWISH COUNCIL FOR THE AGING
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)
PRELIMINARY APPLICATION**

Program Eligibility: You MUST BE 55 years old or older, a Frederick or Montgomery County Resident, unemployed AND meet income guidelines. A <i>One-Person Household</i> cannot exceed income of \$16,800 for 12 months prior to acceptance into the program. A <i>Two-Person Household</i> cannot exceed \$21,138 for 12 months prior to acceptance into the program. To obtain income eligibility for three or more in the family, contact the SCSEP office at 240.395.0918.							
DATE:		NAME:				MALE	FEMALE
STREET ADDRESS:					CITY:	STATE:	ZIP CODE:
HOME PHONE NUMBE			CELL PHONE:		EMAIL ADDRESS:		
DATE OF BIRTH:		CURRENT AGE:		AGE 65+? <input type="checkbox"/>		AGE 75+? <input type="checkbox"/> YES <input type="checkbox"/> NO	
MARRIED? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No	U.S. VETERAN WITH DD214? <input type="checkbox"/> Yes <input type="checkbox"/> No	SPOUSE VETERAN WITH DD214? <input type="checkbox"/> Yes <input type="checkbox"/> No	DISABLED? <input type="checkbox"/> Yes <input type="checkbox"/> No	HOMELESS? <input type="checkbox"/> Yes <input type="checkbox"/> No	RISK of HOMELESS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOW DID YOU HEAR OF THE SCSEP PROGRAM?				ARE YOU REGISTERED WITH YOUR LOCAL AMERICAN JOB CENTER?			
WHAT IS YOUR GROSS INCOME FOR THE PAST 12 MONTHS?					DATE YOU RECEIVED YOUR LAST PAY CHECK?		
CIRCLE THE TYPE OF SOCIAL SECURITY YOU RECEIVE? Disability SSDI					DO YOU HAVE A SOCIAL SECURITY AWARD LETTER? <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YOU DO NOT RECEIVE INCOME, WHAT MEANS OF SUPPORT DO YOU HAVE?							
PREVIOUS WORK EXPERIENCE: (Briefly describe last work experience. You may use reverse side if needed).						<input type="checkbox"/> Office Clerk <input type="checkbox"/> Nutrition <input type="checkbox"/> Adult Day Care <input type="checkbox"/> Child Care <input type="checkbox"/> Housekeeping/Maintenance <input type="checkbox"/> Supervisory/Management <input type="checkbox"/> Administrative <input type="checkbox"/> Other	
						DO YOU HAVE A RESUME? <input type="checkbox"/> Yes <input type="checkbox"/> No	
						DO YOU HAVE COMPUTER EXPERIENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No	

DO NOT SEND ANY DOCUMENTS WITH YOUR APPLICATION!

MAIL THIS PAGE ONLY OF YOUR COMPLETED APPLICATION

TO:

JCA SCSEP PROGRAM
ATTN: Cathy Nestoriak
12320 PARKLAWN DRIVE
ROCKVILLE, MD 20852
Cnestoriak@accessjca.org

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Within the limits of its resources, JCA serves people of all faiths and from all walks of life. Indeed, we try to be as inclusive as possible in all that we do. Sometimes, however, JCA may deny a person or group the option to enroll or to continue to participate in all or particular programs and services. We reserve the right to do so, at our sole discretion, should we believe that our action is in the best interest of the individual or program or for any other reason not precluded by applicable law.

YOU WILL BE CALLED WHEN THERE IS AN OPEN SLOT IN THE PROGRAM. AT THAT TIME, AN APPOINTMENT WILL BE ARRANGED FOR YOU TO COME TO THE OFFICE TO MEET WITH STAFF; AND, IF APPROPRIATE, FILL IN THE COMPLETE APPLICATION PACKET.

DOCUMENTS NEEDED FOR ELIGIBILITY (You will need to bring these documents for your appointment):

- 1) **Driver's License, Maryland ID Card** (Lists your current address in Frederick or Montgomery County), or **Permanent Resident Card** (Green Card)
- 2) **Social Security Card**
- 3) **Proof of ALL Income:**
Last 1040 Income Tax Return, Social Security Benefits Awards Letter, Last Two Pay Stubs, Survivors' Benefits, Pension or Retirement Income, Interest Income, Dividends, Rent/Royalties/Estates/Trusts, Educational Assistance, Alimony, Financial Assistance outside of Household, Other Income (such as foreign government pensions)
- 4) **Proof of Number in Family**
HUD form, lease or 1040 Income Tax Return
- 5) **Resume**

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

SCSEP is a job training and readiness program in Montgomery and Frederick County sponsored by the Jewish Council for the Aging (JCA). Applicants for the program must be 55 years of age or older, live in Montgomery County OR Frederick County, be unemployed at the time of application and meet economic guidelines. If accepted into the program, SCSEP participants are placed in community service positions with government or non-profit agencies in either County. SCSEP participants work 20 hours a week on a regular basis and receive a stipend of \$14.00 per hour (the current federal minimum wage), paid by JCA with Title V grant funds. Through the program, participants gain valuable job skills and experience that will help them transition to regular employment.

The Senior Community Service Employment Program, a program administered by the Jewish Council for the Aging, is supported by grant funding from The Center for Workforce Inclusion, Inc., and Montgomery County Department of Health and Human Services Office on Aging and Disability Services.

For more information about SCSEP, contact the SCSEP staff at 301-255-4249 or by email to cnestoriak@accessjca.org.

NOTE TO APPLICANTS

PROGRAM REQUIREMENT: Upon entering the Senior Community Service Employment Program, participants must continue to seek regular employment in the public and private sectors.

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JCA RESPECTS CIVIL RIGHTS

The Jewish Council for the Aging of Greater Washington, Inc. (JCA®) operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in accordance with Title VI of the Civil Rights Act and other applicable laws. For more information, contact the Director of the JCA Cahnmann Center for Supportive Services at 301.255.4205.

JCA TITLE VI POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

MAKING A TITLE VI COMPLAINT

Any person who believes he or she has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with JCA. Any such complaint must be in writing and filed with JCA within 180 days following the date of the alleged discriminatory occurrence. For information on how to file a complaint, contact JCA

- By writing the Director of the JCA at 12320 Parklawn Drive, Rockville, MD 20852;
- Faxing your request for information to 301.468.9207;
- Emailing srock@AccessJCA.org; or
- Calling 301.255.4205 or, for hearing-impaired persons, calling Maryland Relay at 711 or 1.800.735.2258.