



NEW MEXICO POLICIES & PROCEDURES

SECTION CONTENTS

SENIOR EMPLOYMENT PROGRAM INDIVIDUAL DURATIONAL LIMIT POLICY

THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.

VERSION: 8.2025

NEW MEXICO STATE ALTSD—Individual Durational Limit Policy—SEP

The document contained herein is subject to change. Version:8.2025

1.1 PURPOSE

- (i)** 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.** As a participant in the SEP, you may remain in the program for a maximum of 48 months (4 years). This is called the durational limit. Once you reach this limit, you will exit the program. Our policy does not allow any extensions, regardless of personal circumstances. To help you prepare for your transition out of SEP, we will notify you in writing at two key points:
 - 1.** Six Months Before Your Exit: You will receive a written notice informing you that you are six months away from reaching the 48-month limit. This will begin your transition planning process.
 - 2.** Thirty Days Before Your Exit: You will receive a second written notice at least 30 days before your final day in the program. You may continue participating until the date listed in that notice.

SEP staff will work with you through this transition to create an Individual Employment Plan (IEP) that supports your transition out of the program. This plan may include referrals to Workforce Innovation and Opportunity Act (WIOA) services and other community-based employment and training programs. If you have concerns or if you believe your exit from the program was handled incorrectly or unfairly, you may file a grievance. Please refer to the Grievance Policy section of handbook for details on how to submit a grievance and what to expect during the process.

Revision History

Element	Description
Document #	EPB— Individual Durational Limit—SEP
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Approval	The ALTSD Leadership

Date	Revision #	Change	Reference Section