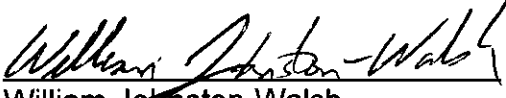
 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD # 07-05-02	2. Disposition: Note Well and File for Reference
	3. Issuance Date: June 6, 2007	4. Effective Date: July 1, 2007
5. Program Area: Senior Community Service Employment Program (Title V)		
6. Origin: Bureau of Home & Community Based Services	7. Contact: Consumer Community Support Services Division (717) 783-6207	

AGING PROGRAM DIRECTIVE

SUBJECT: FISCAL YEAR (FY) 2007-08 TITLE V ALLOCATION, SLOT LEVEL, FISCAL, PROGRAM AND REPORTING REQUIREMENTS

TO:

EXECUTIVE STAFF ALLEGHENY COUNTY AAA ARMSTRONG COUNTY AAA BERKS COUNTY AAA BUTLER COUNTY AAA CARBON COUNTY AAA LYCOMING/CLINTON BI-COUNTY OFFICE OF AGING DELAWARE COUNTY OFFICE OF SERVICES FOR THE AGING GREATER ERIE COMMUNITY ACTION COMMITTEE WAYNE COUNTY AAA SOUTHWESTERN PA AAA, INC.	AGING SERVICES, INC. LANCASTER COUNTY OFFICE OF AGING LEHIGH COUNTY AAA LUZERNE/WYOMING COUNTIES BUREAU FOR AGING NORTHAMPTON COUNTY AAA NORTHUMBERLAND COUNTY AAA PHILADELPHIA CORPORATION FOR AGING SCHUYLKILL COUNTY OFFICE OF SENIOR SERVICES AAA OF WESTMORELAND COUNTY
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FROM: 
William Johnston-Walsh
Deputy Secretary
Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive (APD) is to transmit to the Area Agencies on Aging (AAAs) the FY 2007-08 Title V allocations and number of slots, Title V Budget information, Title V Program Reporting requirements and information about Title V Financial Reporting requirements. This APD also provides citations to the Title V regulations and other applicable Title V Policy documents that shall govern the AAA's administration of the Title V Program.

TABLE OF CONENTS

- I. Title V Program Background and Requirements
- II. Program Reporting Instructions
- III. Fiscal Information

I. Title V Program Background and Requirements

The Senior Community Service Employment Program (SCSEP), or what is commonly referred to as the Title V Program, is funded under Title V of the Older Americans Act (OAA) Amendments of 2006, PL 109-365. The SCSEP is a program administered by the U.S. Department of Labor (USDOL) and serves unemployed individuals ages 55 and older whose incomes do not exceed 125% of the most recent federal poverty guidelines and who have poor employment prospects by placing them in part-time community service positions and by assisting them to transition to unsubsidized employment. Eligible individuals that participate in the SCSEP are reimbursed the federal or state minimum hourly wage, whichever is higher, for approximately 20 hours per week at a community service assignment. Community service means social, health, welfare, educational, legal and recreational services and such other services that are essential and necessary to the community. Community service assignments can only be with organizations and agencies that are public agencies operated by units of government and non-profit agencies with certification under Section 501 (c) (3) of the Internal Revenue Code. The SCSEP also fosters individual economic self-sufficiency and increases the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors.

Prior to July 1, 2005, the Department provided all 52 Area Agencies on Aging (AAAs) with a Title V allocation. On July 1, 2005, 27 of the 52 AAAs relinquished their Title V funds to the Department and no longer operated a Title V Program. On July 1, 2006, four more AAAs relinquished their SCSEP Title V funds to the Department. Effective July 1, 2007, two more AAAs will relinquish their SCSEP Title V funds to the Department. Consequently, on July 1, 2007, 33 AAAs will no longer be receiving Title V funds from the Department. Experience Works, Inc. will be providing SCSEP services in all but one of these AAA Planning and Service Areas in FY 2007-08 through a direct contract with the Department. The Department has determined that the Forest-Warren AAA Planning and Service Area is currently over-served according to the U.S. Department of Labor's FY 2006-07 Equitable Distribution Report. In order to remedy this slot imbalance, the Department has moved these slots to SCSEP under-served counties.

The 19 AAAs that will continue to receive Title V funds from the Department in FY 2007-08 are: Philadelphia, Delaware, Lancaster, Berks, Lehigh, Northampton, Schuylkill, Carbon, Allegheny, Washington/Fayette/Greene, Butler, Westmoreland, Armstrong, Indiana, Erie, Wayne, Luzerne-Wyoming, Northumberland, and Lycoming-Clinton.

The Title V regulations delineate the specific program requirements. The current Title V regulations can be found at www.doleta.gov/seniors/other_docs/scsepfinalrule.pdf. The AAAs shall make income eligibility determinations pursuant with the USDOL's Training and Employment Guidance Letter No. 12-06 and the most recent federal poverty guidelines issued by the U.S. Department of Health and Human Services. All permissible training activities to be provided by the AAA with Title V funds provided by PDA shall be in accordance with the USDOL's Older Worker Bulletin No. 04-04.

The Department will provide, under separate cover, a copy of the Title V agreement package, including the required signature document. The Department will also provide the AAAs with the PDA SCSEP performance goals for FY 2007-08. AAAs will be expected to meet the PDA SCSEP performance goals in FY 2007-08.

II. Program Reporting Instructions

The AAAs are required to enter new participant, host agency and employer data and update data on current participants, host agencies and employers in the SCSEP Data Collection and Reporting System on a regular basis. The AAAs must generate a Quarterly Progress Report (QPR) no later than 30 days after the end of each quarter. Due dates for generation of the QPRs are as follows:

- Generate First Quarter QPR by October 30, 2007
- Generate Second Quarter QPR by January 30, 2008
- Generate Third Quarter QPR by April 30, 2008
- Generate Fourth Quarter QPR by July 30, 2008
- Generate Final QPR by September 30, 2008

The AAAs are also responsible for generating Data Quality Reports (DQRs) after the generation of the QPR. All errors starting with rejects must be corrected and another QPR must be generated. It is expected that the AAAs generate error free QPRs by the 30th day following the end of the quarter.

To obtain further information on the SCSEP Data Collection and Reporting System, the AAAs shall visit the following web sites: <http://www.charteroakgroup.org/resoures/scsep.shtml>, <http://www.charteroakgroup.com/BB/phpBB2/viewforum.php?f=1>, and <http://scsep.mathematica-mpr.com/>

III. Fiscal Information

FY 2007-08 Title V Agreement and Budget

The Department will issue a renewal to the Title V Agreement to the AAA by letter. The AAA will sign the renewal letter and complete the Private Non-Profit Listing of Board Members and return both to the Department according to the instructions in the letter.

The AAA will extract the U0108XX.XLS file from the BUDZIP08.EXE file in the AS/400 in the AAAEXCEL Folder and complete the file according to the instructions listed below. The AAA will be notified when the files are available. The file will be renamed and macroed according to the instructions contained in the "Procedures for Area Agency on Aging To Submit Program Financial Reports To Pennsylvania Department Of Aging Fiscal Year 2007-2008" manual extracted from the BUDZIP08.EXE file. Follow the instructions in the instruction manual for submitting the .prn text file created from the macro to the Department.

The Department will compile the signed agreement and the budget pages submitted by the AAA and process the agreement for approval. The Department will provide the AAA with a signed copy of the fully approved agreement.

Instructions for completing Document U01-08 are as follows:

The line item budget should identify only Title V funds and any matching funds for each line item. The Title V dollar amount to be budgeted for each AAA is contained in Exhibit 1. Please note that the funding and slots may have changed from the FY 2006-07 amounts.

Adjustments were necessary due to the new state minimum wage increase of \$7.15 on July 1, 2007. We have allocated FY 2007-08 SCSEP funds to the AAAs based on the FY 2006-07 U.S. Department of Labor SCSEP allocation to the Pennsylvania Department of Aging. Because of the July 1, 2007, state minimum wage increase, slots have been reduced. ~~Since the cost per slot for FY 2007-08 will be \$9,569, we have reduced the minimum slot allocation to 3 instead of 4.~~ Please note that the Department has not received its federal FY 2007-08 SCSEP allocation. It is our understanding that we will not receive an allocation until a federal minimum wage bill is enacted. If a federal minimum wage bill is enacted, the Department will amend the AAAs' dollar and slot amounts, as appropriate, to reflect the federal minimum wage increase.

The USDOL will pay no more than 90% of the total cost of activities carried out under a Title V grant. Consequently, a 10% non-federal match is required. The non-federal match could include cash and in-kind services including, but not limited to, supervision of participants at host agencies.

The PDA will control Title V expenditures by the following budget categories: Administration, Participant Wages and Fringe Benefits (PWFB) and Other Participant Costs (as identified on the Title V budget). A minimum of 78% of the available funds must be allocated and expended for PWFB. No more than 10% of the available funds can be allocated and expended for administrative costs. Functions that are considered administrative for SCSEP purposes are: accounting, financial & cash management, procurement, property management, personnel management, payroll, coordinating the resolution of audit or monitoring findings, audits, legal services, developing systems and procedures and monitoring of administrative functions. Administrative costs include: goods and services required for administrative functions and travel costs to carry out administrative activities. Administrative costs associated with information technology include the costs of information systems related to administrative functions such as payroll, accounting, procurement and purchasing systems. It also includes the costs associated with the purchase, development and operation of information systems.

Other Participant Costs (OPC) includes: intake and eligibility determination, participant assessment, Individual Employment Plan (IEP) preparation, host agency development, outreach and recruitment, classroom training, job placement assistance and participant support services. Participant support services may include: transportation and incidentals, such as work shoes, badges, uniforms, eyeglasses, tools, child and adult care, and temporary shelter. Some information technology costs can also be charged to OPC, such as the cost of tracking and monitoring participant and performance information, developing employment statistics and performance information. Please note that if a Title V participant performs work involving assessment and planning for other participants, those costs should be included in the Participant Wages and Fringe Benefits category.

Unemployment Insurance, annual leave, pension benefits, accumulated sick leave and bonuses are not allowable as fringe benefits. Worker's Compensation must be provided for all participants.

Allowable costs that can be included in each budget category (Administration, PWFB, and OPC) are also delineated in Sections 641.856 and 641.864 of the SCSEP Regulations, which can be found at: http://www.doleta.gov/seniors/other_docs/scsepfinalrule.pdf

Quarterly Expenditure Report

Document U11-08, will be utilized to complete and submit the quarterly expenditure report. The AAA will extract the U1108XX.XLS file from the PFRZIP08.EXE file in the AS/400 in the AAAEXCEL Folder and complete the file according to the same instructions and rules under which the budget was developed. The AAA will be notified when the files are available. The file will be renamed and macroed according to the instructions contained in the "Procedures For Area Agency on Aging To Submit Program Financial Reports To Pennsylvania Department Of Aging FY 2007-2008" manual extracted from the BUDZIP08.EXE or PFRZIP08.EXE file. Follow the instructions in the instruction manual for submitting the .prn text file created from the macro to the Department.

The AAAs are required to submit the Title V quarterly expenditure reports to the Department by the dates listed below:

<u>Report</u>	<u>Quarter</u>	<u>Due Date</u>
1	July-September	October 30, 2007
2	October-December	January 30, 2008
3	January-March	April 30, 2008
4	April-June	August 14, 2008

The AAAs are permitted to reallocate up to 25% or \$10,000, whichever is greater, between budget categories (Administration, PWFB and OPC). Any reallocation in excess of 25% or \$10,000 must receive prior approval from the Department. No reallocation may cause the budget or expenditure of Title V federal funds to violate the parameters for Administration (no more than 10%) or PWFB (no less than 78%).

Program, including program reporting related questions, should be directed to Rocco Claroni at (717) 783-6008 or via e-mail at rclaroni@state.pa.us. Fiscal reporting and other fiscal related questions should be directed to Lou Sprague at (717) 772-0206 or via e-mail at lsprague@state.pa.us.

EXHIBIT 1

PA DEPARTMENT OF AGING AAA FY 2007-08 SCSEP ALLOCATION AND SLOTS

AAA	AAA AWARD	AAA SLOTS
01 ERIE	\$ 86,123	9
02 CRAWFORD		
03 CAMERON/ELK/MCKEAN		
04 BEAVER		
05 INDIANA	38,277	4
06 ALLEGHENY	488,033	51
07 WESTMORELAND	143,539	15
08 WASHINGTON/FAYETTE/GREENE	191,386	20
09 SOMERSET		
10 CAMBRIA		
11 BLAIR		
12 BEDFORD/FULTON/HUNTINGDON		
13 CENTRE		
14 LYCOMING/CLINTON	57,416	6
15 COLUMBIA/MONTOUR		
16 NORTHUMBERLAND	47,846	5
17 UNION/SNYDER		
18 MIFFLIN/JUNIATA		
19 FRANKLIN		
20 ADAMS		
21 CUMBERLAND		
22 PERRY		
23 DAUPHIN		
24 LEBANON		
25 YORK		
26 LANCASTER	105,262	11
27 CHESTER		
28 MONTGOMERY		
29 BUCKS		
30 DELAWARE	143,539	15
31 PHILADELPHIA	861,234	90
32 BERKS	105,262	11
33 LEHIGH	86,123	9
34 NORTHAMPTON	76,554	8
35 PIKE		
36 T/B/S/S		
37 LUZERNE/WYOMING	181,816	19
38 LACKAWANNA		
39 CARBON	28,708	3
40 SCHUYLKILL	76,554	8
41 CLEARFIELD		
42 JEFFERSON		
43 FOREST/WARREN		
44 VENANGO		
45 ARMSTRONG	38,277	4
46 LAWRENCE		
47 MERCER		
48 MONROE		
49 CLARION		
50 BUTLER	57,416	6
51 POTTER		
52 WAYNE	28,708	3
TOTALS	\$2,842,073	297

* Using 125% Poverty, Age 55+, 2000 CENSUS. Using a minimum slot allocation of 3 at a statewide cost per slot of \$9,569