

A *STEP* employer:

- Provides a meaningful, positive job experience that offers the possibility of moving into unsubsidized work (not paid by *STEP*).
- Pays a wage that is equivalent to wages paid for similar jobs, adjusted for experience and training.
- Provides workers' compensation coverage for each *STEP* worker (the cost will be reimbursed by DSS).
- Provides the employee with a workplace mentor to teach job skills and provide support and feedback to the worker.



SC Dept. of Social Services

Division of Family Assistance
PO Box 1520
Columbia, SC 29202-1520

Phone: 803.898.7436
Fax: 803.898.7102
E-mail: gilda.kennedy@dss.sc.gov

STEP

**Subsidized
Transitional
Employment
Program**



**SC Dept. of Social
Services**

803.898.7436

Subsidized Transitional Employment Program

STEP is a subsidized transitional employment program that provides a wage subsidy to employers who hire individuals referred by the SC Department of Social Services. Employers will be reimbursed 100% of wages and fringe for up to 6 months. Reimbursement cannot exceed \$7.25 per hour for 20 hours per week, but employees can work more hours and be paid at a higher rate.

SC STEP is funded with Federal Stimulus dollars and will end September 30, 2010.



Basic information

Any public or private employer can participate in SC STEP as long as they are in good standing with the appropriate taxing agency and carry a current Workers Compensation policy. The following are exceptions to participation:

- No employer in violation of local, state, or federal labor laws is eligible for reimbursement assistance.
- SC STEP funds cannot be used to fund any employer suspended or barred from doing procurement business with the State of South Carolina.

Employers must commit to retain the participant after the six month subsidized employment period.

STEP employees should be considered permanent workers and should be subject to the same rules as other employees, including those dealing with sick leave, holidays and vacations.

A *STEP* employee may be terminated at any time.

STEP workers cannot displace regular employees. If an employer previously had a layoff, the employer must wait 120 days before participating in *STEP*. If a new employer relocates from one area to another and has caused a layoff, that employer must wait 120 days to participate in *STEP*. This includes employers that are moving to South Carolina and those that relocate from one area of the state to another. If the employer offered employees in the old location an opportunity to relocate to the new site and provides proof of such, then the 120 days will be waived.

No more than 50% of the employer's full-time workforce can participate in SC STEP at any one time.

STEP employees must be placed in positions that require at least 20 hours per week.

Reimbursement Information

Employers will not be reimbursed for wages paid to *STEP* workers for hours not actually worked.

Employer reimbursements for *STEP* hourly wages and benefits will be paid monthly.