

## Eligibility Guidelines

Dear Applicant:

We are glad you wish to enroll in the Senior Community Service Employment Program, and look forward to working with you to help you obtain the training and experience you need to rejoin the work force.

However, before you begin filling out and signing your application, it's essential that you read the following eligibility requirements, and be sure that you are, in fact, eligible.

First, you must be registered with the Department of Labor. Second, you must be 55 years of age or older. Third, you must be currently unemployed. If you have a part-time or low-paying job, you are not eligible. Fourth, you must be a Georgia resident and U.S. citizen or legal immigrant. Illegal immigrants are not eligible. Fifth, your income must not exceed the Federal government's poverty guidelines (listed below) for your marital status and family size.

The four documents listed below are required to ensure that you meet the eligibility requirements. Please bring or mail them to this office along with your completed application:

1. A state-issued picture Identification Card or Driver License.
2. A Social Security Card.
3. A statement signed and completed by a friend or neighbor verifying your address and the number of people living in your residence. We provide a blank "Household Letter" form for this purpose.
4. An income or earnings statement for the previous six months. This can be a bank statement, a pay stub or letter from the \*Social Security Administration (SSA), the Veterans Administration (VA), or other government organization or private company (or any combination thereof). Listed below are the maximum amounts you can earn according to the size of your immediate family or household. If your income exceeds the amount for your household size, you are not eligible.

1. ONE:	\$13,538.00
2. TWO:	\$18,231.00
3. THREE:	\$22,888.00
4. FOUR:	\$27,563.00
5. FIVE:	\$32,238.00

Sincerely,

Michelle Brinson  
NEGA SCSEP Director

\*25% excludable, unless SSDI, which is 100% excludable.

**\*PLEASE KEEP THESE GUIDELINES FOR YOUR RECORDS\***