

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging Directors		NO.: PM 16-03 (P)
SUBJECT: SCSEP Senior Community Service Employment Program, Title V, State Fiscal Year 2016-17 Budget Display, Contract, and Budget Instructions		DATE ISSUED: April 06, 2016
		EXPIRES: June 30, 2017
REFERENCES:		SUPERSEDES: PM 15-09 (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 Senior Community Service Employment Program (SCSEP) Budget Display and the Contract State Fiscal Year (SFY) 2016-17. Contract packages will be mailed to each Area Agency on Aging's (AAA) contract representative.

Allocation Methodology Details related to the SFY 2016-17 Title V - SCSEP Grant allocation are as follows:

- The contract allocation and participant slots are based preliminarily on the U.S. Department of Labor (DOL) SCSEP Program Year (PY) 2015 Authorized Positions and Funding for State Agencies because updated grant and slot information are not yet available.
- A maximum of eight percent of local assistance funding is allowed for Area AAA administrative functions. Not less than 79 percent of local assistance funds shall be spent for Participant Wages and Fringe Benefits.
- The methodologies to determine participant slot and funding allocations are consistent with past practice.

Match State match to the federal funding is 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 specified on the Budget Display.

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**Budget
Submission
Instructions**

For SFY 2016-17, Title V - 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.
- Submit requests to transfer funds from Title V - SCSEP Administration to Participant Other Costs or Participant Wages and Fringe Benefits. These requests will be processed with the AAA Title V - SCSEP Budget.
- Submit your Title V - SCSEP Budget electronically to the AAA Fiscal Team mailbox at FiscalTeam@aging.ca.gov.

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

**Reporting
Expenditures
and
Requests**

- AAAs will continue to use the Title V - SCSEP Monthly Expenditure Report/Request for Funds form (CDA 29) when requesting funds and reporting expenses.
 - Accrual reporting is a DOL requirement; therefore, the CDA 29 must include accrual reporting.
 - CDA will not process payments for SFY 2016-17 until the AAA's original Title V- SCSEP Budget is approved and the Contract is fully executed.
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Closeout

The Title V - SCSEP Closeout is due on July 31, 2017 30 days after the end of the contract period.

Inquiries

- For fiscal inquiries contact your assigned AAA Fiscal Team Specialist.
 - For programmatic inquiries contact your assigned Title V - SCSEP Specialist.
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Lora Connolly
Director