

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 15-09 (P)	
SUBJECT: SCSEP		DATE ISSUED: July 20, 2015	
Senior Community Service Employment Program, Title V, Budget Display and Contract Fiscal Year 2015-16		EXPIRES: June 30, 2016	
REFERENCES:		SUPERSEDES: PM 14-09(P)	
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 type="checkbox"/> Title VII
	<input checked="" type="checkbox"/> Title V	<input type="checkbox"/> HICAP	<input type="checkbox"/> Other:

Purpose

The purpose of this Program Memo (PM) is to transmit your Title V Senior Community Service Employment Program (SCSEP) Contract and Budget Display for Fiscal Year (FY) 2015-16.

Grant Information

Information for the FY 2015-16 SCSEP Grant:

- An Intent to Award with planning estimates was sent out June 10, 2015.
- The contract allocation and participant slots are based on the U.S. Department of Labor (DOL) SCSEP Program Year (PY) 2015 Authorized Positions and Funding for State Agencies.
- A maximum of eight percent of local assistance funding is allowed for Area Agency on Aging (AAA) administrative functions. Not less than 79 percent of local assistance funds shall be spent for Participant Wages and Fringe Benefits.

Allocation Methodology

The following methodologies determine participant slot and funding allocations:

- To meet the federal standard for equitable distribution of participant slots in California, DOL allocates participant slots based on each AAA's proportional share of the States' total number of individuals age 55 and older who are at, or below, 125 percent of the federal poverty level.
- This distribution reflects the authorized slot numbers and does not reflect the modified slot numbers due to California's higher minimum wage.

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Match

State match to the federal funding is reported based on the following:

- Each AAA's share of the State's match is calculated based on the funding allocation in the AAA's contract.
- Match amounts are located on the Budget Display.

Budget Submission Instructions and Due Date

For FY 2015-16, SCSEP AAAs are required to submit their original Budget form (CDA 35) in the following manner:

- Incorporate the amounts for Participant Wages and Benefits, Participant Other Costs, and AAA Administrative funds as shown in your Budget Display.
- Requests to transfer funds for Title V Administration to Participant Other Costs or Participant Wages and Fringe Benefits will be processed with the AAA SCSEP Budget.
- Submit your SCSEP Budget electronically to the AAA Fiscal Team mailbox at FiscalTeam@aging.ca.gov.

AAAs must submit their Original Budget forms as soon as possible, but no later than 30 days from the date of this PM.

Reporting Expenditures and Requests

- To report expenditures and request funds, AAAs will continue to use the SCSEP Monthly Expenditure Report/Request for Funds form (CDA 29).
- CDA will not process payments for SFY 2015-16 until the AAA's original SCSEP budget is approved and the contract is fully executed.

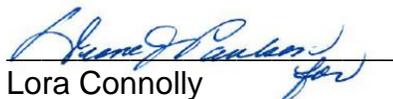
Closeout

The Title V Closeout is due 30 days after the end of the contract period, July 31, 2016.

Contract Packages and Inquiries

CDA will mail a contract package to each AAA's contract representative.

- For fiscal inquiries contact your assigned AAA Fiscal Team Specialist.
- For programmatic inquiries contact your assigned Title V Specialist.


Lora Connolly
Director