



COLBERT CO. & LAUDERDALE CO.
DEPARTMENT OF HUMAN RESOURCES

SUBSIDIZED EMPLOYMENT PROGRAM

*A partnership between your business and Colbert Co. or
Lauderdale Co. DHR*

WHAT IS A SEP AND HOW DOES IT WORK?

The Subsidized Employment Program (SEP) allows your business to make a positive impact in your community. As a business, you have the opportunity to be reimbursed for gross wages when you hire a Family Assistance recipient / SEP participant, giving them valuable work experience.



A FEW IMPORTANT FACTS FOR SEP EMPLOYERS:

- The SEP employee's gross wages will be reimbursed 100% by DHR
- Wages may not be paid in cash.
- The SEP employee must work a minimum of 30 hours per week.
- The SEP employment may last for up to 12 calendar months.
- The SEP employee should receive the same pay & benefits as other employees in similar positions.
- Federal & State withholding taxes are required, including FICA.
- Workers Comp must be purchased.
- Employer may be able to claim the Work Opportunity Tax Credit (WOTC) for non-reimbursed employee expenses.
- The employer is encouraged to retain the SEP employee after the subsidy has ended.

For more information about the SEP program contact (for Colbert Co.) Kim Mann at (256) 314-4945 or by email at Kim.Mann@dhr.alabama.gov, (for Lauderdale Co.) Veronica Anderson - Throgmorton at (256) 765-4068 or by email at Veronica.anderson-throgmorton@dhr.alabama.gov.