

## TECHNICAL ASSISTANCE

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### DWD Technical Assistance 2025-09: SCSEP Prevailing Wage

**To:** Indiana's Workforce System

**From:** Indiana Department of Workforce Development (DWD)

**Date:** 05/15/2026

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### PURPOSE

The purpose of this technical assistance is to clarify wage requirements under the Senior Community Service Employment Program (SCSEP). It explains the obligation of subgrantees to pay participants the highest applicable required wage and outlines the process for determining prevailing wage rates within host agencies-public or nonprofit organizations-ensuring compliance with federal, state, and local wage laws throughout the grant term.

### REFERENCES

- 20 CFR 641.565
- 20 CFR 641.140

### DEFINITIONS

**Host agency**<sup>1</sup> means a public agency, or a private nonprofit organization exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more [SCSEP] participants.<sup>2</sup>

**NOTE:** Jobs within host agencies are public occupations.

### CONTENT

Subgrantees must pay participants the highest applicable required wage for time spent in orientation, training, and community service assignments. SCSEP participants may be paid the highest applicable required wage while receiving WIOA career services. The highest applicable required wage is either the minimum wage applicable under the Fair Labor Standards Act of 1938; the State or local minimum wage for the most nearly comparable covered employment; or the prevailing rate of pay for persons employed in similar public occupations by the same employer.<sup>3</sup>

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<sup>1</sup> 20 CFR 641.140.

<sup>2</sup> Political parties cannot be host agencies. A host agency may be a religious organization as long as the projects in which participants are being trained do not involve the construction, operation, or maintenance of any facility used or to be used as a place for sectarian religious instruction or worship.

<sup>3</sup> 20 CFR 641.565.

## Prevailing Wage<sup>4</sup>

### Sample Process for Determining Prevailing Wage

- While working with the Host Agency
  - Determine the number of similar public occupations.
    - Job descriptions with similar duties, level of responsibility, etc.
  - Obtain the rate of pay for the employees working in similar public occupations.
    - No personally identifiable information needed.
- Add all pay rates together.
- Divide the sum by the number of pay rates.
- The dividend is the participant's pay rate.

### Example

Host Agency ABC has four Greeter positions. The SCSEP participant will also be a Greeter.

Occupation	Pay Rate
1. Greeter	\$8.50
2. Greeter	\$8.00
3. Greeter	\$8.25
4. Greeter	\$8.45
Add Pay Rates	\$33.00
Divide the Sum by 4	\$8.25

The SCSEP participant's pay rate should be \$8.25 per hour.

**NOTE:** Per 20 CFR 641.565(A)(3), sub-recipients (subgrantees) must make any adjustments to minimum wage rates payable to participants as may be required by Federal, State, or local statute during the grant term.

## ACTION

Subgrantees are to use this technical assistance when determining prevailing wages for SCSEP participants.

## ADDITIONAL INFORMATION

Questions regarding the content of this publication should be directed to

[SCSEP@dwd.in.gov](mailto:SCSEP@dwd.in.gov).

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<sup>4</sup> Average wage.