
 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
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	5. Program Area: Senior Community Service Employment Program (Title V)	
6. Origin: Bureau of Individual Support		7. Contact: Rocco Claroni (717) 772-2932

AGING PROGRAM DIRECTIVE

SUBJECT: FISCAL YEAR (FY) 12-13 TITLE V ALLOCATION, SLOT LEVEL, FISCAL, PROGRAM AND REPORTING REQUIREMENTS

TO:

EXECUTIVE STAFF ALLEGHENY COUNTY AAA ARMSTRONG COUNTY AAA LYCOMING/CLINTON BI-COUNTY OFFICE OF AGING GREATER ERIE COMMUNITY ACTION COMMITTEE SOUTHWESTERN PA AAA, INC.	LANCASTER COUNTY OFFICE OF AGING LEHIGH COUNTY AAA LUZERNE/WYOMING COUNTIES BUREAU FOR AGING NORTHAMPTON COUNTY AAA NORTHUMBERLAND COUNTY AAA PHILADELPHIA CORPORATION FOR AGING SCHUYLKILL COUNTY OFFICE OF SENIOR SERVICES AAA OF WESTMORELAND COUNTY
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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 FY12-13 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, 2012, 39 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 12-13 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 13 AAAs that will continue to receive Title V funds from the Department in FY 12-13 are: Philadelphia, Lancaster, Lehigh, Northampton, Schuylkill, Allegheny, Washington/Fayette/Greene, Westmoreland, Armstrong, Erie, Luzerne-Wyoming, Northumberland, 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. The AAAs assure that they will conform to all of the attached programmatic assurances and will sign and date the attached programmatic assurances and return it to the Department no later than June 29, 2012.

AAAs are required to meet the DOL established SCSEP performance goals for PDA in FY 12-13. The FY 12-13 performance goals are: Entered Employment – 35.5%, Retention – 58.4%, Earnings - \$7,439, Service Level – 150%, Community Service – 86.4%, Most in Need – 2.41.

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, 2012
- Generate Second Quarter QPR by January 30, 2013
- Generate Third Quarter QPR by April 30, 2013
- Generate Fourth Quarter QPR by July 30, 2013
- Generate Final QPR by September 30, 2013

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 renewal letter to the Title V Agreement to the AAA on May 4, 2012. The AAA will extract the U0113XX.XLS file from the BUDZIP13.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 2012-2013” manual extracted from the BUDZIP13.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 U01-13 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. AAAs shall submit their budget to the Department by May 31, 2012.

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) includes: 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 U12-13, will be utilized to complete and submit the monthly expenditure report. The AAA will extract the U1213XX.XLS file from the PFRZIP13.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 U1213XX.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 2012-2013” manual extracted from the BUDZIP13.EXE or PFRZIP13.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 10, 2012
2	August	September 9, 2012
3	September	October 10, 2012
4	October	November 9, 2012
5	November	December 10, 2012
6	December	January 10, 2013
7	January	February 8, 2013
8	February	March 8, 2013
9	March	April 10, 2013
10	April	May 10, 2013
11	May	June 10, 2013
12	June	August 15, 2013

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

PA DEPT. OF AGING AAA FY 2012-13 SCSEP ALLOCATION & SLOTS		
AAA	2012-13 ALLOCATION	2012-13 SLOTS
01 ERIE	\$94,291	10
06 ALLEGHENY	\$452,599	48
07 WESTMORELAND	\$141,437	15
08 WASHINGTON/FAYETTE/GREENE	\$169,725	18
14 LYCOMING/CLINTON	\$56,575	6
16 NORTHUMBERLAND	\$47,146	5
26 LANCASTER	\$150,866	16
31 PHILADELPHIA	\$1,046,635	111
33 LEHIGH	\$94,291	10
34 NORTHAMPTON	\$56,575	6
37 LUZERNE/WYOMING	\$150,866	16
40 SCHUYLKILL	\$66,004	7
45 ARMSTRONG	\$28,287	3
TOTAL	\$ 2,555,298	271

FY 12-13 PROGRAMMATIC ASSURANCES

The programmatic assurances below reflect standard grant requirements that the U.S. Department of Labor (DOL) has determined are consistent with sound program practices.

Subgrantees, please certify that your organization will conform to these assurances throughout the period of the grant agreement by checking off the assurances below.

PARTICIPANT ASSURANCES

The Subgrantee agrees to:

Recruitment and Selection of Participants

- Develops and implements methods to recruit and select participants to assure that a maximum number of eligible individuals are able to participate in the program.
- Uses income definitions and income inclusions and exclusions for SCSEP eligibility, as described in TEGL 12-06, to determine and document participant eligibility. (TEGL 12-06 may be accessed at olderworkers.workforce3one.org under "Resources.")
- Develops and implements methods to recruit minority populations to ensure they are enrolled at least in proportion to their numbers in the population in the area.
- Develops and implements strategies to recruit applicants who have priority of service as defined in OAA section 518(b) (1)-(2) and by the Jobs for Veterans Act, P.L. 107-288. Individuals have priority who:
 - a) Are covered persons in accordance with the Jobs for Veterans Act (covered persons – veterans and eligible spouses, including widows and widowers – who are eligible for SCSEP must receive services instead of, or before, non-covered persons);
 - b) Are 65 years or older;
 - c) Have a disability;
 - d) Have limited English proficiency;
 - e) Have low literacy skills;
 - f) Reside in a rural area;
 - g) Have low employment prospects;
 - h) Have failed to find employment after utilizing services provided through the One-Stop Delivery System;
 - i) Are homeless or are at risk for homelessness.

Assessment

- Assesses participants at least twice per 12 month period.
- Uses assessment information to determine the most appropriate community service assignments for participants.

Individual Employment Plan (IEP)

- Establishes an initial goal of unsubsidized employment for all participants.
- Updates the IEP at least as frequently as assessments occur (at least twice per 12 month period).
- Modifies the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible for a participant.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, includes provision in the IEP to transition to other services.

Community Service Assignment (CSA)

- Ensures that the initial CSA is based on the assessment done at enrollment.
- Uses the IEP to determine when, if appropriate, to rotate participants through assignments to acquire skills necessary for unsubsidized employment.
- Selects host agencies that are designated 501(c) (3) organizations or public agencies.
- Ensures procedures are in place to assure adequate supervision of participants at host agencies.
- Ensures procedures are in place to ensure safe and healthy working conditions.

Recertification of Participants

- Recertifies the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offers physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtains a written waiver from each participant who declines to have a physical examination.
- Subgrantee does not receive a copy or use the results of the physical examination to establish eligibility or for any other purpose.

Host Agencies

- Develops and implements methods for recruiting new host agencies to provide a variety of training options that will enable participants to increase their skill level and transition to unsubsidized employment.

- Maintenance of Effort:* Community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants.
 - Community service assignments do not displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
 - Community service assignments do not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
 - Community service assignments do not assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

Provides orientations for its participants and host agencies, including information on:

Program Overview

- Project goals and objectives
- Community service assignments
- Training opportunities
- Available supportive services
- Availability of free physical examinations
- Participant rights and responsibilities
- Host agencies
- Sub-recipients must also provide sufficient orientation to applicants and participants, which should include the following information:
 - SCSEP goals and objectives
 - Grantee and local project roles, policies, and procedures
 - Documentation requirements
 - Holiday and sick leave
 - Assessment process
 - Development and implementation of Individual Employment Plans
 - Evaluation of participant progress
 - Provision of safe working environment
 - Annual monitoring and safety assessment
 - Role of supervisors and host agencies
 - Maximum individual duration policy, including the possibility of waiver, if applicable
 - Termination policies
 - Grievance procedures

Wages

- Provides participants with the highest applicable required wage for time spent while in orientation, training and community service assignment. The applicable wage is the highest of the Federal, state, or local minimum wage.

Participant Benefits

- Provides workers' compensation and the costs of physical examinations.
- Adhere to the PDA's policies contained in APD 11-05-04 governing federal holidays, necessary sick leave, leave of absences, terminations and grievances.
- Does not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Durational Limits

Maximum Average Project Duration: 27 Months

- Complies with average project duration of 27 months or less.

Maximum Individual Participant Duration: 48 Months

- Complies with PDA's Durational Limit Policy which is contained in APD 11-05-03.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensures representation at all PDA sponsored required trainings and conference calls.
- Monitors the financial systems and expenditures of SCSEP contractors on a regular basis.
- Ensures that SCSEP subcontractors receive adequate resources to effectively operate local projects.
- Ensures that all financial reports are accurate and submits them in a timely manner, as required.
- Develops a written plan for both disaster response and recovery so SCSEP may continue to operate and provide services.

Collaboration and Leveraged Resources

- Collaborates with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce investment boards, One-Stop Career Centers, vocational rehabilitation

providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provides supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establishes criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized employment.

Procedures for Payroll and Workers' Compensation

- Makes all required payments for participant payroll and pays workers' compensation premiums on a timely basis.
- Ensures that host agencies do not pay workers' compensation costs for participants.

Maintenance of Files and Privacy Information

- Maintains participant files for three program years after the program year in which all follow-up activity for a participant is completed.
- Ensures that participant records are securely stored and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensures that participant medical records are securely stored separately from all other participant records and access is limited to authorized staff for authorized purposes.
- Establishes safeguards to preclude tampering with electronic media, e.g., personal identification numbers (PINs).
- Ensures that the PDA is immediately notified in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Complies with, and ensures that authorized users under its grant comply with all SPARQ access and security rules.

Documentation

- Maintains documentation of waivers of physical examinations by participant.
- Maintains documentation of the provision of complaint procedures to participants.
- Maintains documentation of eligibility determinations and recertifications.
- Maintains documentations of terminations and reasons for termination.
- Maintains records of grievances and outcomes.
- Maintains records required for data validation.

Data Collection and Reporting

- Ensures the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensures the use of the OMB-approved SCSEP data collection forms and the SCSEP data collection and evaluation system, SPARQ, including in WDCS.
- Ensures data will be entered directly into the WDCS.
- Ensures that those capturing and recoding data are familiar with the latest instructions for data collection, including DOL administrative issuances, e.g., Older Worker Bulletins, TEGs, Data Collection Handbook, Data Validation Handbook, and Internet postings.
- Legally obligates SCSEP contractor to turn over complete data files in the specified electronic format, as well as hard copy case files, to the subgrantee when a SCSEP contractor ceases to administer SCSEP.
- Legally obligates new SCSEP contractors to enter complete data related to any participants whom they acquire upon becoming a SCSEP contractor, including any participants who are still in the follow-up period.

If any box(es) is not checked, information must be provided on a separate attachment indicating what specific steps the subgrantee is taking to conform to those standard grant requirement(s).

By checking the boxes above, I certify that my organization will comply with each of the listed requirements and will remain in compliance for the program year for which we are submitting this application.

Signature of Authorized Representative

Date