



(SCSEP) is now accepting applications.

Contact:  
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Monday-Friday 8am - 5pm

**Are you age  
55 or older,  
unemployed,  
& looking for  
part-time work?**

To qualify for SCSEP:

- Must live in Dallas or Tarrant County
- American Indian/Alaskan Native preference
- State ID
- Social Security card
- Tribal Enrollment card
- Proof of Residence
- Last 30 days of income from all adult household members (SSI, SSDI, check stubs, etc.)



# Urban Inter-Tribal Center of Texas

## Requirements for applying to the Senior Community Service Employment Program (SCSEP)

The Urban Inter-Tribal Center of Texas (UITCT) Senior Community Service Employment Program, provides eligible senior citizen participants with an opportunity to serve their community and receive paid training while they seek permanent employment.

**In order to become enrolled in UITCT SCSEP program, you must meet the following eligibility requirements:**

1. **Be age 55 or older**
2. **Live in Dallas or Tarrant Counties**
3. **Be unemployed (not receiving any money from a paid job)**
4. **Be American Indian or Alaskan Native (preferred but not mandatory)**
5. **Meet the following low income criteria:**

Size of Family Unit	Low Income (SCSEP eligibility requires this income level or lower)
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person, add:	\$4320

Source: 2018 Health and Human Services Poverty Guidelines adapted for SCSEP

**The following are NOT counted in your income calculation:**

- |                           |                                   |
|---------------------------|-----------------------------------|
| Disability income         | Medicaid payments                 |
| SSI                       | Child support                     |
| SSDI                      | Capital gains                     |
| Worker's compensation     | Reverse mortgage                  |
| Unemployment compensation | Loans                             |
| Food stamp subsidies      | Tax refunds                       |
| Public housing subsidies  | Gifts                             |
| Public assistance/welfare | Lump sum winnings                 |
| Veteran's payments        | Lump sum inheritance or insurance |

**Only 75% of the Social Security income is counted.**

**Documentation you will need to provide in order to establish income eligibility:**

- Proof of gross income (before any deductions) for the last 12 months for yourself and any others living in your household with whom you share income and expenses.

Proof of the gross amount (before any deductions) of Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) monthly payments you receive (even though these payments are not counted in your income calculation).

- A statement by any adults you live with stating whether or not you share household expenses.
- The "Residence/Family Size Certificate" completed by a landlord or other person (not a family member) familiar with your living situation stating how many people (including you) live in your household.

If there are people in your household other than a roommate, also provide a statement of who those individuals are, their relationship to you, and whether or not they contribute any income to the household.

**Additional documentation/information you will need to begin your SCSEP application include the following:**

- Current, state issued valid identification with your picture, such as your Texas driver's license.
  - If the address on your identification is not your current address, you will need to provide proof of address in the form of recent mail addressed to you from a utility company or other official source.
- Your Social Security card (must be signed by you).
- Tribal Card/letter (preferred but not mandatory)
- Military identification, including a DD-214 separation form, if you are a veteran.
- Name, address, and phone numbers for an emergency contact person and for a primary and secondary beneficiary for your SCSEP paychecks in the event you are unable to collect them.
- For direct deposit of your SCSEP paychecks:
  - A voided check on your checking account.
- Documentation from the Texas Workforce commission showing that you are registered with them. This can be obtained by signing onto the Texas Workforce Commission (TWC) with your I.D. and password and printing out the page that appears, which shows your personal information. (If you have forgotten your password, check the box indicating that and a temporary password will be sent to the e-mail address on file for you with the Texas Workforce Commission.
- "Dashboard" printouts from the self-assessment program available in our computer lab.