



Aging Program Directive

APD# 17-05-02

**Disposition:
Note Well and File for
Reference**

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**Effective Date:
July 1, 2017**


**Program Area: Senior Community Service Employment
Program (SCSEP)**

Origin:
Bureau of Aging Services

Contact:
Carmen Toro (717) 214-7507

Subject: **Fiscal Year (FY) 17-18 Title V Allocation, Slot Level, Fiscal,
Program and Reporting Requirements**

To: Executive Staff
Greater Erie Community Action Committee
Westmoreland Area Agency on Aging
Southwestern PA. AAA, Inc.
Lycoming/Clinton Counties Commission for Community Action Step Inc.
Lancaster County Office of Aging
Philadelphia Corporation for Aging
Lehigh County AAA
Northampton County AAA
Luzerne/Wyoming Counties AAA

From: 
Teresa Osborne
Secretary

Purpose: The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) the FY 17-18 Title V allocations and number of slots, Title V budget information, and Title V program and 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

Funding for the Senior Community Service Employment Program comes from the US Department of Labor/Employment and Training Administration. The *Catalog of Federal Domestic Assistance (CFDA) number is 17.235*. The federal award grant period is 7-1-17 to 6-30-18 and the sub award grant period is also 7-1-17 to 6-30-18.

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 of 1965 as amended and reauthorized in 2016 (P.L. 114-144), 42 U.S.C. §§3001 *et seq.* The SCSEP fosters and promotes useful part-time work-based training opportunities in community organizations for unemployed individuals age 55 and older whose income does 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, 2017, 43 of the 52 AAAs have relinquished their Title V funds to the Department and no longer operate a Title V Program. Through a Request for Grant Applications, the Department has selected a contractor to provide SCSEP services in these AAA Planning and Service Areas in FY 17-18 through a direct contract with the Department. The nine AAAs that will continue to receive Title V funds from the Department in FY 17-18 are: Erie, Westmoreland, Washington/Fayette/Greene, Lycoming-Clinton, Lancaster, Philadelphia, Lehigh, Northampton, Luzerne-Wyoming.

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 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 are required to meet USDOL prescribed SCSEP performance goals in FY 17-18 for the following six performance measures: Entered Employment – 46.9%, Retention – 72.1%, Average Earnings - \$7,156, Service Level – 165.3%, Community Service – 80%, and Most-in-Need 2.71.

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. The exact due dates for generation of the QPRs for each quarter will be forwarded to the AAAs by the Department during the fiscal year. 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 AAAs generate error free QPRs by the Department's prescribed due dates.

III. Fiscal Information

The Department issued a SCSEP contract renewal letter to the AAAs on April 11, 2017. Each AAA will extract the U0118XX.XLS file from the BUDZIP18.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 2017-2018" manual extracted from the BUDZIP18.EXE file. Follow the instructions in the instruction manual for submitting the .prm 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 U01-18 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 approved total federal award contained in Exhibit 1 must be allocated and expended for PWFB. 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, 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, and unemployment compensation costs for SCSEP participants or bonuses to SCSEP participants.

Monthly Expenditure Report

The expenditure reports are to be completed using 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 U0118XX.XLS and U1118XX.XLS Excel workbooks are available in the BUDZIP18.ZIP or PFRZIP18.ZIP files respectively in the AAAEXCEL folder on the AS400 drive. The workbooks 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 2017-2018" manual. Follow the instructions in the instruction manual for submitting the .prn text file created from the macro to the Department.

AAAs are now required to submit quarterly expenditure reports instead of monthly reports. The due dates for the quarterly expenditure reports (U11s) are:

<u>Report</u>	<u>Months Covered</u>	<u>Due to PDA</u>
U1118CXX.XLS	July-September	October 10 th
U1118FXX.XLS	October-December	January 10 th
U1118IXX.XLS	January-March	April 10 th
U1118LXX.XLS	May-June	August 1 st

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%).

The Programmatic Assurances for FY 17-18 SCSEP Funds (see Exhibit 2) must be signed and submitted to Carmen Toro by August 31, 2017. Program related questions should be directed to Carmen Toro at (717) 214-7507 or via e-mail at ctoro@pa.gov. Fiscal reporting and other fiscal related questions should be directed to Diane Bressler at (717) 772-0189 or via e-mail at dibressler@pa.gov.

Attachments: Exhibit 1 AAA Title V Slot Allocations FY 17/18
Exhibit 2 Programmatic Assurances

EXHIBIT 1**AAA FY 17-18 SCSEP ALLOCATION & SLOTS**

AAA	ALLOCATION	SLOTS
01 ERIE	\$112,883	12
07 WESTMORELAND	\$122,289	13
08 WASHINGTON/FAYETTE/GREENE	\$131,696	14
14 LYCOMING/CLINTON	\$56,441	6
26 LANCASTER	\$141,103	15
31 PHILADELPHIA	\$865,433	92
33 LEHIGH	\$84,662	9
34 NORTHAMPTON	\$47,034	5
37 LUZERNE/WYOMING	\$141,103	15
TOTAL	\$1,702,646	181