

**CALIFORNIA DEPARTMENT OF AGING**

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**PROGRAM MEMO**

CDA 1014 (Rev. 04/11)

<b>TO: Area Agency on Aging Directors</b>	<b>NO.: PM 11-20(P)</b>
<b>SUBJECT: Title V/Senior Community Service Employment Program, Participant Termination Policy</b>	<b>DATE ISSUED: December 2, 2011</b>
<b>REVISED</b>	<b>EXPIRES: Until Superseded</b>
<b>REFERENCES: Code of Federal Regulations, Title 20, Part 641 Senior Community Service Employment Program; Final Rule (September 1, 2010)</b>	<b>SUPERSEDES:</b>
<b>PROGRAMS AFFECTED:</b> <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"/> <b>Title V</b> <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
<b>REASON FOR PROGRAM MEMO:</b> <input checked="" type="checkbox"/> <b>Change in Law or Regulation</b> <input type="checkbox"/> Response to Inquiry <input type="checkbox"/> Other	

**Background** The U.S. Department of Labor (DOL) recently approved the Participant Termination Policy that the California Department of Aging (CDA) wrote for participants in the Senior Community Service Employment Program (SCSEP). DOL requires California Area Agencies on Aging (AAAs) with SCSEP projects to implement this policy immediately and make it known to all existing and incoming program participants.

**Purpose** This Program Memo transmits CDA's new SCSEP Participant Termination Policy to AAAs and explains AAAs' responsibilities under this policy.

**Regulatory Requirement** The Code of Federal Regulations, Title 20, Part 641.580(d), SCSEP Final Rule, dated September 1, 2010, requires CDA to develop a statewide participant termination policy as follows:

Grantees [CDA] must include their policies concerning for-cause terminations in the grant application and obtain the Department's [U.S. Department of Labor Employment and Training Administration] approval.

**Action Required**

Effective immediately, AAA and SCSEP staff must:

- Provide current SCSEP participants with a copy of the Participant Termination Policy.
- Amend SCSEP participant orientation materials to include the Participant Termination Policy.
- Document participants' receipt of the Participant Termination Policy in participant files.
- Revise all documents containing information about participant terminations to be consistent with the new policy.

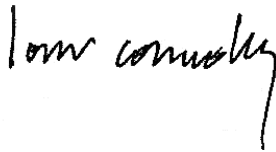
**Questions**

Please address questions to your assigned SCSEP Analyst.

<b>Analyst</b>	<b>PSA</b>	<b>Contact Information</b>
Phil Carr	PSA 09, PSA 15, PSA 18, PSA 20, PSA 21, PSA 23, PSA 25, and PSA 30	<a href="mailto:pcarr@aging.ca.gov">pcarr@aging.ca.gov</a> or 915-928-2294
Peggy Stadler	PSA 05, PSA 08, PSA 10, PSA 11, PSA 14, PSA 19, and PSA 22	<a href="mailto:pstadler@aging.ca.gov">pstadler@aging.ca.gov</a> or 916-928-2292

**Attachment**

California Department of Aging, Senior Community Service Employment Program Participant Termination Policy



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Lora Connolly  
Acting Director