

 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
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6. Origin: Bureau of Aging Services		7. Contact: Rocco Claroni (717) 772-2932

AGING PROGRAM DIRECTIVE

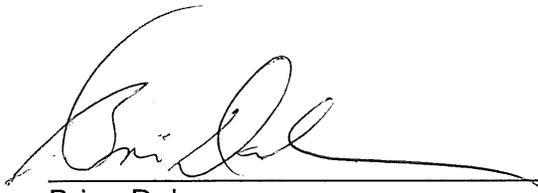
SUBJECT: FISCAL YEAR (FY) 13-14 TITLE V ALLOCATION, SLOT LEVEL, FISCAL, PROGRAM AND REPORTING REQUIREMENTS

TO:

EXECUTIVE STAFF
 ALLEGHENY COUNTY AAA
 LEHIGH COUNTY AAA
 LYCOMING/CLINTON BI-COUNTY
 OFFICE OF AGING
 GREATER ERIE COMMUNITY
 ACTION COMMITTEE
 SOUTHWESTERN PA AAA, INC.

LANCASTER COUNTY OFFICE OF AGING
 AAA OF WESTMORELAND COUNTY
 LUZERNE/WYOMING COUNTIES BUREAU
 FOR AGING
 NORTHAMPTON COUNTY AAA
 PHILADELPHIA CORPORATION FOR AGING
 SCHUYLKILL COUNTY OFFICE OF
 SENIOR SERVICES

FROM:



Brian Duke
 Secretary
 Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) the FY13-14 Title V allocations and number of slots, Title V Budget information, Title V Program Reporting requirements and information about Title V Financial Reporting requirements. This APD also provides citations to the applicable Title V Policy documents that shall govern the AAA's administration of the Title V Program.

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I. Title V Program Background and Requirements

The Senior Community Service Employment Program (SCSEP), or what is commonly referred to as the Title V Program, is funded under Title V of the Older Americans Act (OAA) Amendments of 2006, PL 109-365, 20 CFR Part 641, October 17, 2006. As authorized by Title V of the OAA of 2006, the SCSEP fosters and promotes useful part-time work-based training opportunities in community organizations for unemployed individuals ages 55 and older whose incomes do not exceed 125% of the most recent federal poverty guidelines. Program participants receive on-the-job training at local public agencies operated by units of government or non-profit agencies with certification under Section 501 (c) (3) of the Internal Revenue Code. Eligible individuals that participate in the SCSEP are reimbursed the federal or state minimum hourly wage, whichever is greater, for approximately 20 hours per week during their job training. The ultimate goal of SCSEP is to assist the transition of older individuals into unsubsidized employment that leads to self-sufficiency.

Prior to July 1, 2005, the Department provided all 52 AAAs with a Title V allocation. As of July 1, 2013, 41 of the 52 AAAs have relinquished their Title V funds to the Department and no longer operate a Title V Program. The Department has selected Experience Works, Inc. to provide SCSEP services in these AAA Planning and Service Areas in FY 13-14 through a direct contract with the Department. If the Department has determined that certain counties are currently over-served according to the U.S. Department of Labor's most recent Equitable Distribution Report, then the Department reserves the right to move its slots to under-served counties. The U.S. Department of Labor (USDOL) requires its state SCSEP grantees to work with the National SCSEP Sponsors to manage the distribution of SCSEP slots in each state so that the result is equity in each county per an equitable distribution formula prescribed by the USDOL.

The 11 AAAs that will continue to receive Title V funds from the Department in FY 13-14 are: Philadelphia, Lancaster, Lehigh, Northampton, Schuylkill, Allegheny, Washington/Fayette/Greene, Westmoreland, Erie, Luzerne-Wyoming, and Lycoming-Clinton.

The AAAs shall make income eligibility determinations pursuant with the USDOL's Training and Employment Guidance Letter No. 12-06 and the most recent federal poverty guidelines issued by the U.S. Department of Health and Human Services. AAAs shall use APD # 07-05-01, SCSEP Eligibility Determination, Assessment, Individual Employment Plan (IEP) and IEP Related Termination Requirements and Forms when determining eligibility, conducting assessments and preparing IEPs. All permissible training activities to be provided by the AAA with Title V funds provided by PDA shall be in accordance with the USDOL's Older Worker Bulletin No. 04-04. AAAs shall follow the Department's Durational Limit Policy that is contained in APD 11-05-03. AAAs shall also follow all of the policies governing federal holidays, necessary sick leave, leave of absences, terminations and grievances that are contained in APD 11-05-04.

AAAs are required to meet PDA prescribed SCSEP performance goals in FY 13-14 for the following six performance measures: Entered Employment – 34.4%, Retention – 67.8%, Average Earnings - \$6,580, Service Level – 175%, Community Service – 75.9%, and Most-in-Need – 2.26.

II. Program Reporting Instructions

The AAAs are required to enter new participant, host agency and employer data and update data on current participants, host agencies and employers in the SCSEP Data Collection and Reporting System on a regular basis. The AAAs must generate a Quarterly Progress Report (QPR) no later than 30 days after the end of each quarter. Due dates for generation of the QPRs are as follows:

- Generate First Quarter QPR by October 30, 2013
- Generate Second Quarter QPR by January 30, 2014
- Generate Third Quarter QPR by April 30, 2014
- Generate Fourth Quarter QPR by July 30, 2014
- Generate Final QPR by September 30, 2014

The AAAs are also responsible for generating Data Quality Reports (DQRs) after the generation of the QPR. All errors starting with durational rejects must be corrected and another QPR must be generated. It is expected that the AAAs generate error free QPRs by the 30th day following the end of the quarter.

III. Fiscal Information

The Department issued a new Title V Agreement to the AAA on November 26, 2013. The AAA will extract the U0114XX.XLS file from the BUDZIP14.EXE file in the AS/400 in the AAAEXCEL Folder and complete the file according to the instructions listed below. The files are available in the AAAEXCEL folder. The file will be renamed and macroed according to the instructions contained in the "Procedures for Area Agency on Aging To Submit Program Financial Reports To Pennsylvania Department Of Aging Fiscal Year 2013-2014" manual extracted from the BUDZIP14.EXE file. Follow the instructions in the instruction manual for submitting the .prn text file created from the macro to the Department. The Department will provide the AAA with a letter along with the budget approving the budget submission.

Instructions for completing Document U01-14 are as follows:

The line item budget should identify only Title V funds and any matching funds for each line item. The Title V dollar amount to be budgeted for each AAA is contained in Exhibit 1.

The USDOL will pay no more than 90% of the total cost of activities carried out under a Title V grant. Consequently, a 10% non-federal match is required. The non-federal match could include cash and in-kind services including, but not limited to, supervision of participants at host agencies.

The PDA will control Title V expenditures by the following budget categories: Administration, Participant Wages and Fringe Benefits (PWFB) and Other Participant Costs (as identified on the Title V budget). A minimum of 78% of the available funds must be allocated and expended for PWFB. The Department may change the 78% PWFB funding parameter at any time during the fiscal year and it will notify the AAAs if there is a change. No more than 10% of the available funds can be allocated and expended for administrative costs. Functions that are considered administrative for SCSEP purposes

are: accounting, financial & cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures and monitoring of administrative functions. Administrative costs include: goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems related to administrative functions such as payroll, accounting, procurement and purchasing systems. It also includes the costs associated with the purchase, development and operation of information systems.

Other Participant Costs (OPC) include: intake and eligibility determination, participant assessment, Individual Employment Plan (IEP) preparation, host agency development, outreach and recruitment, classroom training, job placement assistance and participant support services. Participant support services may include: transportation and incidentals, such as work shoes, badges, uniforms, eyeglasses, tools, child and adult care, and temporary shelter. Some information technology costs can also be charged to OPC, such as the cost of tracking and monitoring participant and performance information, developing employment statistics and performance information. Please note that if a Title V participant performs work involving assessment and planning for other participants, those costs should be included in the Participant Wages and Fringe Benefits category.

SCSEP funds can only be used to pay for the following benefits: FICA, the costs of physical examinations and worker's compensation. SCSEP funds shall not be used to pay for pension benefits, annual leave, accumulated sick leave, unemployment compensation costs for SCSEP participants or bonuses to SCSEP participants.

Monthly Expenditure Report

Document U13-14, will be utilized to complete and submit the monthly expenditure report. The AAA will extract the U1314XX.XLS file from the PFRZIP14.EXE file in the AS/400 in the AAAEXCEL Folder and complete the file according to the same instructions and rules under which the budget was developed.

In order to comply with federal reporting timeline requirements set by the U. S. Department of Labor, expenditure reports must be submitted to the Department no later than the 10th day of the subsequent month. The expenditure reports are to be completed using at a minimum a modified accrual system. A modified accrual system accounts for expenditures according to the period in which the benefit for the expenditure occurs. Accounts payable as well as estimated expenditures for invoices not received should be included.

Reimbursement for reported expenditures will continue to be paid on a Quarterly basis.

The U1314XX.XLS files are available in the AAAEXCEL folder. The file must be renamed and macroed according to the instructions contained in the "Procedures for Area Agency on Aging To Submit Program Financial Reports To Pennsylvania Department Of Aging FY 2013-2014" manual extracted from the BUDZIP14.EXE or PFRZIP14.EXE file. Follow the instructions in the instruction manual for submitting the .prn text file created from the macro to the Department.

The AAAs are required to submit the Title V monthly expenditure reports to the Department by the dates listed below in order to comply with federal reporting requirements:

<u>Report</u>	<u>Quarter</u>	<u>Due Date</u>
1	July	August 9, 2013
2	August	September 10, 2013
3	September	October 10, 2013
4	October	November 8, 2013
5	November	December 10, 2013
6	December	January 10, 2014
7	January	February 10, 2014
8	February	March 10, 2014
9	March	April 10, 2014
10	April	May 9, 2014
11	May	June 10, 2014
12	June	August 15, 2014

The Department will monitor and control the AAAs' expenditures at the service cost level (Administration, PWFB and OPC). The AAAs may reallocate funds between service cost centers in an amount up to 10% or \$10,000, whichever is greater, of the amount budgeted in that cost center. Any reallocation of funds between service cost centers in excess of 10% or \$10,000 must receive prior approval from the Department. No reallocation may cause the budget or expenditure of Title V federal funds to violate the parameters for Administration (no more than 10%) or PWFB (no less than 78%).

Program, including program reporting related questions, should be directed to Rocco Claroni at (717) 772-2932 or via e-mail at rclaroni@pa.gov. Fiscal reporting and other fiscal related questions should be directed to Rob Heinlen at (717) 772-0192 or via e-mail at RHeinlen@pa.gov.

EXHIBIT 1		
AAA FY 13-14 SCSEP ALLOCATION & SLOTS (5-16-13)		
AAA	ALLOCATION	SLOTS
01 ERIE	\$113,222	12
06 ALLEGHENY	\$415,148	44
07 WESTMORELAND	\$132,093	14
08 WASHINGTON/FAYETTE/GREENE	\$169,833	18
14 LYCOMING/CLINTON	\$56,611	6
26 LANCASTER	\$141,528	15
31 PHILADELPHIA	\$943,518	100
33 LEHIGH	\$94,352	10
34 NORTHAMPTON	\$56,611	6
37 LUZERNE/WYOMING	\$141,528	15
40 SCHUYLKILL	\$66,046	7
TOTAL	\$2,330,490	247