PROGRAM MEMO

TO: Area Agencies on Aging
NO: PM 18-06
DATE ISSUED: May 1, 2018

SUBJECT: Title V/SCSEP Contract TV-1718 Closeout Reporting Instructions

EXPIRES: July 31, 2019
PROGRAMS AFFECTED: Title V/SCSEP
SUPERSEDES:

Purpose
This Program Memo provides a closeout reporting overview, instructions, and deadlines for the Title V/Senior Community Services Employment Program (TV/SCSEP) contract TV-1718.

Overview
The Title V/SCSEP closeout consists of the Title V/SCSEP Closeout (CDA 90) form. Instructions are provided in the Title V/SCSEP Closeout Instructions (CDA 90i).

The Title V/SCSEP Closeout (CDA 90) and the Title V/SCSEP Closeout Instructions (CDA90i) can be found on the Fiscal Forms and Documents page on the California Department of Aging’s (CDA) website.

Deadlines
Your TV-1718 contract closeout is due to CDA no later than July 31, 2018.

By the due date, email your completed electronic copy of the Title V/SCSEP Closeout (CDA 90) form along with a scanned copy of the signature page to FiscalTeam@aging.ca.gov. Original signatures are not required to be sent to CDA; however, should be maintained in your files.

Inquiries
For closeout reporting inquiries, email: FiscalTeam@aging.ca.gov.

Lora Connolly
Director