



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING & ADULT SERVICES AGENCY  
LANSING

ROBERT GORDON  
DIRECTOR

**DATE:** March 16, 2020  
**TO:** Area Agency on Aging Directors  
**FROM:** Dr. Alexis Travis, Senior Deputy Director  
**SUBJECT:** Senior Community Service Employment Program Subgrantee Policy  
Guidance for Participant leave (AASA COVID-19 2020-1)

### **TRANSMITTAL LETTER #2020-406**

The Michigan Department of Health and Human Services, Aging and Adult Services Agency (AASA) has a responsibility to provide policy guidance to Senior Community Service Employment Program subgrantees (SCSEP) awarded funds under the Older Americans Act and from the Michigan Legislature. It is the purpose of this transmittal letter to provide clarification regarding SCSEP policy guidance during the time of the COVID-19 declared emergency in Michigan.

At this time AASA policy for the SCSEP only allows up to 20 hours of necessary sick leave, per program year accompanied by a doctor's note for participants to be compensated for missed work due to illness. It is recommended that this policy be waived over the next four weeks in order to provide SCSEP subgrantees the ability to pay participants their wage (\$9.65 per hour ) regardless of whether they work at their agreed-upon work schedule should a host site close, a participant becomes ill, or a participant is hesitant about reporting to work.

Furthermore, this waiver would become effective March 16, 2020, and would last over the next 4 weeks, April 13, 2020. At such time AASA will make a determination as to the necessity of this waiver, and if need be, rescind at such time should it be necessary. Additionally, AASA would monitor this waiver during the four week period to determine if it is addressing the needs of the participants and host agencies and, if need, make a determination as to whether it should be extended past the April 13, 2020,

AT/sw

Attachment