



# NEW MEXICO POLICIES & PROCEDURES

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## SECTION CONTENTS

### SENIOR EMPLOYMENT PROGRAM INDIVIDUAL DURATIONAL LIMIT POLICY

THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.

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# NEW MEXICO STATE ALTSD—Individual Durational Limit Policy—SEP

## 1.1 PURPOSE

This policy outlines the durational limits of SEP participants and ALTSD's procedures to support participants in planning for program exit.

### 1. POLICY

The ALTSD SCSEP Individual Participant Durational Limits. At enrollment, each SEP participant receives a written copy and a verbal explanation of the policy from ALTSD SEP staff.

### 2. PROCEDURE

- A. Participants in the SEP may remain in the program for a maximum of 48 months (4 years). This is called the durational limit. Once this limit is reached, the participant will exit the program. ALTSD policy does not allow any extensions, regardless of personal circumstances. To assist the participant in preparing for transition out of the SEP program, they will be notified in writing at two key points:
  1. Six months before exit participants will receive a written notice informing them that they are six months away from reaching the 48-month limit. This will begin the participants transition planning process.
  2. Thirty days before exit, participants will receive a second written notice of their final day in the program. Participants may continue participating until the date listed in that notice.

SEP staff will work with participants through this transition to create an Individual Employment Plan (IEP) that supports their transition out of the program. The plan may include referrals to Workforce Innovation and Opportunity Act (WIOA) services and other community-based employment and training programs. If the participant has concerns or believes their exit from the program was handled incorrectly or unfairly, they may file a grievance as detailed within the Grievance Policy section of SEP handbook.

## Revision History

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