

CALIFORNIA DEPARTMENT OF AGING

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**PROGRAM MEMO**

TO: Area Agency on Aging Directors	NO.: PM 11-06(P)
SUBJECT: Revised U.S. Department of Labor Regulations, Code of Federal Regulations, Title 20, Part 641 Senior Community Service Employment Program, Grievance and Termination Policy Changes	DATE ISSUED: March 30, 2011
REVISED	EXPIRES: Until Superseded
REFERENCES: Code of Federal Regulations, Title 20, Part 641 Senior Community Service Employment Program; Final Rule (September 1, 2010)	SUPERSEDES:
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 checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input checked="" type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input type="checkbox"/> Other Specify: _____	
INQUIRIES SHOULD BE DIRECTED TO: Assigned Senior Community Service Employment Program Analyst	

The purpose of this Program Memo (PM) is to provide Area Agencies on Aging (AAA), Senior Community Service Employment Program (SCSEP) projects, guidance on the changes to the grievance and termination procedures in the Code of Federal Regulations (CFR) Title 20, Part 641, SCSEP Final Rule (September 1, 2010).

Grievance Policy

The CFR Title 20, Part 641.910 states, "Each grantee must establish, and describe in the grant agreement, grievance procedures for resolving complaints ... arising between the grantee, employees of the grantee, sub-recipients, and applicants or participants."

To comply with this requirement, the California Department of Aging (CDA) SCSEP will use the grievance procedure outlined in Title 22, California Code of Regulations, Sections 7400- 7406 (22 CCR § 7400-7406).

AAA and SCSEP staff are responsible for updating all documents containing information about grievance procedures to include the language provided in the attachment to this PM.

Termination Policy

Section 641.580 in the CFR provides the process for terminating services to a SCSEP participant. Significant changes to the regulation include:

- Written notice explaining the reason for termination must be given to the participant 30 days before the participant's services are terminated.
- The 30-day written notice is required for all termination reasons.
- Termination notice must provide the participant information about the grievance procedure.

AAA and SCSEP staff must update all documents containing information about termination procedures according to CFR requirements.

Changes to the grievance and termination procedures are not included in the SCSEP Fiscal Year 2011-12 AAA contracts; therefore, the policy transmitted by this PM is effective immediately. The grievance and termination procedures will be included in the Fiscal Year 2012-13 AAA contracts.

Please address questions regarding compliance with these procedures to your assigned CDA SCSEP Analyst:

Peggy Stadler: pstadler@aging.ca.gov or (916) 928-2292

- PSA 05
- PSA 08
- PSA 11
- PSA 14
- PSA 22

Phil Carr: pcarr@aging.ca.gov or (916) 928-2294

- PSA 09
- PSA 21
- PSA 23
- PSA 25
- PSA 30

Kathleen Hendrickson: khendric@aging.ca.gov or (916) 928-2291

- PSA 10
- PSA 15
- PSA 18
- PSA 19
- PSA 20



Lora Connolly
Acting Director

Attachment