

**CALIFORNIA DEPARTMENT OF AGING**  
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# PROGRAM MEMO

**TO:** Area Agencies on Aging

**EXPIRES:** June 30, 2019

**NO:** PM 18-05

**PROGRAMS AFFECTED:** Title V/SCSEP

**DATE ISSUED:** April 5, 2018

**SUPERSEDES:**

**SUBJECT:** Title V/Senior Community Service Employment Program Contract (TV-1819) 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-1819.

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**

The total Title V/SCSEP contract funding amount is \$6,012,658. Title V/SCSEP funding is based on Program Year (PY) 2017 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 varies from these proposed amounts.

After completing the TV-1718 contract closeout process, CDA may issue a contract amendment to adjust funding allocated through this contract.

## **Allocation Methodology**

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

## **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. Both documents are found under the Title V Documents section of the Fiscal Forms and Documents page on CDA's website.

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-1819 until the AAA's program Budget is approved and the contract is fully executed. [Title V/SCSEP Budget \(CDA 35\)](#) can be found under the Title V Documents section on the Fiscal Forms and Documents page of CDA's website.

### **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 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**

All contract language updates are identified in the [TV-1819 Contract Summary of Changes](#) found on the Area Agencies on Aging – Contract Summaries of Changes page on CDA's website.

### **Inquiries**

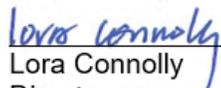
For program inquiries, email: [TitleV.SCSEPUnit@aging.ca.gov](mailto:TitleV.SCSEPUnit@aging.ca.gov).

For fiscal and data inquiries, email: [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).

For payment inquiries, email: [CDA.Accounting@aging.ca.gov](mailto: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.

  
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Lora Connolly  
Director