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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: June 30, 2021

NO: PM 20-10

PROGRAMS AFFECTED: Title V/SCSEP

DATE ISSUED: May 8, 2020

SUPERSEDES: PM 19-03

SUBJECT: Title V/Senior Community Service Employment Program Contract (TV-2021) Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Title V/Senior Community Service Employment Program (Title V/SCSEP) Contract TV-2021.

Please contact your assigned fiscal analyst for all contract-related documents, including Budget Displays. These documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website, and are emailed to each AAA along with contract documents. Please contact the Contract Analyst for contract documents, not including budget documents.

Funding

The total Title V/SCSEP contract funding amount is \$6,431,626. Title V/SCSEP funding is based on Program Year (PY) 2019 Authorized Positions and Funding because updated grant and slot information is not yet available. Any changes in funding amounts will be adjusted through a contract amendment if the federal grant award increases or decreases.

Request for Funds and Expenditure Reports

To request funds, AAAs must use the [Title V/SCSEP Request for Funds \(CDA 30\)](#) form. To report expenditures, AAAs must use the [Title V/SCSEP Monthly Expenditures Report \(CDA 29\)](#) form. The CDA 29 and CDA 29i are available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website.. The CDA 30 and CDA 30i are emailed to each AAA along with contract documents.

For guidance on requesting funds or reporting expenditures, refer to the [Title V/SCSEP Monthly Request for Funds Instructions \(CDA 30i\)](#) and the [Title V/SCSEP Monthly Expenditure Report Instructions \(CDA 29i\)](#).

CDA will not process payments for TV-2021 until the AAA's program budget is approved and the contract is fully executed. Title V/SCSEP Budget (CDA 35) can be found attached to the Contract Release email.

Deadlines

To execute this contract, AAAs must submit their Title V/SCSEP Budget (CDA 35) as soon as possible, but no later than 30 days from the date of this Program Memo.

Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007A) must be returned as soon as possible, but no later than the contract start date.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Contract Language Updates

All contract language updates are identified in the Contract Summary of Changes for Title V/SCSEP Contract TV-2021 document [Area Agencies on Aging – Contract Summary of Changes](#) which is emailed to each AAA in the Contract Release email.

Inquiries

For program inquiries, email: TitleV.SCSEPUnit@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

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Irene Walela
Long-Term Care and Aging Services,
Deputy Director