**Request to Unlock Records**

**May 2016**

A record becomes locked in SPARQ when a participant has exceeded the durational limit date (DLD) and has not been exited or granted an extension of the durational limit within 7 days of the DLD. The purpose of locking the records is to comply with the statutory eligibility requirement that limits participants to 48 months of participation in SCSEP unless they qualify for an extension; elevate the importance of monitoring participants’ durational limits to ensure that participants receive a timely extension if appropriate or are exited on time with proper transition planning; ensure that grantees provide support to sub-grantees and exercise supervision when the durational limit requirement is not being complied with.

A request to unlock a participant record must be sent by e-mail from the grantee administrator. Requests should be addressed to support@scsephelp.zendesk.com. The grantee (not sub-grantee) should complete the “Request to Unlock Records” and attach the document to the e-mail. A separate request must be submitted for each locked record.

**Grantee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub-grantee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Durational limit date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Action to be taken when record is unlocked:

\_\_\_ **Exit** on \_\_\_\_\_\_\_\_\_\_\_\_\_. Exit reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If exit is “For cause” or “Non-income eligible” or “Durational limit,” date on which termination letter was sent:\_\_\_\_\_\_\_\_\_\_\_\_

For grantees allowing extensions, has grantee confirmed that participant is not entitled to an extension? \_\_\_\_\_\_\_

\_\_\_ **Extension** effective \_\_\_\_\_\_\_\_\_\_\_. Waiver factor(s) supporting extension:

|  |  |
| --- | --- |
| Waiver factor | Date of last update |
|  |  |
|  |  |
|  |  |
|  |  |

3. Reason record became locked:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. How many previous records have been locked in this program year?

This sub-grantee: \_\_\_\_\_\_\_ Grantee: \_\_\_\_\_\_

5. What process does the grantee have in place to ensure that locked records do not recur?

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