

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 13-05(P)
SUBJECT: SCSEP Senior Community Service Employment Program, Title V, Budget Display and Contract Fiscal Year 2013-14	DATE ISSUED: May 24, 2013
REVISED:	EXPIRES: June 30, 2014
REFERENCES: Older Americans Act Amendments of 2006	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"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> CBAS <input type="checkbox"/> Other:	

Purpose

The purpose of this Program Memo (PM) is to transmit your Title V Senior Community Service Employment Program (SCSEP) contract and budget display for Fiscal Year (FY) 2013-14.

Grant Information

Information for the 2013-14 SCSEP Grant:

- A Planning Estimate has not been released in advance of this PM.
- There is a 4.37 percent reduction for FY 2013-14 due to federal Sequestration.
- There is a net statewide reduction of 35 participant slots.
- A maximum of eight percent of local assistance funding is allowed for Area Agency on Aging (AAA) administrative functions.

Expenditure Deadline: All funds must expended by June 30, 2014.

Allocation Methodology

The following methodologies determine participant slot and funding allocations:

- To meet the equitable distribution standard, the U.S. Department of Labor (DOL) allocates participant slots based on population data of individuals age 55 years and older and who are at, or below, 125 percent of the federal poverty level.
- At this time, this distribution does not reflect the modified slot numbers due to California's higher minimum wage.

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Match Requirements

AAAs must provide match to the federal funding based on the following:

- Since the elimination of State General Funds for this program, AAAs are responsible to meet all federal matching requirements.
- The match calculation is divided proportionally across all AAAs.
- Match amounts are located on the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/.

Budget Submission Instructions

For FY 2013-14, SCSEP AAAs are required to submit their original Budget form (CDA 35) in the following manner:

- Incorporate the amounts shown in your Budget Display (attached to this PM).
- Submit, electronically, to your assigned AAA Fiscal Team Specialist.

Due Date: The budget form must be submitted as soon as possible, but no later than 30 days from the date of this PM.

Reporting Expenditures and Requests Funds

Submit, electronically, your SCSEP Monthly Expenditure Report and Requests for Funds (CDA 29) to your assigned AAA Fiscal Team Specialist.

Contract Packages

CDA will mail a contract package under separate cover to each AAA's contract representative.

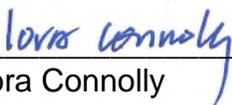
CDA will not process payments for FY 2013-14 until the contract is fully executed and the budget is approved by CDA.

Inquiries

For fiscal inquiries contact your assigned AAA Fiscal Team Specialist.
For programmatic inquiries contact your assigned Title V Specialist.

Attachments

- FY 2013/14 SCSEP Budget Display - Statewide Budget Summary
- FY 2013/14 SCSEP Budget Displays - Individual AAA Budgets
- The CDA 35 and CDA 29 forms are also available for downloading from the CDA website at http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/



Lora Connolly
Director