

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO.: <b>PM 17-03</b>
SUBJECT:		DATE ISSUED: <b>April 6, 2017</b>
<b>Title V/Senior Community Service Employment Program Contract (TV-1718) Budget and Reporting Information</b>		EXPIRES: <b>June 30, 2018</b>
REFERENCES:		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 type="checkbox"/> Title VII <input checked="" type="checkbox"/> <b>Title V</b> <input type="checkbox"/> HICAP <input type="checkbox"/> Other: NSIP	

## Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2017 - June 30, 2018 State Fiscal Year (SFY) 2017-2018 Title V/Senior Community Service Employment Program (Title V/SCSEP), original contract (TV-1718).

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

## Funding

The total Title V/SCSEP contract funding amount is \$6,973,211. Title V/SCSEP funding is based on Program Year (PY) 2016 Authorized Positions and Funding because updated grant and slot information is not yet available. The President's Proposed Budget for Federal Fiscal Year (FFY) 2018 eliminates the SCSEP program and we are currently operating under a continuing resolution for FFY 2017; however, we are continuing to process your contract in anticipation of an approved budget. The contract funding will be adjusted as necessary through a contract amendment when actual funding is known.

## Allocation Methodology

To determine each AAA's Title V/SCSEP allocation, CDA used the methodology described in the TV-1718 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays](#) page of CDA's website. This document provides a description of the allocation methodology for federal Title V/SCSEP funding and the State's match requirement and how it is met.

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**Request for Funds and Expenditure Reports**

To request funds, AAAs must use the [Title V \(SCSEP\) Monthly Expenditure Report and Request for Funds or Reimbursement \(CDA 29\)](#).

For guidance on reporting expenditures and accruals, refer to the [Title V \(SCSEP\) Monthly Expenditure Report and Request for Funds or Reimbursement Instructions \(CDA 29i\)](#) instructions.

CDA will not process payments for SFY 2017-2018 until the AAA's original [Title V/SCSEP Budget \(CDA 35\)](#) is approved and the Contract is fully executed.

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**Deadlines**

AAAs must submit a Title V/SCSEP Budget (CDA 35) as soon as possible, but no later than 30 days from the date of this PM.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
  - Closeout Reports
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**Contract Language Updates**

All contract language updates are identified in the SFY 2017-2018 Title V/SCSEP Contract Summary of Changes (CDA 9008). Use the "Reason for Change" column of this document to identify important contract language changes resulting from new or revised laws, policies, and regulations.

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**Inquiries**

For programmatic inquiries, contact your assigned CDA Title V/SCSEP Specialist.

For fiscal and data inquiries, contact your assigned CDA Fiscal Program Team Specialist.


For payment inquiries, contact CDA Accounting Team at [cda.accounting@aging.ca.gov](mailto:cda.accounting@aging.ca.gov).

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**Director's Message**

The Department appreciates your on-going support for SCSEP and the opportunities it provides older Californians in updating their skills and work experience so they can find unsubsidized employment. This training program makes such a difference in the participants' future work prospects and in building their confidence in their abilities. We look forward to our continued collaboration with you in supporting this valuable program.

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for Lora Connolly  
Director