

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

CDA 1014 (Rev. 01/13)

TO: Area Agency on Aging Directors and Senior Community Service Employment Program (SCSEP) Project Coordinators	NO.: PM 14-15(P)
SUBJECT: SCSEP, Title V, Authorized Break in Participation Policy	DATE ISSUED: December 18, 2014
REVISED	EXPIRES: Until Superseded
REFERENCES: Code of Federal Regulations(CFR), Title 20, Part 641 Senior Community Service Employment Program: Final Rule (September 1, 2010)	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"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> CBAS <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: Policy Change	

Purpose This Program Memo (PM) transmits the California Department of Aging's (CDA) Senior Community Service Employment Program (SCSEP) Authorized Break in Participation Policy.

Background The U.S. Department of Labor (DOL) requires each state SCSEP grantee to develop an Authorized Break in Participation Policy to ensure equitable treatment of SCSEP participants.

Regulatory Requirement The Code of Federal Regulations, Title 20, Part 641.570(d) permits a SCSEP participant to request a formal leave of absence from SCSEP for personal circumstances. The regulation also permits the local SCSEP project administrator to authorize a SCSEP participant's break in service when a suitable community service assignment is not available. Breaks in service are allowable, if taken pursuant to the grantee's policy and recorded in the DOL SCSEP Performance and Results Quarterly (SPARQ) database. Approved authorized breaks in service do not apply toward the participant's individual durational limit.

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Action Required

Effective immediately, AAA and local SCSEP project staff must:

- Revise all documents containing information about participant breaks in service to be consistent with CDA’s policy.
- Amend SCSEP participant orientation materials to include the Authorized Break in Participation Policy.
- Provide all current SCSEP participants with a copy of the Authorized Break in Participation Policy.
- Keep documentation of each participant’s receipt of the Authorized Break in Participation Policy in the participant’s file.

Attachment

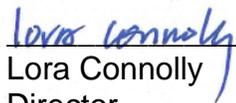
California Department of Aging, Senior Community Service Employment Program, Authorized Break in Participation Policy which is posted on CDA’s SCSEP web page.

http://www.aging.ca.gov/ProgramsProviders/SCSEP/Docs/PM_14-15_Authorized_Break_in_Participation_Policy.pdf

Inquiries

Please address questions to your CDA assigned SCSEP Analyst.

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