COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA. 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD 16-05-04	**2. Disposition:** Note Well and File for Reference
	3. Issuance Date: AUG 0 1 2016	**4. Effective Date:** August 1, 2016
	5. Program Area: Senior Community Service Employment Program	
6. Origin: Bureau of Aging Services	**7. Contact:** Rocco Claroni (717) 772-2932	

AGING PROGRAM DIRECTIVE

SUBJECT: **Standardized Senior Community Service Employment Program (SCSEP) Participant File Contents and Monitoring Policy**

TO:
Executive Staff
Philadelphia Corporation for Aging
Lancaster County Office of Aging
AAA of Westmoreland County
Greater Erie Community Action Committee
Luzerne/Wyoming Counties Bureau for Aging
Lycoming/Clinton Bi-County Office of Aging
Northampton County AAA
Lehigh County AAA
Southwestern PA AAA
Allegheny County AAA
AARP Foundation

FROM:
Teresa Osborne
Secretary
Pennsylvania Department of Aging

PURPOSE:

The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) and AARP Foundation the required contents to be included in each SCSEP participant's file and the PDA SCSEP monitoring policy.

BACKGROUND:

The Bureau of Aging Services has developed a standardized list of items that must be maintained in the SCSEP participant files at the AAA, the AAA's SCSEP contractor or the Department's SCSEP contractor. This information is needed to conduct PDA and U.S. Department of Labor (USDOL) SCSEP monitoring and data validation. Maintaining standardized participant files across all of PDA's SCSEP subgrantees will result in more efficient federal and state monitoring/data validation. It should be noted that subgranteees must maintain participant files for 3 years after the program year in which the participant received his or her final follow-up activity.

Attachment 1 contains the PDA minimum mandatory contents for each SCSEP participant file. This list is not a comprehensive list; it includes the minimum documents that must be included in all participant files to meet federal and state guidelines. These items must be included in participant files and will be reviewed when PDA and USDOL staff conduct on-site monitoring visits or when PDA requests participant files for data validation purposes.

If a subgrantee is also a National SCSEP Sponsor or receives funds from a National SCSEP Sponsor, it may request a waiver to this policy and use the National SCSEP Sponsor's policy on maintaining documents in participant files. If a subgrantee seeks a waiver, it must provide the Department with the National SCSEP Sponsor's policy and specifically what documents the National SCSEP Sponsor requires the subgrantee to maintain.

PDA staff will conduct SCSEP program monitoring reviews for each subgrantee at least every other fiscal year. Spending patterns and performance will determine if a subgrantee is monitored more frequently on-site or off-site. During the program monitoring reviews, PDA staff will review the contents of participant files which are contained in Attachment 1.

Questions related to this APD should be directed to Rocco Claroni at (717) 772-2932 or via e-mail at rclaroni@pa.gov.

ATTACHMENT 1

Standardized Senior Community Service Employment Program (SCSEP)
Participant File Contents

General Participant File Requirements

Security - Participant files must be securely stored and access should be limited to authorized staff in order to safeguard personal information.

Medical Records - Participant medical records must be stored separately from other files and access must be limited only to authorized staff.

Maintenance - Participant files must be maintained for three years after the program year in which the participant received their final follow-up activity.

Relinquishing Files - Sub-grantees must relinquish electronic and hard copy participant files when they cease to administer SCSEP.

Eligibility

1. SCSEP Participant Form
2. SCSEP Recertification Documents
3. Eligibility Documentation (not an all-inclusive list, refer to most recent Data Collection Handbook and Data Validation Handbook for specific requirements)
    a. Age
    b. PA residency
    c. Family Income – APD 07-05-01
    d. Unemployed Prior to Participation
    e. Risk of Homelessness
    f. Homeless
    g. Family Size
    h. Zero Income
    i. Low Employment Prospects
    j. Limited English Proficiency
    k. Low Literacy Skills
    l. Veteran
    m. Disability
    n. Failed to find Employment after Using WIA Title I
    o. Reason for Approved Break

Skills and Job Development

1. Initial Assessment – APD 07-05-01
2. Re-Assessments at least twice in a 12 month period – APD 07-05-01
3. Initial Individual Employment Plan (IEP) – APD 07-05-01
4. Updated IEP at least twice in a 12 month period – APD 07-05-01

Orientation & Payroll Documents

1. Goals and Objectives of Program
2. Participant Rights and Responsibilities
3. Local Program Policies and Procedures
4. Termination Policies and Procedures – APD-11-05-04
5. Grievance Policies and Procedures – APD-11-05-04
6. Durational Limit Policy – APD-11-05-03
7. Approved Break Policy – APD-11-05-04
8. Holiday and Sick Leave Pay Policy – APD-11-05-04
9. W-4
10. I-9
11. Beneficiary Form
12. Worker's Compensation

Community Service Assignment Documents

1. Community Service Assignment Form
2. Training Plan
3. Supervisor Evaluations
4. Approved Break Documentation – APD-11-05-04
5. OJE Contract/Assignment
6. Safety Evaluations
7. Host Agency Agreement

Durational Limit/Exit Documents

1. 30 day durational limit exit notification - APD-11-05-03
2. 30 day termination for reasons other than durational limit exit – APD-11-05-04
3. 12 month durational limit exit notification with Transition IEP and budget - APD-11-05-03
4. 6 month notice durational limit exit notification with Transition IEP, Referrals to other agencies and budget - APD-11-05-03
5. SCSEP Exit Form
6. Exit Exclusions Documentation
7. Unsubsidized Employment Form
8. Wages After Exit
9. Earnings from Unsubsidized Employment

Other Documentation

1. Memorandum of Understanding (MOU) with Local Workforce Development Board (WDB).
2. Evidence of Partnering with Local CareerLINKS.
3. Grievances and Outcomes

Case Notes (In accordance with the instructions contained in the most recent Data Validation Handbook)