

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING (AAA) DIRECTORS	NO.: PM 04-20 (P)
SUBJECT: 2004-05 Title V Planning Estimates Amendment #1	DATE ISSUED: November 23, 2004
REVISED	EXPIRES: Until Superseded
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 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 type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Transmit Revised Title V Allocations</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your AAA-Based Team Fiscal Specialist	

Attached are amended Title V Planning Estimates for State Fiscal Year 2004-05 for the Senior Community Service Employment Program (SCSEP). The adjustments reflect the actual grant funds received from the US Department of Labor (DOL) that were reduced by \$65,317 and redistribution of participant slots. All State funds allocated on this amended Planning Estimate must be included in the budget as Enrollee Wages.

Implementation of the On-the-Job-Experience (OJE) Training Activity

OJE Training Activities cannot be implemented by an Area Agencies on Aging (AAA) until all requirements outlined in Older Worker Bulletin (OWB) 04-04 have been met and prior approval is obtained from the California Department of Aging.

AAAs are not required to budget OJE costs separate from other costs on this budget revision; however, all OJE expenditures for wages and fringe benefits, other program costs, or administration, must be tracked during the fiscal year and reported on the SCSEP Closeout (CDA 90).



SCSEP (Title V) Budget (CDA 35 rev 11/04)

The SCSEP (Title V) Budget (CDA 35) has been revised and is attached to this PM. Revisions included the addition of a page to enable AAAs to report the administrative costs for SCSEP Projects and the removal of references to “Trial Employment” and “On-the-Job Experience.”

AAAs should budget AAA and Project administrative costs separately. The AAA Administration Budget Narrative (page 2) should be completed if an AAA is retaining any federal funds for administrative costs or if the AAA is a direct SCSEP provider. AAAs are limited to eight percent (8%) of the federal allocation for AAA Administration. The Project Administration Budget Narrative (page 3) should include all SCSEP project administrative costs. Total costs for Project Administration from federal funds are not subject to the 8% administration limitation.

A revised CDA 35 that incorporates the attached amended Title V Planning Estimate is due to your assigned AAA-Based Team Fiscal Specialist **as soon as possible, but no later than 30 days from the date of this PM**. An electronic master copy of the revised CDA 35 (in Excel format, with formulas) and instructions will be emailed to AAA Fiscal Officers simultaneously with the distribution of this PM.

Original Signed By Lora Connolly

Lora Connolly
Acting Director

Attachments