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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, 2019

NO: PM 18-10

PROGRAMS AFFECTED: Title V/SCSEP

DATE ISSUED: August 30, 2018

SUPERSEDES: PM 18-05

SUBJECT: Title V/Senior Community Service Employment Program Contract (TV-1819), Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Title V/Senior Community Service Employment Program (TV) Contract TV-1819, Amendment 1.

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

Based on federal grant award received, CDA is amending the TV-1819 contract to reflect an increase of \$32,914 in federal funds and two additional participant slots.

Allocation Methodology

To determine each contract allocation, CDA used the methodology described in the TV-1819 Amendment 1 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website.

Request for Funds and Expenditure Reports

Use the [Title V/SCSEP Request for Funds \(CDA 30\)](#) form to request funds. For form instructions, refer the [Title V/SCSEP Monthly Request for Funds Instructions \(CDA 30i\)](#).

Use the [Title V/SCSEP Monthly Expenditures Report \(CDA 29\)](#) form to report monthly expenditures. For form instructions, refer to the [Title V/SCSEP Monthly Expenditure Report Instructions \(CDA 29i\)](#).

CDA will not process payments for these additional funds for State Fiscal Year 2018-19 until the contractors' amended Title V/SCSEP Budget is approved and the Contract Amendment is fully executed.

All contract-related fiscal forms, including Title V/SCSEP Budget (CDA 35) and the [Title V/SCSEP Monthly Expenditures Report \(CDA 29\)](#), can be found under the Title V/SCSEP Documents section of the [Fiscal Forms and Documents page](#) on CDA's website.

Deadlines

The Title V/SCSEP Budget (CDA 35) must be submitted 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 9007) 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

This contract amendment does not contain any changes to the original TV-1819 contract language.

Inquiries

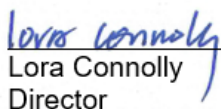
For program inquiries, email: TitleV.SCSEPUnit@aging.ca.gov

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

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

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, and your involvement in it, has a real impact 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.


Lora Connolly
Director