

## DEPARTMENT OF AGING

1600 K STREET  
 SACRAMENTO, CA 95814-4020  
 Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)  
 TDD Only 1-800-735-2929  
 FAX Only (916) 327-3661  
 (916) 324-4066



# PROGRAM MEMO (PM)

TO: <b>AREA AGENCIES ON AGING DIRECTORS</b>	NO.: <b>PM 04-05 (P)</b>
SUBJECT: <b>SFY 2004-05 Title V Planning Estimates, Revised Senior Community Services Employment Program (SCSEP), Title V, Budget (CDA 35), and Instructions.</b>	DATE ISSUED: <b>April 7, 2004</b>
	EXPIRES: <b>Until Superseded</b>
REFERENCES:	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> HICAP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b>SFY 2004/05  <u>Title V Planning Estimates</u></b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your AAA-Based Team Fiscal Specialist</b>	

The purpose of this Program Memo is to transmit the Title V Planning Estimate (PE) for State Fiscal Year (SFY) 2004-05, the revised Senior Community Services Employment Program (Title V) Budget (CDA 35), and CDA 35 budget instructions. This PE includes the total federal and State Funds for each Area Agency on Aging (AAA) based on prior year allocations. An amended PE will be prepared when the Department receives the actual federal grant from the U.S. Department of Labor (DoL).

## TITLE V BUDGET (CDA 35)

The CDA 35 was revised to (1) convert the budget form to an Excel spreadsheet, (2) add Program Income as a funding source, (3) change "Enrollee" to "Participant" per pending federal regulations, (4) add a new section titled "Federal Compliance Check", (5) remove the requirement for the Application for Project Grant Funds page, and (6) replace the Budget Narrative with preprinted pages.

The revised budget format is four pages: Page 1—Budget Summary, Page 2—Administration, Page 3—Program/Participant Wages and Fringe Benefits, and Page 4—Program/Other. The



Budget Summary page identifies the budgeted funding sources available to pay for budgeted costs on pages 2, 3, and 4. An electronic master copy of the CDA 35 (in Excel format, with formulas) will be emailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

The revised CDA 35 includes a place to budget the two new SCSEP training options—Trial Employment and On-the-Job Experience—detailed in Program Memo (PM) 03-21(P) dated November 12, 2003. As stated in the PM, Trial Employment must be budgeted in the Program/Participant Wages and Fringe Benefits cost category and On-the-Job Experience must be budgeted in the Program/Other cost category.

### **BUDGET DUE DATE**

Based on the attached allocations, original Title V Budgets should be emailed to your Fiscal Team Specialist as soon as possible, **but no later than 30 days from the date of this PM**. Submit the budget electronically to the Fiscal Team, using the Title V Fiscal mailboxes.

Original signed by Lynda Terry

Lynda Terry  
Director

Attachments