



DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Janice K. Brewer
Governor

Neal Young
Director

October 29, 2010

To: Area Agencies on Aging
Pima Health Systems
Mohave County One-Stop

From: Melanie K. Starns, M.A.G.
Assistant Director
Department of Economic Security
Division of Aging and Adult Services

Subject: **Revised Allocations for SFY 2011**

Attached are the Older Americans Act Title III and Title VII additional allocations and carryover, Social Services Block Grant revisions, SCSEP Region 3 Slot Transition, SCSEP SFY 2010 Carryover, Nutrition Services Incentive Program additional allocations, Mature Worker Program Policy, MIPPA allocations and Next Generation POMP allocation.

The ALERTS are subject to change as additional information is received by the Division pertaining to the funding sources identified.

The following ALERTS are attached:

<u>ALERT</u>	<u>FUND SOURCE/TYPE</u>
ALERT SFY-11-1C	Older Americans Act Title III and VII – Additional Allocations and Carryover
ALERT SFY-11-2B	Social Services Block Grant – One-Time Allocation
ALERT SFY-11-5B	SCSEP- Region 3 Slot Transition
ALERT SFY-11-5C	SCSEP- SFY 2010 Carryover
ALERT SFY-11-6A	Nutrition Services Incentive Program (NSIP)- Additional Allocations
ALERT SFY-11-10B	Policy and Procedures-Mature Worker Program
ALERT SFY-11-11J	Other Funds-Next Generation POMP Allocation
ALERT SFY-11-11K	Other Funds-MIPPA Allocations

An SFY-2011 contract operating budget is due to the Division of Aging and Adult Services, Fiscal and Contacts Unit by close of business Friday, December 10, 2010. An amendment will be prepared. ALERTS are available on the Division’s website using the link: <https://www.azdes.gov/common.aspx?menu=36&menuc=28&ID=8188>. Scroll down to ALERTS at the bottom of the webpage and select the respective ALERT.

c: Lynn Larson, Nina Sutton, Bridget Casey, Cam Kowal, Jerry Lay, Frances Rubio, Cindy Saverino, Joel Millman, Jutta Ulrich, Ada Leach, Tammy Frazee, Darrell Funk, Chester Lee, Roberta Blythe, DAAS file

Division of Aging and Adult Services
ALERT

SFY-11-1C

The Division of Aging and Adult Services received an increase of \$126,460 for Older Americans Act Title III and Title VII collectively in the FFY 2010 grant awards from the Administration on Aging. A full 100 percent of the FFY 2010 increase was placed into the SFY 2011 allocation. Had the increase been received earlier in SFY 2010, $\frac{3}{4}$ of the increase would have been placed in SFY 2010 and $\frac{1}{4}$ of the increase would have been placed in SFY 2011.

Increases occurred in Title III for \$122,436 and Title VII for \$4,024 in the following titles and subparts:

- an increase of \$42,765 in III-B
- an increase of \$50,272 in III-C1
- an increase of \$17,052 in III-C2
- no increase or decrease in III-D
- an increase of \$12,347 in III-E
- an increase of \$1,281 in VII-Elder Abuse
- an increase of \$2,743 in VII-Federal Ombudsman

Attached are the revised allocations that identify the contract levels for your respective Planning and Service Area for SFY 2011. These revised allocations are based on the current FFY 2010 grant and the estimated FFY 2011 grant award. When the Division receives its actual FFY 2011 grant award, the Title III and VII allocations will be adjusted accordingly and a revised ALERT will be issued.

With the completion of closeouts for most agencies, and in an effort to combine amendments, the contract obligation sheets also identify carryover amounts up to 20% for each planning and service area. With the exception of SEAGO whose carryover plan has been approved by DAAS, a plan to expend carryover funds in excess of 10% must be submitted to Melanie Starns, Assistant Director, for approval no later than December 10, 2010. Contracts Specialist will process amendments upon receipt of approval.

Should you have questions regarding the allocations, please contact your respective Contracts Specialist.

NGA FY-11 SSBG					SSBG			TOTAL
Total Federal					1,676,200			1,676,200
NGA FY-11					SSBG			TOTAL
Total Federal					1,676,200			1,676,200
NGA BREAKDOWN					SSBG			TOTAL
\$1,676,200 additional SSBG Funding utilizing the Funding Formula					1,676,200			1,676,200
FY11					1,676,200			1,676,200
1/4 FY10 NGA (W/O Navajo)					419,050			419,050
3/4 FY11 EST. NGA (W/O Navajo)					1,257,150			1,257,150
TOTAL NGA					1,676,200			1,676,200
TOTAL FEDERAL					1,676,200			1,676,200
					SSBG			TOTAL
STATE	0	0	0	0	0	0	0	0
AAA	0	0	0	0	0	0	0	0
ELDER RIGHTS POSITION	0	0	0	0	0	0	0	0
*NOTE: Admin calculated against program specific dollars but C1 hit for all State & AAA admin. (III-E calculated separately for Admin.)								

TITLE III FUNDING FORMULA FOR ADDITIONAL \$1,676,200 STATE PLANNED SSBG FOR SFY-2011

	ALLOC %				SSBG				TOTAL
AVAILABLE FEDERAL					0	1,676,200	0	0	1,676,200
NAVAJO TRANSFER					0	0	0	0	0
TOTAL AVAILABLE					0	1,676,200	0	0	1,676,200
LESS DAAS OMBUDS					0	0	0	0	0
LESS STATE ADMIN					0	0	0	0	0
LESS 10% AAA ADMIN					0	0	0	0	0
LESS NAVAJO TRANSFER					0	0	0	0	0
TOTAL FED PROGRAM					0	1,676,200	0	0	1,676,200
STATE PROGRAM FUNDS					0	0	0	0	0
TOTAL PROGRAM					0	1,676,200	0	0	1,676,200
LESS PSA BASE PROG					0	0	0	0	0
F2 = 8.5% PROG TOTAL					0	142,477	0	0	142,477
F1 = PROGRAM BALANCE					0	1,533,723	0	0	1,533,723
AAA ADMIN FED					0	0	0	0	0
AAA ADMIN STATE					0	0	0	0	0
AAA ADMIN BASE					0	0	0	0	0
AAA ADMIN BALANCE					0	0	0	0	0

	ALLOC %				SSBG				TOTAL
REGION I									
PROGRAM BASE					0	0	0	0	0
F1	47.28%				0	725,147	0	0	725,147
F2	12.48%				0	17,782	0	0	17,782
ADMIN BASE					0	0	0	0	0
ADMIN	47.28%				0	0	0	0	0
ONE-TIME					0	0	0	0	0
TOTAL					0	742,929	0	0	742,929

REGION II									
PROGRAM BASE					0	0	0	0	0
F1	15.94%				0	244,423	0	0	244,423
F2	10.04%				0	14,307	0	0	14,307
ADMIN BASE					0	0	0	0	0
ADMIN	15.94%				0	0	0	0	0
ONE-TIME					0	0	0	0	0
TOTAL					0	258,730	0	0	258,730

REGION III									
PROGRAM BASE					0	0	0	0	0
F1	6.83%				0	104,802	0	0	104,802
F2	22.78%				0	32,458	0	0	32,458
ADMIN BASE					0	0	0	0	0
ADMIN	6.83%				0	0	0	0	0
ONE-TIME					0	0	0	0	0
TOTAL					0	137,260	0	0	137,260

	ALLOC %				SSBG			TOTAL
REGION IV								
PROGRAM BASE		0	0	0	0	0	0	0
F1	8.38%	0	0	0	0	128,512	0	128,512
F2	15.58%	0	0	0	0	22,204	0	22,204
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	8.38%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
TOTAL		0	0	0	0	150,716	0	150,716

REGION V								
PROGRAM BASE		0	0	0	0	0	0	0
F1	5.28%	0	0	0	0	80,966	0	80,966
F2	13.59%	0	0	0	0	19,357	0	19,357
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	5.28%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
TOTAL		0	0	0	0	100,323	0	100,323

REGION VI								
PROGRAM BASE		0	0	0	0	0	0	0
F1	3.93%	0	0	0	0	60,272	0	60,272
F2	12.41%	0	0	0	0	17,687	0	17,687
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	3.93%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
TOTAL		0	0	0	0	77,959	0	77,959

REGION VII								
PROGRAM BASE		0	0	0	0	0	0	0
F1	5.00%	0	0	0	0	76,697	0	76,697
F2	5.30%	0	0	0	0	7,557	0	7,557
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	5.00%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	84,254	0	84,254
INTERSTATE TRANSFER		0	0	0	0	0	0	0
TOTAL		0	0	0	0	84,254	0	84,254

REGION VIII								
PROGRAM BASE		0	0	0	0	0	0	0
F1	7.36%	0	0	0	0	112,904	0	112,904
F2	7.81%	0	0	0	0	11,125	0	11,125
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	7.36%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
TOTAL		0	0	0	0	124,029	0	124,029

	ALLOC %				SSBG			TOTAL
TOTAL								
PROGRAM BASE		0	0	0	0	0	0	0
F1	100.00%	0	0	0	0	1,533,723	0	1,533,723
F2	100.00%	0	0	0	0	142,477	0	142,477
ADMIN BASE		0	0	0	0	0	0	0
ADMIN	100.00%	0	0	0	0	0	0	0
ONE-TIME		0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	1,676,200	0	1,676,200
INTERSTATE TRANSFER		0	0	0	0	0	0	0
TOTAL		0	0	0	0	1,676,200	0	1,676,200

SFY-2011 PLANNING LEVELS FOR AAA'S - ADDITIONAL \$1,676,200

REGION I	SSBG	TOTAL	
10-11	742,929	742,929	FY 10-11 FUNDS
TOTAL 10-11	742,929	742,929	FY10-11 PLANNING LEVEL
REGION II	SSBG	TOTAL	
10-11	258,730	258,730	FY 10-11 FUNDS
TOTAL 10-11	258,730	258,730	FY10-11 PLANNING LEVEL
REGION III	SSBG	TOTAL	
10-11	137,260	137,260	FY 10-11 FUNDS
TOTAL 10-11	137,260	137,260	FY10-11 PLANNING LEVEL
REGION IV	SSBG	TOTAL	
10-11	150,716	150,716	FY 10-11 FUNDS
TOTAL 10-11	150,716	150,716	FY10-11 PLANNING LEVEL
REGION V	SSBG	TOTAL	
10-11	100,323	100,323	FY 10-11 FUNDS
TOTAL 10-11	100,323	100,323	FY10-11 PLANNING LEVEL
REGION VI	SSBG	TOTAL	
10-11	77,959	77,959	FY 10-11 FUNDS
TOTAL 10-11	77,959	77,959	FY10-11 PLANNING LEVEL
REGION VII	SSBG	TOTAL	
10-11	84,254	84,254	FY 10-11 FUNDS
TOTAL 10-11	84,254	84,254	FY10-11 PLANNING LEVEL
REGION VIII	SSBG	TOTAL	
10-11	124,029	124,029	FY 10-11 FUNDS
TOTAL 10-11	124,029	124,029	FY10-11 PLANNING LEVEL
TOTAL	SSBG	TOTAL	
10-11	1,676,200	1,676,200	FY 10-11 FUNDS
TOTAL 10-11	1,676,200	1,676,200	FY10-11 PLANNING LEVEL



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Aging and Adult Services
ALERT

SFY-11-2B

**Social Services Block Grant (SSBG)
for SFY-2011**

Attached are the **revised** State Planned SSBG allocations for SFY 2011.

The following is a summary of the State-Planned SSBG one-time allocation respective to each Area Agency on Aging:

Region 1	\$ 742,929
Region 2	258,730
Region 3	137,260
Region 4	150,716
Region 5	100,323
Region 6	77,959
Region 7	84,254
Region 8	<u>124,029</u>
Total Allocation	\$1,676,200

Should you have any questions regarding the allocation, please contact your respective Contract Specialist.

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 1							
MARICOPA							
	ADC	ELD/PWD	\$ 216,466.00	\$ -	\$ 216,466.00	\$ (281.00)	\$ -
	CNG	PWD	\$ 12,850.00	\$ 1,473.00	\$ 14,323.00	\$ (575.00)	\$ -
	* CSL	ELD	\$ -	\$ 43,450.00	\$ 43,450.00	\$ -	\$ -
	COORD	N/A	\$ -	\$ 18,221.00	\$ 18,221.00	\$ -	\$ -
	HDM	ELD/PWD	\$ 433,173.00	\$ -	\$ 433,173.00	\$ -	\$ -
	LGL	ELD	\$ -	\$ 18,888.00	\$ 18,888.00	\$ -	\$ -
	TSP	ELD	\$ -	\$ 7,008.00	\$ 7,008.00	\$ (35,528.00)	\$ -
	* H.C.	ELD/PWD	\$ 392,049.00	\$ 448,195.00	\$ 840,244.00	\$ 11,959.00	\$ -
	CMG	ELD/PWD	\$ -	\$ 59,256.00	\$ 59,256.00	\$ -	\$ -
	VMS	PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	RSP		\$ -	\$ 95,083.00	\$ 95,083.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 187,137.00	\$ 187,137.00	\$ -	\$ -
	Additional		\$ -	\$ 742,929.00	\$ 742,929.00	\$ -	\$ 742,929.00
REGION TOTAL =			\$ 1,054,538.00	\$ 1,621,640.00	\$ 2,676,178.00	\$ (24,425.00)	\$ 742,929.00
Note: \$177,774 moved from CSL to Home Care (H.C.), per MAG/DES							

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 2							
PIMA							
	ADC	ELD/AD	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -
	ADV	ELD/AD	\$ -	\$ 21,116.00	\$ 21,116.00	\$ -	\$ -
	H.C.	ELD/AD	\$ 370,352.00	\$ 343,691.00	\$ 714,043.00	\$ 95,555.00	\$ -
	CMG/INT	ELD/AD	\$ 366,210.00	\$ 34,670.00	\$ 400,880.00	\$ 25,000.00	\$ -
	REP	ELD/AD	\$ -	\$ 4,193.00	\$ 4,193.00	\$ (23,809.00)	\$ -
	HDM	ELD/AD	\$ 96,507.00	\$ -	\$ 96,507.00	\$ 15,000.00	\$ -
	RSP	ELD/AD	\$ -	\$ -	\$ -	\$ -	\$ -
	LGL	ELD/AD	\$ -	\$ -	\$ -	\$ (97,515.00)	\$ -
	AAA ADMIN		\$ -	\$ 5,594.00	\$ 5,594.00	\$ -	\$ -
	Additional		\$ -	\$ 258,730.00	\$ 258,730.00	\$ -	\$ 258,730.00
	REGION TOTAL =		\$ 848,069.00	\$ 667,994.00	\$ 1,516,063.00	\$ 14,231.00	\$ 258,730.00

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 3							
APACHE							
	H.C.	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	CMG	ELD/PWD	\$ 2,383.00	\$ 15,000.00	\$ 17,383.00	\$ (10,000.00)	\$ -
	HDM	ELD/PWD	\$ 24,334.00	\$ 6,583.00	\$ 30,917.00	\$ 5,000.00	\$ -
	TSP	ELD/PWD	\$ 12,259.00	\$ 10,000.00	\$ 22,259.00	\$ 5,000.00	\$ -
	RSP		\$ -	\$ 8,056.00	\$ 8,056.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 4,379.00	\$ 4,379.00	\$ -	\$ -
	PGD		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 38,976.00	\$ 44,018.00	\$ 82,994.00	\$ -	\$ -
COCONINO							
	H.C.	ELD/PWD	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 4,000.00	\$ 27,503.00	\$ 31,503.00	\$ -	\$ -
	HDM	ELD/PWD	\$ 15,000.00	\$ 5,107.00	\$ 20,107.00	\$ -	\$ -
	TSP	ELD/PWD	\$ -	\$ 7,278.00	\$ 7,278.00	\$ -	\$ -
	RSP	ELD/PWD	\$ 10,000.00	\$ 5,238.00	\$ 15,238.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 4,343.00	\$ 4,343.00	\$ -	\$ -
	ADC		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 31,000.00	\$ 49,469.00	\$ 80,469.00	\$ -	\$ -

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 3							
NAVAJO							
	H.C.	ELD/PWD	\$ -	\$ -	\$ -	\$ (9,007.00)	\$ -
	CMG	ELD/PWD	\$ 4,007.00	\$ 41,108.00	\$ 45,115.00	\$ 4,007.00	\$ -
	HDM	ELD/PWD	\$ 10,008.00	\$ 4,345.00	\$ 14,353.00	\$ -	\$ -
	RSP	ELD/PWD	\$ -	\$ 7,462.00	\$ 7,462.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 5,947.00	\$ 5,947.00	\$ -	\$ -
	TSP	ELD/PWD	\$ 10,002.00	\$ -	\$ 10,002.00	\$ 5,000.00	\$ -
	COUNTY TOTAL		\$ 24,017.00	\$ 58,862.00	\$ 82,879.00	\$ -	\$ -
YAVAPAI							
	H.C.	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	CMG	ELD/PWD	\$ 6,041.00	\$ 68,953.00	\$ 74,994.00	\$ -	\$ -
	ADC	ELD/PWD	\$ 9,667.00	\$ 34,637.00	\$ 44,304.00	\$ (8,457.00)	\$ -
	CSL/SUPP. INTER	ALL	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD	\$ 8,457.00	\$ 36,406.00	\$ 44,863.00	\$ -	\$ -
	RSP	ELD/PWD	\$ -	\$ 15,374.00	\$ 15,374.00	\$ (6,041.00)	\$ -
	AAA ADMIN.		\$ -	\$ 13,607.00	\$ 13,607.00	\$ -	\$ -
	COUNTY TOTAL		\$ 24,165.00	\$ 168,977.00	\$ 193,142.00	\$ (14,498.00)	\$ -
	Additional		\$ -	\$ 137,260.00	\$ 137,260.00	\$ -	\$ 137,260.00
	REGION TOTAL		\$ 118,158.00	\$ 458,586.00	\$ 576,744.00	\$ (14,498.00)	\$ 137,260.00

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 4							
LA PAZ							
	H.C.	ELD/PWD	\$ 3,313.00	\$ 12,927.00	\$ 16,240.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 5,522.00	\$ 17,198.00	\$ 22,720.00	\$ -	\$ -
	HDM	ELD/PWD	\$ 13,620.00	\$ -	\$ 13,620.00	\$ -	\$ -
	TSP	AFC	\$ 14,356.00	\$ -	\$ 14,356.00	\$ -	\$ -
	RSP		\$ -	\$ -	\$ -	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 6,681.00	\$ 6,681.00	\$ -	\$ -
	PGD		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 36,811.00	\$ 36,806.00	\$ 73,617.00	\$ -	\$ -
MOHAVE							
	H.C	ELD/AD	\$ 37,730.00	\$ 14,762.00	\$ 52,492.00	\$ -	\$ -
	CMG	ELD/AD	\$ 39,617.00	\$ 35,098.00	\$ 74,715.00	\$ -	\$ -
	HDM	ELD/AD	\$ 37,730.00	\$ -	\$ 37,730.00	\$ -	\$ -
	TSP	ELD/AD	\$ -	\$ -	\$ -	\$ -	\$ -
	RSP		\$ -	\$ -	\$ -	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 13,965.00	\$ 13,965.00	\$ -	\$ -
	PGD		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 115,077.00	\$ 63,825.00	\$ 178,902.00	\$ -	\$ -

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 4							
YUMA							
	H.C	ELD/PWD	\$ 25,813.00	\$ 4,214.00	\$ 30,027.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 21,120.00	\$ 35,684.00	\$ 56,804.00	\$ -	\$ -
	ADC	ELD/PWD	\$ 11,733.00	\$ -	\$ 11,733.00	\$ -	\$ -
	CSL	AFC	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD	\$ 23,466.00	\$ -	\$ 23,466.00	\$ -	\$ -
	TSP	AFC	\$ 42,239.00	\$ -	\$ 42,239.00	\$ -	\$ -
	RSP	AFC	\$ 4,693.00	\$ -	\$ 4,693.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 15,007.00	\$ 15,007.00	\$ -	\$ -
	PGD		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 129,064.00	\$ 54,905.00	\$ 183,969.00	\$ -	\$ -
	Additional		\$ -	\$ 150,716.00	\$ 150,716.00	\$ -	\$ 150,716.00
	REGION TOTAL		\$ 280,952.00	\$ 306,252.00	\$ 587,204.00	\$ -	\$ 150,716.00

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 5							
GILA							
	H.C	ELD/PWD	\$ 19,280.00	\$ 3,554.00	\$ 22,834.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 27,218.00	\$ 11,218.00	\$ 38,436.00	\$ -	\$ -
	HDM	ELD/PWD	\$ 20,594.00	\$ 11,620.00	\$ 32,214.00	\$ -	\$ -
	REP	ELD/PWD	\$ 6,477.00	\$ 5,797.00	\$ 12,274.00	\$ -	\$ -
	RSP		\$ -	\$ 1,408.00	\$ 1,408.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 9,764.00	\$ 9,764.00	\$ -	\$ -
	PGD		\$ -	\$ 1,045.00	\$ 1,045.00	\$ -	\$ -
	COUNTY TOTAL		\$ 73,569.00	\$ 44,406.00	\$ 117,975.00	\$ -	\$ -
PINAL							
	H.C.	ELD/PWD	\$ 8,806.00	\$ 6,051.00	\$ 14,857.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 31,256.00	\$ 19,100.00	\$ 50,356.00	\$ -	\$ -
	HDM	ELD/PWD	\$ 24,718.00	\$ 19,785.00	\$ 44,503.00	\$ -	\$ -
	REP	ELD/PWD	\$ 7,911.00	\$ 9,870.00	\$ 17,781.00	\$ -	\$ -
	RSP		\$ -	\$ -	\$ -	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 16,624.00	\$ 16,624.00	\$ -	\$ -
	PGD		\$ -	\$ 1,779.00	\$ 1,779.00	\$ -	\$ -
	COUNTY TOTAL		\$ 72,691.00	\$ 73,209.00	\$ 145,900.00	\$ -	\$ -
	Additional		\$ -	\$ 100,323.00	\$ 100,323.00	\$ -	\$ 100,323.00
	REGION TOTAL		\$ 146,260.00	\$ 217,938.00	\$ 364,198.00	\$ -	\$ 100,323.00

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 6							
COCHISE							
	H.C	ELD/PWD	\$ 23,120.00	\$ 8,955.00	\$ 32,075.00	\$ -	\$ -
	CMG	ELD/PWD	\$ 7,340.00	\$ 45,520.00	\$ 52,860.00	\$ -	\$ -
	CMG/Grandparents	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD/AD	\$ 56,600.00	\$ 8,727.00	\$ 65,327.00	\$ -	\$ -
	CNG	ELD/PWD	\$ -	\$ 8,028.00	\$ 8,028.00	\$ -	\$ -
	RSP	ELD/PWD	\$ -	\$ 8,727.00	\$ 8,727.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 13,373.00	\$ 13,373.00	\$ -	\$ -
	PGD		\$ -	\$ -	\$ -	\$ -	\$ -
	COUNTY TOTAL		\$ 87,060.00	\$ 93,330.00	\$ 180,390.00	\$ -	\$ -
GRAHAM							
	H.C.	ELD/PWD	\$ 9,600.00	\$ 1,844.00	\$ 11,444.00	\$ -	\$ -
	CMG	ELD/PWD	\$ -	\$ 23,915.00	\$ 23,915.00	\$ -	\$ -
	CMG/Grandparents	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD/AD	\$ 24,350.00	\$ -	\$ 24,350.00	\$ -	\$ -
	CNG		\$ -	\$ -	\$ -	\$ -	\$ -
	RSP	ELD/PWD	\$ 4,420.00	\$ 1,745.00	\$ 6,165.00	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 4,782.00	\$ 4,782.00	\$ -	\$ -
	COUNTY TOTAL		\$ 38,370.00	\$ 32,286.00	\$ 70,656.00	\$ -	\$ -

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 6							
GREENLEE							
	H.C.	ELD/PWD	\$ 16,530.00	\$ -	\$ 16,530.00	\$ -	\$ -
	CMG	ELD/PWD	\$ -	\$ 14,861.00	\$ 14,861.00	\$ -	\$ -
	CMG/Grandparents	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD/AD	\$ 20,350.00	\$ -	\$ 20,350.00	\$ -	\$ -
	REP		\$ -	\$ -	\$ -	\$ -	\$ -
	TSP	ELD/PWD	\$ 2,400.00	\$ 646.00	\$ 3,046.00	\$ -	\$ -
	RSP		\$ -	\$ -	\$ -	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 3,881.00	\$ 3,881.00	\$ -	\$ -
	COUNTY TOTAL		\$ 39,280.00	\$ 19,388.00	\$ 58,668.00	\$ -	\$ -
SANTA CRUZ							
	H.C.	ELD/PWD	\$ 11,200.00	\$ 330.00	\$ 11,530.00	\$ -	\$ -
	CMG	ELD/PWD	\$ -	\$ 27,530.00	\$ 27,530.00	\$ -	\$ -
	CMG/Grandparents	ELD/PWD	\$ -	\$ -	\$ -	\$ -	\$ -
	HDM	ELD/PWD/AD	\$ 23,750.00	\$ -	\$ 23,750.00	\$ -	\$ -
	RSP		\$ -	\$ -	\$ -	\$ -	\$ -
	AAA ADMIN.		\$ -	\$ 4,688.00	\$ 4,688.00	\$ -	\$ -
	COUNTY TOTAL		\$ 34,950.00	\$ 32,548.00	\$ 67,498.00	\$ -	\$ -
	Additional		\$ -	\$ 77,959.00	\$ 77,959.00	\$ -	\$ 77,959.00
	REGION TOTAL		\$ 199,660.00	\$ 255,511.00	\$ 455,171.00	\$ -	\$ 77,959.00

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

COUNTY	SERVICE	TARGET GROUP	SFY-2011 LOCAL PLAN SSBG	SFY-2011 STATE PLAN SSBG	SFY-2011 TOTAL FUNDS	SFY-2011 LOCAL SSBG (+)/(-)	SFY-2011 STATE SSBG (+)/(-)
REGION 7							
NAVAJO							
TRIBE	CASE MGMT.		\$ -	\$ -	\$ -	\$ -	\$ -
	HOME CARE		\$ -	\$ -	\$ -	\$ -	\$ -
	RESPIRE SERVICES		\$ -	\$ -	\$ -	\$ -	\$ -
	AIMS PROG. D.		\$ -	\$ -	\$ -	\$ -	\$ -
	Additional		\$ -	\$ 84,254.00	\$ 84,254	\$ -	\$ 84,254.00
	REGION TOTAL		\$ -	\$ 84,254.00	\$ 84,254	\$ -	\$ 84,254.00
REGION 8							
ITCA	CASE MGMT.		\$ -	\$ -	\$ -	\$ -	\$ -
	HOME CARE		\$ -	\$ -	\$ -	\$ -	\$ -
	RESPIRE SERVICES		\$ -	\$ -	\$ -	\$ -	\$ -
	PROG. DEVELOP.		\$ -	\$ -	\$ -	\$ -	\$ -
	AIMS PROG. D.		\$ -	\$ -	\$ -	\$ -	\$ -
	Additional		\$ -	\$ 124,029.00	\$ 124,029	\$ -	\$ 124,029.00
	REGION TOTAL		\$ -	\$ 124,029.00	\$ 124,029	\$ -	\$ 124,029.00
STATEWIDE							
TRIBAL (1)	VARIOUS SVCS.		\$ 677,184	\$ -	\$ 677,184	\$ -	\$ -
	STATEWIDE TOTAL		\$ 677,184	\$ -	\$ 677,184	\$ -	\$ -
	ALL AAA SERVICES - TOTAL		\$ 3,324,821	\$ 3,736,204	\$ 7,061,025	\$ (24,692)	\$ 1,676,200

DIVISION OF AGING & ADULT SERVICES

ALERT 11- 2B

SSBG FUNDS FOR SFY 2011

CONTRACTING LEVELS

REGION	INITIAL SFY-2011 LOCAL PLAN SSBG	REVISED SFY-2011 LOCAL PLAN SSBG	TOTAL SFY-2011 LOCAL PLAN SSBG	INITIAL SFY-2011 STATE PLAN SSBG	REVISED SFY-2011 STATE PLAN SSBG	TOTAL SFY-2011 STATE PLAN SSBG	INITIAL SFY-2011 TOTAL SSBG	SFY-2011 TOTAL SSBG
I	\$ 1,078,963.00	\$ (24,425.00)	\$ 1,054,538.00	\$ 878,711.00	\$ 742,929.00	\$ 1,621,640.00	\$ 1,957,674.00	\$ 2,676,178.00
II	\$ 833,838.00	\$ 14,231.00	\$ 848,069.00	\$ 409,264.00	\$ 258,730.00	\$ 667,994.00	\$ 1,243,102.00	\$ 1,516,063.00
III	\$ 132,656.00	\$ (14,498.00)	\$ 118,158.00	\$ 321,326.00	\$ 137,260.00	\$ 458,586.00	\$ 453,982.00	\$ 576,744.00
IV	\$ 280,952.00	\$ -	\$ 280,952.00	\$ 155,536.00	\$ 150,716.00	\$ 306,252.00	\$ 436,488.00	\$ 587,204.00
V	\$ 146,260.00	\$ -	\$ 146,260.00	\$ 117,615.00	\$ 100,323.00	\$ 217,938.00	\$ 263,875.00	\$ 364,198.00
VI	\$ 199,660.00	\$ -	\$ 199,660.00	\$ 177,552.00	\$ 77,959.00	\$ 255,511.00	\$ 377,212.00	\$ 455,171.00
VII	\$ -	\$ -	\$ -	\$ -	\$ 84,254.00	\$ 84,254.00	\$ -	\$ 84,254.00
VIII	\$ -	\$ -	\$ -	\$ -	\$ 124,029.00	\$ 124,029.00	\$ -	\$ 124,029.00
TRIBES	\$ 677,184.00	\$ -	\$ 677,184.00	\$ -	\$ -	\$ -	\$ 677,184.00	\$ 677,184.00
TOTAL	\$ 3,349,513.00	\$ (24,692.00)	\$ 3,324,821.00	\$ 2,060,004.00	\$ 1,676,200.00	\$ 3,736,204.00	\$ 5,409,517.00	\$ 7,061,025.00

BASIS FOR INTRASTATE FUNDING FORMULA
ARIZONA POPULATION 60 + (Based on 2000 Census)

COUNTY	NON-MINORITY								MINORITY							
	ABOVE POVERTY	LESS RESERV.	W1	WEIGHTED TOTAL	BELOW POVERTY	LESS RESERV.	W3	WEIGHTED TOTAL	ABOVE POVERTY	LESS RESERV.	W2	WEIGHTED TOTAL	BELOW POVERTY	LESS RESERV.	W4	WEIGHTED TOTAL
Apache	1,968	1,805	1.0	1,805	258	240	1.75	420	3,169	397	1.10	437	2,590	141	3.00	422
Cochise	16,029	16,029	1.0	16,029	1,402	1,402	1.75	2,454	4,050	4,050	1.10	4,455	1,122	1,122	3.00	3,365
Coconino	7,630	7,588	1.0	7,588	334	334	1.75	585	2,645	1,147	1.10	1,261	1,109	168	3.00	505
Gila	10,323	10,242	1.0	10,242	745	741	1.75	1,297	1,612	1,330	1.10	1,463	441	241	3.00	722
Graham	3,247	3,247	1.0	3,247	340	334	1.75	585	1,032	877	1.10	965	345	233	3.00	700
Greenlee	583	583	1.0	583	50	50	1.75	88	453	453	1.10	498	59	59	3.00	177
La Paz	5,195	4,628	1.0	4,628	696	634	1.75	1,110	546	240	1.10	265	199	66	3.00	198
Maricopa	380,695	380,003	1.0	380,003	23,890	23,821	1.75	41,687	43,891	43,600	1.10	47,960	9,249	8,993	3.00	26,978
Mohave	35,845	35,712	1.0	35,712	3,120	3,105	1.75	5,434	2,192	2,120	1.10	2,332	348	295	3.00	884
Navajo	7,739	7,630	1.0	7,630	611	603	1.75	1,055	2,963	921	1.10	1,013	2,178	136	3.00	409
Pima	116,478	116,386	1.0	116,386	7,724	7,688	1.75	13,454	22,188	21,647	1.10	23,811	5,079	4,582	3.00	13,745
Pinal	30,087	30,057	1.0	30,057	2,009	2,003	1.75	3,505	4,552	4,134	1.10	4,548	1,412	1,205	3.00	3,616
Santa Cruz	1,889	1,889	1.0	1,889	161	161	1.75	282	2,451	2,451	1.10	2,696	1,088	1,088	3.00	3,265
Yavapai	40,584	40,560	1.0	40,560	2,991	2,991	1.75	5,234	1,902	1,855	1.10	2,041	294	270	3.00	811
Yuma	25,276	24,895	1.0	24,895	1,484	1,460	1.75	2,555	4,917	4,857	1.10	5,343	1,597	1,553	3.00	4,659
TOTAL	683,569	681,256		681,256	45,815	45,567		79,742	98,563	90,079		99,086	27,110	20,152		60,457

Categorized Weights				
WEIGHTS	CATEGORY	REG I - VI	NAVAJO	ITCA
W1	Non-Minority/Non-Poverty	1.00	5.00	6.00
W2	Minority/Non-Poverty	1.10	5.00	6.00
W3	Non-Minority/Poverty	1.75	5.00	6.00
W4	Minority/Poverty	3.00	5.00	6.00

Combined Reservation: **5.0**

1
1
8.5%

**BASIS FOR INTRASTATE FUNDING FORMULA
ARIZONA POPULATION 60 + (Based on 2000 Census)**

REGIONS	NON-MINORITY						MINORITY						F1		F2	
	ABOVE POVERTY	W1	WEIGHTED TOTAL	BELOW POVERTY	W3	WEIGHTED TOTAL	ABOVE POVERTY	W2	WEIGHTED TOTAL	BELOW POVERTY	W4	WEIGHTED TOTAL	ALL WEIGHTS APPLIED		RURAL FACTOR APPLIED	
I	380,003	1.0	380,003	23,821	1.75	41,687	43,600	1.10	47,960	8,993	3.00	26,978	496,627	47.28%	123,593	12.48%
II	116,386	1.0	116,386	7,688	1.75	13,454	21,647	1.10	23,811	4,582	3.00	13,745	167,396	15.94%	99,441	10.04%
III	57,583	1.0	57,583	4,168	1.75	7,294	4,319	1.10	4,751	716	3.00	2,147	71,775	6.83%	225,601	22.78%
IV	65,235	1.0	65,235	5,199	1.75	9,098	7,218	1.10	7,939	1,914	3.00	5,741	88,013	8.38%	154,333	15.58%
V	40,300	1.0	40,300	2,744	1.75	4,802	5,464	1.10	6,011	1,446	3.00	4,338	55,451	5.28%	134,544	13.59%
VI	21,750	1.0	21,750	1,947	1.75	3,407	7,831	1.10	8,614	2,502	3.00	7,507	41,278	3.93%	122,934	12.41%
VII	236	5.0	1,181	22	5.0	112	5,352	5.0	26,760	4,895	5.0	24,474	52,527	5.00%	52,527	5.30%
VIII	2,237	6.0	13,422	244	6.0	1,466	5,903	6.0	35,420	4,503	6.0	27,016	77,324	7.36%	77,324	7.81%
TOTAL	683,729		695,859	45,834		81,320	101,334		161,267	29,550		111,947	1,050,392	100.00%	990,297	100.00%

Rural Factor				
COUNTY	RURAL	RURAL		
	TOTAL *Rural	REGIONS	TOTAL 60+	REGION %
Apache	1,572	I	14446	14.36%
Cochise	9,155	II	11,623	11.56%
Coconino	3,716	III	26,369	26.22%
Gila	5,763	IV	18,039	17.94%
Graham	2,074	V	15,726	15.64%
Greenlee	773	VI	14,369	14.29%
La Paz	3,299	VII	0	0.00%
Maricopa	14,446	VIII	0	0.00%
Mohave	10,652	TOTAL	100,572	100.00%
Navajo	4,524			
Pima	11,623			
Pinal	9,963			
Santa Cruz	2,367			
Yavapai	16,557			
Yuma	4,088			
TOTAL	100,572			

* Census 2000 total rural

Per OAA, 304(a)(3)(D)

"No State shall be allotted less than the total amount allotted to the State for fiscal year 2000 and no State shall receive a percentage increase above the fiscal year 2000 allotment that is less than 20 percent of the percentage increase above the fiscal year 2000 allotments for all of the States."

ARIZONA POPULATION 60+											
REGIONS	60+ no weights				No weights	No weights	AAA Funding Formula	AAA Funding Formula			
	TOTAL	% of State				State %		State %			
I	456,416	53.0%	\$	5,753,643.39	53.0%	\$	9,960,728	53.0%	\$	8,322,905	44.3%
II	150,302	17.5%	\$	1,894,731.64	17.5%	\$	3,280,166	17.5%	\$	2,898,505	15.4%
III	66,786	7.8%	\$	841,909.48	7.8%	\$	1,457,517	7.8%	\$	1,537,698	8.2%
IV	79,565	9.2%	\$	1,003,006.16	9.2%	\$	1,736,408	9.2%	\$	1,688,450	9.0%
V	49,954	5.8%	\$	629,728.93	5.8%	\$	1,090,189	5.8%	\$	1,123,905	6.0%
VI	34,030	4.0%	\$	428,987.98	4.0%	\$	742,666	4.0%	\$	873,363	4.7%
VII	10,505	1.2%	\$	132,432.97	1.2%	\$	229,268	1.2%	\$	943,889	5.0%
VIII	12,887	1.5%	\$	162,459.45	1.5%	\$	281,250	1.5%	\$	1,389,476	7.4%
TOTAL	860,446	1.000	\$	10,846,900.00	100.0%	\$	18,778,192	100.0%	\$	18,778,192	100.0%

\$ 18,778,192.00
 \$ 10,846,900.00
 \$ 10,000,000.00

Proposed by the AAA's



Division of Aging and Adult Services
ALERT

SFY-11-5B

**Senior Community Service Employment Program (SCSEP)
for SFY-2011**

This ALERT applies to Area Agency on Aging, Region One, Inc., Pima Council on Aging, Northern Arizona Council of Governments, Pinal-Gila Council for Senior Citizens and Mohave County One-Stop.

This ALERT is being provided to non-participating regions as information only.

The annual Equitable Distribution Report, required by the Older Americans Act, § 508 is based on the Equitable Distribution formula derived from U.S. Census data. Its objective is to provide a fair opportunity for participation to all SCSEP eligible individuals. The report displays the differences between the *desired equity* for each county and the *current total* of authorized positions by county. **SCSEP2 positions are not included in this report.** Attachment A of this ALERT is the Equitable Distribution Report that was submitted to the U.S. Department of Labor for Program Year 2010 (PY10).

All SCSEP providers (state and national grantees) within the state are responsible for moving positions to reach equity within the state. However, individual participants are not to be displaced due to the equitable distribution process. Progress toward equity should be made by moving vacant positions which occur as a result of the normal attrition process.

ALERT SFY11-5 (Attachment A) provided the original allocation of slots for PY10. As part of the negotiation process that took place between the state and the national grantees to achieve the most equitable distribution of slots for the current program year, the following chart provides the funding neutral reallocation of PY10 SCSEP slots:

Subgrantee	County	# Slots		Revised Allocation	Totals
		ALERT SFY 11-5	Change		
Area Agency on Aging, Region One	Maricopa	110	0	110	110
Pima Council on Aging	Pima	36	0	36	36
NACOG	Apache	6	0	6	32
	Coconino	4	-1	3	
	Navajo	4	0	4	
	Yavapai	18	+1	19	
Mohave County One-Stop	Mohave	24	0	24	24
Pinal/Gila Council for Senior Citizens	Gila	5	0	5	24
	Pinal	19	0	19	
		226		226	

Should you have any questions regarding the allocation, please contact your Contract Specialist.



Division of Aging and Adult Services
ALERT

SFY-11-5C

**Senior Community Service Employment Program (SCSEP)
for SFY-2011**

This ALERT applies to Area Agency on Aging, Region One Inc., Pima Council on Aging, Northern Arizona Council of Governments, Pinal/Gila Council for Senior Citizens, and Mohave County Career Center One-Stop.

This ALERT is being provided to non-participating regions as information only.

On June 30, 2010, the Division of Aging and Adult Services (DAAS) received approval from the U. S. Department of Labor to carryover unexpended SFY 2010/PY 2009 SCSEP Regular Grant funds into the new program year.

ALERT SFY-11-5A issued on July 16, 2010 allocated \$74,000 of unexpended SFY 2010/PY 2009 funds in the category of Enrollee Wages and Fringe Benefits (EWF). In order to ensure 100% expenditure of the balance of SFY2010/PY2009 unexpended funds, the following approved carryover amounts are being made to the respective sub-grantees:

	Enrollee Wages & Fringe (EWF)	Other Program Costs (OPC)	Administration	Total
Region 1	\$ 0	\$ 0	\$ 1,028.85	\$ 1,028.85
Region 2	\$ 0	\$ 1.79	\$ 3,215.69	\$ 3,217.48
Region 3	\$ 11,511.18	\$ 4,975.20	\$ 0	\$ 16,486.38
Region 5	\$ 63.22	\$ 7,675.00	\$ 427.53	\$ 8,165.75
Mohave County	\$ 0	\$ 383.89	\$ 85.43	\$ 469.32
Total	\$ 11,574.40	\$ 13,035.88	\$ 4,757.50	\$ 29,367.78

Carryover funds must be expended by December 31, 2010.

This allocation does not include a redistribution of slot allocations. Carryover funds must be tracked and billed separately from other SCSEP funding allocations.

It is anticipated that given the continued economic conditions of the state, sub-grantees will enroll, and in some cases, over-enroll the number of qualified individuals in order to ensure full expenditure of all allocated SCSEP funds. It is permissible to shift funds from Admin and OPC to the EWF as well as Admin to the OPC category keeping in mind that a minimum of 75 percent of expended funds must be expended in the EWF category. Subgrantees may also time charge certain staff activities to OPC. Subgrantees are directed to the SCSEP Final Rule (effective 10/1/10) § 641.864 for a description of allowable programmatic activities.

Should you have any questions, please contact your Contract Specialist.

Division of Aging and Adult Services
ALERT

SFY- 11 – 6A

**Nutrition Services Incentive Program (NSIP)
for SFY-2011**

Attached are the revised allocations for the NSIP for SFY 2011. The allocations are based on the meals served by Area Agencies on Aging during FFY 2009 and subject to revisions during SFY 2011.

The following NSIP allocations are being made to Area Agencies on Aging:

<u>PSA</u>	<u>Allocation</u>
Region 1	\$ 5,757
Region 2	1,830
Region 3	2,262
Region 4	1,439
Region 5	1,115
Region 6	749
Region 7	125,347
Region 8	52,847
Total Allocation	\$ 191,346

Effective October 1, 2001, the meal rate was changed to \$ 0.54 per meal. AIMS identifies NSIP eligible clients. NSIP funds are no longer tied to only NSIP eligible clients. NSIP funds may now be used to pay for any client receiving congregate or home delivered meals.

Unexpended dollars at the end of the fiscal year are now allowed as carryover into the next fiscal year. Carryover dollars must be expended prior to utilizing any new allocations.

Should you have any questions regarding the allocation, please contact your respective Contract Specialist.

DIVISION OF AGING & ADULT SERVICES

ALERT # 11-6A

**NSIP
SFY - 2011**

REGION	(Line # 17) FFY - 2010 (1/4) INITIAL ALLOCATION	(Line # 17) FFY - 2010 CARRYOVER	(Line # 17) FFY - 2010 INCREASE/ (DECREASE) TO ALLOCATION	(Line # 17) FFY - 2010 (1/4) TOTAL ALLOCATION	(Line # 18) FFY - 2011 (3/4) INITIAL ALLOCATION	(Line # 18) FFY - 2011 INCREASE/ (DECREASE) TO ALLOCATION	(Line # 18) FFY - 2011 (3/4) TOTAL ALLOCATION	SFY - 2011 CONTRACT ALLOCATION
I	\$ 183,027.00	\$ -	\$ 17,984.00	\$ 201,011.00	\$ 549,080.00	\$ (12,227.00)	\$ 536,853.00	\$ 737,864.00
II	\$ 58,134.00	\$ -	\$ 5,713.00	\$ 63,847.00	\$ 174,403.00	\$ (3,883.00)	\$ 170,520.00	\$ 234,367.00
III	\$ 71,903.00	\$ -	\$ 7,065.00	\$ 78,968.00	\$ 215,709.00	\$ (4,803.00)	\$ 210,906.00	\$ 289,874.00
IV	\$ 45,719.00	\$ -	\$ 4,493.00	\$ 50,212.00	\$ 137,158.00	\$ (3,054.00)	\$ 134,104.00	\$ 184,316.00
V	\$ 35,434.00	\$ -	\$ 3,482.00	\$ 38,916.00	\$ 106,301.00	\$ (2,367.00)	\$ 103,934.00	\$ 142,850.00
VI	\$ 23,800.00	\$ -	\$ 2,339.00	\$ 26,139.00	\$ 71,401.00	\$ (1,590.00)	\$ 69,811.00	\$ 95,950.00
VII	\$ 102,279.00	\$ -	\$ 43,321.00	\$ 145,600.00	\$ 306,840.00	\$ 82,026.00	\$ 388,866.00	\$ 534,466.00
VIII	\$ 23,093.00	\$ -	\$ 37,091.00	\$ 60,184.00	\$ 69,280.00	\$ 15,756.00	\$ 85,036.00	\$ 145,220.00
TOTAL	\$ 543,389.00	\$ -	\$ 121,488.00	\$ 664,877.00	\$ 1,630,172.00	\$ 69,858.00	\$ 1,700,030.00	\$ 2,364,907.00

NOTE:

- 1) The 3/4 column is an estimate based on the FFY - 10 NSIP Grant and the total of meals served by Area Agency, for FFY 09. FY 10 Allocation is \$2,266,704 - reductions are due to Regions 7 & 8 reporting meals that were not included, previously.
- 2) All stimulus meals have been added into the meal totals.
- 3) Unexpended dollars as of June 30th can be carried-over into the next year's allocation.
- 4) Carry-over dollars must be expended prior to utilizing any new allocations.



**Policy and Procedures
for SFY-2011**

This ALERT applies to Area Agency on Aging, Region One Inc., Pima Council on Aging, Northern Arizona Council of Governments, Pinal/Gila Council for Senior Citizens, and Mohave County One-Stop.

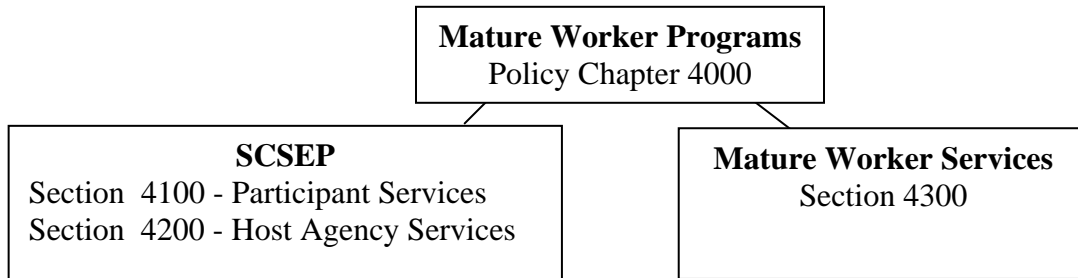
This ALERT is being provided to non-participating regions as information only.

Policy and Procedure ALERTS are intended to notify Area Agencies on Aging and other contract partners of newly developed or revised Division of Aging and Adult Services (DAAS) Policies and Procedures. The following DAAS Policies and Procedures have been updated: **Chapter 4000 Mature Worker Programs (formerly Senior Community Service Employment Program). Please ensure that the appropriate SCSEP personnel are aware of these revisions.**

Background

In association with the five year contract renewals, a recent audit conducted by the U.S. Department of Labor, and the issuance of the SCSEP Final Rule which is effective October 1, 2010, program policies and procedures were reviewed and revised. These changes necessitated a review of the DAAS Policy and Procedure Manual, Chapter 4000 to ensure policy and terminology are current, as well as to clarify the mature worker service delivery model.

The Chapter now reflects a broad “Mature Worker Program” comprised of two distinct tracks governed by separate policies – SCSEP and Mature Worker Services (see diagram):



Implementation

The DRAFT revisions of the DAAS Policy and Procedure Manual, Chapter 4000 will be posted on the DAAS website for review and feedback. Substantive changes to policy are highlighted in yellow in the draft. Comments received by DAAS will be considered and a revised draft will be posted. **Please submit comments in writing to Joel Millman at joelmillman@azdes.gov no later than November 19, 2010.** Conference calls or webinars will be scheduled for December 13 and 15, 2010 to allow for discussion of changes. **The final revisions to Chapter 4000 will go into effect on January 1, 2011.**



Policy and Procedures for SFY-2011

Key Dates

- **October 29, 2010** - DRAFT Chapter 4000 available for review
- **November 19, 2010** - Last day for submittal of comments to DAAS on the draft
- **December 10, 2010** - Revised DRAFT Chapter 4000 posted on DAAS website
- **December 13 and 15, 2010** - Conference calls/webinar to discuss changes
- **January 1, 2011** - Effective date for revised DAAS Policy and Procedure Manual, Chapter 4000 Mature Worker Programs; final version posted on DAAS website

Summary of Revisions

Sections 4100 and 4200:

Attachment A of this ALERT provides a summary of the revisions to the SCSEP policy.

Section 4300 – Mature Worker Services- (New) – Area Agencies on Aging only

This new policy only pertains to Area Agencies on Aging who contract with the DAAS.

Mature Worker Services are based on the Scope of Work “Job Development and Placement – Mature Worker Programs”. Mature Worker Services are meant to assist individuals who either do not qualify for, or are not interested in SCSEP. This policy is intended to provide flexibility for each contracted provider to develop a program within the parameters of the Scope of Work.

The current Policies and Procedures can be accessed at
<https://www.azdes.gov/common.aspx?menu=36&menuc=28&id=8252>

The DRAFT 2010 Chapter 4000 revisions can be accessed at
<https://www.azdes.gov/common.aspx?menu=36&menuc=28&id=8252>

Should you have questions regarding the policies, please contact Tammy Frazee at 602-542-2895 or via email at tfrazee@azdes.gov or Joel Millman at 602-542-6335 or via email at JoelMillman@azdes.gov.

Section #	Section Name	Major Changes
4101	Overview	Formerly 4001 - "Overview"
		Clarified "grantee"/changed "subgrantee" to "sub-recipient" to be consistent with language in Final Rule
		Reformatted for consistency with agreed upon DAAS policy format
		Added 75% Enrollee Wage and Fringe requirement
		Added non-Federal match information and formula
4102	Authority	Formerly included as part of 4001 - "Overview"
		Added:
		Americans with Disabilities Act of 1990, as amended 2008 (P.L. 110-325);
		Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107)
		Age in Discrimination in Employment Act of 1967 (P. L. No. 90-202)
		Drug Free Workplace Act of 1988
		§ 504 of the Rehabilitation Act of 1973
		Final Rule issued as part of the Federal Register: September 1, 2010 (Vol 75, No. 169)
		29 CFR 97.24 for governmental units
		29 CFR 95.23 for nonprofit and commercial organizations
4103	Policy and Operational Procedures for Recruitment/Selection of Eligible Individuals	Formerly 4003 "Operational Procedures for Eligibility"
		Added detail regarding recruitment and selection of targeted applicants. Emphasizes the recruitment aspect from the eligibility determination of applicants
		Provided details on Priority of Service
		Emphasis on requirement for documentation on how priority selection was determined.
4104	Policy and Operational Procedures to Determine Eligibility	Formerly part of 4003 - "Operational Procedures for Eligibility"
		Added information regarding background checks
4105	Policy and Operational Procedures fro Documenting Eligibility Determination	This section was created to emphasize the need for specific documentation in order to pass Data Validation. Lack of documentation was noted during Data Validation as well as in preliminary feedback from USDOL during the most recent monitoring review.

Section #	Section Name	Major Changes
4106	Policy and Operational Procedures for Recertification of Participants	Formerly part of 4003 - "Operational Procedures for Eligibility"
		Emphasizes the recertification process and required documentation
4107	Policy and Operational Procedures for Durational Limits	NEW - The PY09 grant application required specific Durational Limit policy which must be approved by USDOL
		NOTE: This was submitted to USDOL on 9/28/10 for approval. It was outlined in the PY09 grant application. This policy provides greater detail of the proposed operational procedures.
4108	Policy and Operational Procedures for SCSEP Assessments	Formerly part of 4006 - "Operational Procedures for SCSEP Assessment and Individual Employment Plan (IEP)"
		Assessments were deliberately separated from the Individual Employment Plan (IEP) to emphasize the detail that must be documented in order to develop a viable IEP.
		Lack of proper documentation in the case files regarding assessments and how determinations/justification for training were being made was mentioned during Data Validation and the USDOL monitoring review.
		Details grantee expectations regarding documentable assessments
		Outlines the "Most-in-Need" factors which are critical for documenting priority of service and durational limit waiver factors.
4109	Policy and Operational Procedures for Enrollment	Formerly 4004 - "Operational Procedures for Enrollment"
		Emphasized that veterans are the #1 priority to enroll if priority of service must be used.
		Added attempts to gather EO information (4109.1 - 4109.6)
		Clarified definition of "participant"
		Provided definition and procedures for "Re-enrollment" and "Right of Return"
		Requirement to check durational limit waiver factors and to code and enter appropriately into SPARQ

Section #	Section Name	Major Changes
4110	Policy and Operational Procedures for SCSEP Orientation	Formerly 4005 - "Operational Procedures for SCSEP Orientation"
		Emphasized the need to document that Orientation occurred and the participant attended.
4111	Policy and Operational Procedures for Individual Employment Plan (IEP)	Formerly part of 4006 - "Operational Procedures for SCSEP Assessment and Individual Employment Plan (IEP)"
		Emphasized the requirement to link the IEP development to the assessments conducted and documented in 4108.
		IEP must be based on documentable labor market information
		Emphasis the requirement for reassessment and revised IEPs based on the reassessment results.
		Emphasizes the distribution of the IEP (with host agency supervisor)
		Changes the minimum timeframe for review of IEP from "every 30 days" to "quarterly" (4111.1(E))
4112	Policy and Operational Procedures for Participant Training	NEW - Formerly part of 4007 "Operational Services for Participants"
		Emphasized coordination with WIA One-stop System as required.
		Added notation regarding use of participant's vehicle during training assignment.
		Emphasis on case note documentation regarding training.
4113	Policy and Operational Procedures for Supportive Services	NEW - Formerly part of 4007 "Operational Procedures for Participant Services"
		Delineates what funding source is to be used for supportive services (4113.3)
		Emphasized the need to scrutinize the services provided and being able to justify the expense (4113.4)
		Provides for request limit (\$500) and formal request and approval before SCSEP funds are used (4113.6)
		Emphasizes the requirement that supportive services are to be provided on an "equitable basis" to all participants in a sub-recipients area of service. NOTE: May want to change to "equitable basis" to "uniformly".
		Added reference to the use of SCSEP funds to meet requirement of Rehabilitation Act of 1973
		Changed timeframe of allowable post-exit supportive services to be consistent with Final Rule.

Section #	Section Name	Major Changes
4114	Policy and Operational Procedures for Wages and Fringe Benefits	Formerly 4008 - "Operational Procedures for Wages and Fringe Benefits"
		Added requirements for timesheet submittal (4114.1(B-D)), 4114.2
		Change in how federal holidays will be compensated (4114.3)
		Clarified the compensation for sick leave (4114.3 (D))
		Clarified procedures for Leave Without Pay.
4115	Policy and Operational Procedures for Exits	Formerly 4009 - "Operational Procedures for SCSEP Exits"
		Emphasized that only the sub-recipient may exit a participant. USDOL made note of this due to their conversation with a host agency they (USDOL) was under that impression that host agencies were terminating/exiting participants from the program.
		Indicated the specific reasons for termination and the impact certain terminations have on performance measures.
		Clearly defined "For Cause" terminations and the need for 30 day written notice for all terminations per the Final Rule
		Provided required information per Data Validation on acceptable documentation for exits
4116	Policy and Operational Procedures for Employer Surveys	NEW- This is an aspect of the program where we need to improve.
		This section was taken directly from the Charter Oak Group website.
4117	Policy and Operational Procedures for SCSEP Follow-ups	NEW - Formerly part of 4007.4 under "Operational Procedures for Participant Services"
		Needed to provide more detailed information and procedures regarding required follow-ups on exited participants.
		Provided detail on acceptable documentation
4118	Policy and Operational Procedures for Grievances	Formerly 4010 - "Operational Procedures for Grievances"
		Minor grammatical changes.
4119	Policy and Operational Procedures for Case File Documentation	Formerly 4011 - "Operational Procedures for Case File Documentation"
		Provided more detail regarding content of case notes.

Section #	Section Name	Major Changes
4020	Policy and Operational Procedures for Storage of Confidential Information and Record Retention	Formerly 4012 - <i>"Operational Procedures for Storage of Confidential Information"</i>
		Changed record retention requirement to three (3) years per USDOL requirements (4120.2)
4121	Policy and Operational Procedures for Programmatic Reporting	Formerly 4013 - <i>"Operational Procedures for Programmatic Reporting"</i>
		Specified required quarterly community service hour entry into SPARQ
		Reformatted Core Indicators

Section #	Section Name	Major Changes
4201	Overview	Formerly 4101 - "Overview"
4202	Operational Principles	Formerly 4102 - "Operational Principles"
		Minor grammatical/formatting changes
4203	Policy and Operational Procedures for Host Agency Development	Formerly 4103 - "Maintenance of Effort"
		Added information regarding faith-based host agencies
		Added authorized signature language for timesheets (4203.1 (D)(1))
		Emphasized the need for a copy of the 501 (c)(3) certificate in the host agency files.
		Added more detail regarding Maintenance of Effort (4203.2)
4204	Policy and Operational Procedures for Host Agency Monitoring	Formerly 4104 - "Operational Procedures for Host Agency Monitoring"
		Added need to enter safety check into SPARQ (4204.3)

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4101 - Overview

4101.1	This chapter provides an outline of the Division of Aging and Adult Services operational principles and procedures for the Senior Community Service Employment Program (SCSEP). This policy chapter is subject to change as additional information and/or regulations and guidance are received from the U.S. Department of Labor.	
4101.2	SCSEP fosters useful community service through part-time work-based training opportunities for unemployed low income persons who are 55 years of age or older who have poor employment prospects and by assisting them to transition to unsubsidized employment.	
4101.3	The Division of Aging and Adult Services has overall responsibility of the administration of the SCSEP grant and is designated and referred to for purposes of this policy and procedure manual as the “grantee.”	
4101.4	The Division of Aging and Adult Services contracts direct delivery of SCSEP services to organizations designated and referred to for purposes of this policy and procedure manual as “sub-recipients.”	
4101.5	Eligible individuals may participate in SCSEP for a maximum of 48 months from the later of July 1, 2007 or the date of the individual's enrollment in the program. Extension of this time limit may be requested. (See section 4107)	
4101.6	SCSEP provides training opportunities to participants that lead to increased participant self sufficiency by:	
	A Helping participants develop a sense of personal and occupational identity including defining realistic employment goals.	
	B Helping participants develop sufficient job related knowledge and skills so that they will not be confined to one job but can transfer to another as opportunities for advancement arise.	
	C Helping participants develop personal and social skills needed for successful job performance.	
4101.6	D Helping participants accept and utilize supervision needed for successful job performance.	
	4101.7	Sub-recipients will ensure that all participant and host agency related data is entered in the SCSEP Performance and Results QPR system (SPARQ).
	4101.8	Data entry will be in accordance with the most current version of the SCSEP Data Collection Handbook issued by the Charter Oak Group on behalf of the U.S. Department of Labor. The Handbook can be found at: http://charteroakgroup.com/resources/scsep.shtml (NEW Exhibit ___).
	4101.9	Documentation of data elements will be retained in the participant and host agency files in accordance with the SCSEP Data Collection Handbook.
4101.10	Sub-recipients will ensure that not less than 75 percent of the SCSEP funds expended are used to pay for the wages and fringe benefits of participants.	
4101.11	At least 10% of the total cost of SCSEP activities consists of allowable costs paid for with non-Federal funds. There are two types of match:	
	A Non-Federal Cash. In general, costs incurred by the contracted provider and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered cash matching funds.	
	B Non-Federal Non-Cash (i.e., In-Kind). In general, most contributions from third parties will be non-cash (i.e., in kind) matching funds. Examples of non-cash (in-kind) match include: supervisory time from non-federal, non-cash funding and use of facilities to hold meeting or conduct project activities.	
	The formula for calculating match is:	
	$\frac{\text{Federal Funds Received} \times \text{Match Rate (10\%)}}{\text{Federal Rate (90\%)}} = \text{Match Amount}$	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4102 - Authority

4102.1	The Senior Community Service Employment Program (SCSEP) is authorized and governed by the following statutes and regulations and federal policies:		
	A	Older Americans Act of 1965, as Amended in 2006, P.L. 109-365, Title V	
	B	Workforce Investment Act of 1998: WIA section 121(b)(1)(B)(vi) (29 U.S.C. 2841(b)(1)(B)(vi); 29 CFR part 662 subpart B (§§662.200 through 662.280)	
	C	Jobs for Veterans Act of 2002, P.L. 107-288, §4215	
	D	Fair Labor Standards Act of 1938 (29U.S.C.201 et seq.)	
	E	Americans with Disabilities Act of 1990, as amended 2008 (P.L. 110-325)	
	F	Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107)	
	G	Age in Discrimination in Employment Act of 1967 (P. L. No. 90-202)	
	H	Drug Free Workplace Act of 1988	
	I	Rehabilitation Act of 1973 (§ 504)	
	J	The following Code of Federal Regulations:	
		1	20 CFR Part 641 Senior Community Service Employment Program; Performance Accountability; Final Rule issued as part of the Federal Register: September 1, 2010 (Volume 75, Number 169)
		2	29 CFR 97.24 for governmental units
3		29 CFR 95.23 for nonprofit and commercial organizations	
K	Training and Employment Guidance Letters (TEGLs) and Older Worker Bulletins as issued by the U.S. Department of Labor/Employment and Training Administration.		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4103 – Operational Procedures for Recruitment and Selection of Eligible Individuals

4103.1	Recruitment efforts targeting eligible individuals shall be designed, to the extent feasible, to assure that the maximum number of eligible individuals have an opportunity to participate in SCSEP.
4103.2	Sub-recipients are to recruit and enroll individuals who are eligible minorities, limited English speakers, American Indian, or who have the greatest economic need in proportion to their numbers in the service area.
4103.3	Recruitment efforts are to be in accordance with the annual Equitable Distribution Report which provides for the distribution of the authorized positions within the State, and the optimum number of participant positions in each designated area based on the latest available Census data. The Equitable Distribution Report will be adjusted at least annually based on a formula defined by the U.S. Department of Labor.
4103.4	Sub-recipients must use the One-Stop Delivery System of their local workforce investment areas as one method of recruiting eligible individuals to ensure that the maximum number of eligible individuals will have an opportunity to participate in the project.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4103 – Operational Procedures for Recruitment and Selection of Eligible Individuals (continued)

	Priority for selection of individuals for participation in SCSEP must be given to individuals who have one or more of the following characteristics:	
	A	Is a veteran or a qualified spouse of a veteran. Sub-recipients must apply the following priorities for selection purposes regarding applicants who meet the criteria of veteran or qualified spouse of a veteran:
	1	Persons who qualify as a veteran or qualified spouse under § 2(a) of the Jobs for Veterans Act, 38 U.S.C. 4215(a), and who possess at least one of the other priority characteristics
	2	Persons who qualify as a veteran or qualified spouse under § 2(a) of the Jobs for Veterans Act, 38 U.S.C. 4215(a), who do not possess any other of the priority characteristics
4103.5	B	is 65 years of age or older
	C	has a disability
	D	has limited English proficiency
	E	has low literacy skills
	F	resides in a rural area
	G	has low employment prospects
	H	has failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998
	I	is homeless or at risk of homelessness
4103.6	Detailed documentation must be entered into case notes and retained in the case file on how priority of selection was determined by the sub-recipient.	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4104 – Operational Procedures to Determine Eligibility

4104.1	Eligibility is determined at the time an individual applies to participate in SCSEP. Individuals who are determined to be “job ready” are not eligible to be enrolled in SCSEP.
4104.2	For SCSEP eligibility purposes, “job ready” is defined as individuals who do not require further education or training to perform work that is available in their labor market. Appropriate documentation must be included in case notes and the applicant’s file describing how this determination was made.
4104.3	Applicants who are determined to be ineligible for SCSEP shall be given a reason for non-enrollment and, when feasible, should be referred to other potential sources of assistance. Recently laid off applicants are presumed to be job-ready and thus ineligible for SCSEP. SCSEP is solely for those applicants who need community service training in order to become job-ready. Job-ready applicants are to be referred to local One-Stop centers for job placement assistance under Workforce Investment Act (WIA) or another employment program.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4104 – Operational Procedures to Determine Eligibility (continued)

In order to be eligible for SCSEP, the following criteria must be met:

- A** An individual is 55 years of age or older.
- B** A member of a family with a household income that is not more than 125% of the current U. S. Department of Health and Human Services Poverty Guidelines. "Family" shall be defined in accordance with Training and Employment Guidance Letter 12-06 or any TEGL or directive promulgated by the U.S. Department of Labor which supersedes it.

For purposes of eligibility, income is defined as income received during the 12-month period that ends on the date of application, or the annualized income for the 6-month period that ends on the date of application.

1 Annual household income must be computed by counting the includable income received by the individual during the 12-month period ending on the date of SCSEP application or by counting the annualized income for the 6-month period on that date on a case-by case basis based upon which is more favorable to the applicant in determining eligibility.

2 An individual with a disability may be treated as a "family-of-one" for income eligibility purposes at the option of the applicant.

3 For current definitions and examples of income guidelines, see Training and Employment Guidance Letters and Older Worker Bulletins found on the U.S. Department of Labor's website at <http://wdr.doleta.gov/directives/>

The following are examples of income to be included in determining eligibility (based on the U.S. Census Bureau's Current Population Survey (CPS) definition of "income"):

- 4**
 - A** Earnings
 - B** 75% of the gross amount of benefits received under Title II of the Social Security Act
 - C** Survivor benefits
 - D** Pension or retirement income
 - E** Interest income
 - F** Dividends
 - G** Rents, royalties, estates and trusts
 - H** Educational assistance
 - I** Alimony
 - J** Financial assistance from outside of the household
 - K** Other income

The following are examples of income that are to be excluded in determining eligibility:

- 5**
 - A** Social Security Disability Insurance
 - B** Unemployment Insurance Benefits Compensation
 - C** Twenty-five percent of the gross benefit received under Title II of the Social Security Act
 - D** Payment made to or on behalf of veterans or former members of the Armed Forces under laws administered by the Secretary of Veterans Affairs
 - E** Supplementary Security Income
 - F** Public assistance
 - G** Income from other employment and training programs
 - H** Disability benefits
 - I** All forms of child support
 - J** Worker's Compensation
 - K** The first \$2000 of certain per capita fund distributions to Indians pursuant to the Indian Claims Act, P.L. 93-134 and P.L. 97-458
 - L** Any other income exception required by applicable Federal law – e.g., stipends from programs funded by the Senior Corps of the Corporation for National and Community Service
 - M** Capital gains people received (or losses they incur) from the sale of property, including stocks, bonds, a house, or a car (unless the person is engaged in the business of selling such property)
 - N** Withdrawals of bank deposits
 - O** Tax refunds
 - P** Gifts
 - Q** Lump-sum inheritances, insurance payments, gambling and lottery earnings

D Resides in the state of Arizona upon enrollment

E Is unemployed upon enrollment

4104.4

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4104 – Operational Procedures to Determine Eligibility (continued)	
4104.5	Individuals may be dual eligible for SCSEP and Workforce Investment Act (WIA) funded programs. Eligibility for both programs (SCSEP and WIA programs) is to be explored for all SCSEP enrollees and participants.
4104.6	Applicants determined eligible for enrollment but for which no appropriate community service assignment or authorized positions are available are to be placed on a SCSEP Performance and Results Quarterly (SPARQ) system Waiting List in accordance with the SCSEP Data Collection Handbook.
4104.7	Background checks are to be conducted only when required by the host agency and are not to be used as a condition of eligibility.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4105 – Operational Procedures to Documenting Eligibility Determination	
The determination of eligibility must be thoroughly documented in each participant's case file. Case notes must provide the justification for which eligibility was determined along with supporting documentation.	
4105.1	Documenting Proof of Age The following documents are acceptable for verifying the applicant's/participant's date of birth, including but not limited to:
	A Birth certificate
	B DD-214 / Report of Armed Services Separation
	C Driver's license
	D Marriage license or divorce decree
	E Federal, state or local identification card
	F Passport
	G Hospital record of birth
	H Public assistance / social service records
	I School records or ID card
	J Work permit
	K Cross match with Department of Vital Statistics
	L Tribal records
	M Social Security award letter
	N Baptismal record
4105.2	Documenting Size of Household Determining the size of the household of the SCSEP applicant is to be documented and summarized in the appropriate data fields of Participant Form (see Exhibit 4000A) in accordance with the SCSEP Data Collection Handbook and the Applicant's Confidential Statement of Income (see Exhibit 4000B):
	Verification of the number in family household (refer to TEGL 12-06 for definitions)
	The following documents are acceptable for verifying the applicant's/participant's number in family household, including but not limited to official government records or other official records, including:
	A
	1 HUD form
	2 Lease
3 Beneficiary forms (to substantiate a spouse for a family size of 2)	
4 Signed attestation from a third-party who has knowledge of the participant's number in family and reflects the living situation at time of application (See NEW Exhibit 41XX)	
B Participant signed self-attestation is prohibited	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4105 – Operational Procedures to Documenting Eligibility Determination (continued)

4105.2	C	To establish that a family-of-one is due to a disability , official government or other official records are acceptable, including but not limited to:	
		1	Receipt of Social Security Disability Insurance (SSDI), other Social Security Administration records
		2	School records
		3	Sheltered workshop certification
		4	Social service records or referrals
		Certification from a medical professional or medical records that establish specific facts that meet the regulatory definition are acceptable, including but not limited to:	
		A	Letter from Drug or Alcohol rehabilitation agency
		B	Medical records
		C	Physician's statement or certification from a medical professional
		5	D
	E		Rehabilitation evaluation
	F		Disability records
	G		Veteran's medical records
H	Vocational rehabilitation letter		
I	Worker's compensation record		
D	<i>Signed attestation from a third-party (as opposed to a medical professional) is not acceptable in establishing family-of-one is due to disability.</i>		
Documenting Calculation of Household Income			
4105.3	A	The following documents are acceptable for verifying the applicant's/participant's income, including but not limited to:	
		Government records or other official records that establish the amount of income for the 6-month or 12-month look-back period are acceptable, including but not limited to:	
		1	Pay stubs
		2	Social Security Award letters
		3	Earning statements from employers
		4	Pension statements
	5	Bank statements showing interest	
	B	Individuals who claim income of zero ("0") must complete the "Self-Attestation Form - Total includable family income (12 month or 6 month annualized)" (NEW Exhibit 41XX) and clearly explain how they have supported themselves during the income look-back period.	
	C	All calculations including source of income used in the calculations are to be attached to the Applicant's Confidential Statement of Income for the period of eligibility being determined.	
	D	Detailed case notes are to be entered and maintained in the applicant/participant file. Case notes are not acceptable for establishing "family-of-one is due to disability". To establish the number in family at the time of application, case notes must also detail:	
1		Number in family as defined by TEGL 12-06, and	
2		Rationale for accepting information from that individual without a signature.	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4105 – Operational Procedures to Documenting Eligibility Determination (continued)

		Documenting Residency
4105.4	A	Applicants/participants must have documentable proof of in-state residence. One or more of the following documents are acceptable for verifying the state of residence, including but not limited to:
		1 Approved cross-border or multi-state agreements
		2 Driver's license or State, Federal or Tribal ID Card
		3 Home utility bill or other billing statement providing documentation of residence or mailing address (if different than address on license or ID)
		4 Document from a public or private institution (Independent Living housing, Community based Residence Facility or assisted living facility) or Housing Authority .
		5 Official government mail dated within the last 30 days
		6 Bank statement
		7 Social Security Statement
		8 Rental agreement
		9 Homeowners or rental insurance policy or statement
10 Voter registration card		
4105.5	A	Applicants/participants must have documentable proof of their employment status prior to enrollment. Employed individuals are not eligible for SCSEP. The following documents are acceptable for verifying the employment status of applicants, including but not limited to:
		1 Record indicating firm date of separation from military service, unemployment insurance documents
		2 Notice of termination from employer
		3 Case notes detailing no employment at time of application
4 Signed attestations. Using self-attestation, or signed attestation from a third-party who has knowledge of the participant's employment status prior to participation is acceptable to establish no employment at time of application (See NEW Exhibit 41XX (self) and NEW Exhibit 41XX (3rd party)		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4106 – Operational Procedures for Recertification of Participants

Verification of continued income eligibility must be conducted **annually** (at a minimum) between the months of March and May of each program year for all active participants, or as circumstances require, including instances when enrollment is delayed.

4106.1	Participants and their host agency supervisors shall be provided with written notification at least 30 days prior to the date the re-certification is scheduled to occur. The notification shall include a listing of the required documentation to be provided by the participant.
4106.2	Re-certification shall be conducted in-person with the participant.
4106.3	Participants who are determined during re-certification to be ineligible for continued enrollment shall be given immediate written notice that enrollment will be terminated 30 days after date of notice as described in Section 4114. When feasible, the participant should be referred to other potential sources of assistance. (Moved from "Enrollment" section)
4106.4	Size of household and income eligibility determination during recertification is to be in accordance with sections 4105.2 and 4105.3 of this policy.
4106.5	The Participant Form section "Recertification" is to be completed in its entirety and the data elements entered into SPARQ in accordance with the SCSEP Data Collection Handbook.
4106.6	All recertification documentation is to become part of the participant's case file.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4107 – Operational Procedures for Recertification of Participants

Eligible individuals may participate in SCSEP for a period not to exceed 48 months from date of enrollment. Waivers to the durational limit of individual participation may requested as outlined in Section 4107.2 and 4107.3 of this document. The 48-month participation time limit:

A	Does not include time of participation prior to July 1, 2007
B	Includes any and all enrollments a participant may have had with one or more grantees
4107.1	On an annual basis, sub-recipients must update the following waiver factors in SPARQ and document such action in case notes:
	A Severe disability
	B Frail
	C 75 years of age or older
	D Low literacy skills
	E Old enough for, but not receiving, Social Security Title II
	F Severely limited employment prospects in areas of persistent unemployment
G Limited English proficiency	

Participants may be eligible for a waiver of the 48 month durational limit for program eligibility. A 12-month waiver may be approved for the following factors 1) Severe disability **and/or** 2) Live in an area with persistent unemployment **and** are individuals with severely limited employment prospects.

4107.2	A	Severe disability - Severe disability means a severe, chronic disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that:
		1 is likely to continue indefinitely; and
		2 results in substantial functional limitation in 3 or more of the following areas of major life activity:
		A self-care
		B receptive and expressive language
		C learning
		D mobility
		E self-direction
		F capacity for independent living
		G economic self-sufficiency
		Severe disability is to be documented in the case notes along with supporting documentation in the participants case file.
		3 A When a medical professional certification or statement is used as support, related documentation should be an official government record or other official record that (1) indicates that a medical professional made a determination of disability and (2) describes how the disability meets the regulatory definition, including but is not limited to:
		1 medical records
		2 certification from a medical professional
		3 physician's statement
4 psychologist's diagnosis		
5 rehabilitation evaluation		
6 disability records		
7 Veteran's medical records		
8 Vocational rehabilitation letter		
9 Worker's Compensation record		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4107 – Operational Procedures for Recertification of Participants (continued)

	A	3	<p>When a specific certification or statement is not used as support, official government or other official records may still be used as long as they establish how the disability meets the regulatory definition, including but not limited to:</p>	
B			1	Social Security Administration records
B			2	school records
B			3	sheltered workshop certification
B			4	social service records or referrals
B			5	community-based aging and disability organizations
B			6	social service agency record or referral
B			7	Independent Living Center statement
B			8	letter from group home administrator
B			9	referral from Vocational Rehabilitation
C	Medical professional certifications or statements must not merely conclude that a severe disability exists. They must clearly establish specific facts that meet the regulatory definition.			
D	Receipt of SSDI is NOT sufficient to document severe disability.			
4107.2			<p>4 Severe disability must be documented by a physician</p>	
			<p>Live in an area with persistent unemployment and are individuals with severely limited employment prospects. Both requirements (4107.2 (B)(1) and 4107.2 (B)(2)) must be met:</p>	
			<p>Area of Persistent Unemployment means that the annual average unemployment rate for a county or city is more than 20 percent higher than the national average for two out of the last three years.</p>	
			<p>1 If the county in which the participant resides does not meet the definition of persistent unemployment, the grantee may then determine whether the city of residence meets the definition. Use of other official sources, such as the state’s Labor Market Information agency is permissible for this determination. The data for the past three years and the source of the data must be documented.</p>	
	B		<p>Severely limited employment prospects means a substantially higher likelihood that an individual will not obtain employment without the assistance of the SCSEP or another workforce development program.</p>	
			<p>2 Persons with severely limited employment prospects have more than one significant barrier to employment; significant barriers to employment may include but are not limited to: lacking a substantial employment history, basic skills, and/or English-language proficiency; lacking a high school diploma or the equivalent; having a disability; being homeless; or residing in socially and economically isolated rural or urban areas where employment opportunities are limited.</p>	
			<p><i>The two or more significant barriers to employment must be documented in the case file and in the comments sections, field 58 of the Participant Form in SPARQ.</i></p>	
4107.3			<p>To qualify a participant for a waiver, sub-recipients must submit a Request for Durational Limit Waiver Request (see NEW Exhibit 41XX- develop waiver form) to the DAAS Mature Worker Program Coordinator for approval before waiver will be granted. The waiver request must contain the following documentation:</p>	
	A		<p>The name of the participant and the SPARQ generated Participant Identification Number (PID)</p>	
	B		<p>To request a waiver for persistent unemployment, the subrecipient must determine both of the following and provide detailed documentation:</p>	
		1	<p>The participant meets the definition of severely limited employment prospects (two or more significant barriers to employment that make it highly unlikely that the participant will find employment without the assistance of SCSEP or another workforce development program)</p>	
		2	<p>The participant lives in an area of persistent unemployment</p>	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4107 – Operational Procedures for Recertification of Participants (<i>continued</i>)	
4107.4	The DAAS Mature Worker Program Coordinator will confirm all waiver request information and enter the request into the SPARQ utility to determine if a waiver factor has been updated in the appropriate time period.
4107.5	The request will then be submitted to the U.S. Department of Labor for final approval. If approved, SPARQ will indicate a 12-month extension of the durational limit.
4107.6	Case notes must be updated and include detailed documentation of the durational waiver request efforts.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4108 – Operational Procedures for SCSEP Assessments	
4108.1	Assessment and reassessment are essential for monitoring the progress of the participant and should be completed in accordance with the participant's Individual Employment Plan. Prior to enrollment, the applicant shall be provided with an overview to the program and formally assessed to determine gaps in employment skills prior to being assigned to a community service training opportunity as described in sections 4112.
4108.1	A Assessments must be completed no less frequently than two times during a twelve month period (including the initial assessment)
	B The host agency supervisor's input is to be included on all re-assessments using the Host Agency Supervisor's Evaluation Form (4000L)
4108.2	Assessments should be on-going and use formal and informal measures to evaluate the participant's performance, development, and potential. The assessments are essential for monitoring the progress of the participant and should trigger updating of the participant's training assignment and individual employment plan.
4108.3	There are two types of assessment :
	A Interviews, observations and documents used to get a feel for participant's work behavior and ambitions, and to determine most-in-need factors. The sub-recipient should have the application complete the SCSEP Assessment Guide (Exhibit 4000G) Analysis of this information is the first step in evaluating the applicant's work history, potential need for supportive services and could indicate the existence of most – in-need factors (e.g. limited English proficiency).
	B Standardized measures are designed to provide valid information on skills, interests, knowledge talents and aptitudes. It is advisable for sub-recipients to coordinate these assessments with qualified entities for proper evaluation purposes through the local One-Stop. Acceptable tools to be used include, but not limited to the following resources:
	1 Career OneStop (http://www.careeronestop.org/)
	2 Onet (http://online.onetcenter.org/)
3 AARP Foundation WorkSearch (http://aarpworksearch.org/pages/default.aspx)	
4108.4	The assessment shall be in consultation with the applicant and must consider the following:
	A The individual's strengths and barriers to employment
	B The individual's preference of occupational category, work history, skill gaps, talents, aptitudes, physical capabilities
	C Need for supportive services
	D Required training needed to overcome barriers and the potential for performing community service training assignment duties
	E Potential for transitioning to unsubsidized employment
4108.5	Sub-recipients are to assess and document information regarding most-in-need factors. The most-in-need measure reports the average number of barriers to employment per participant. The regulation allows credit for a total of 13 barriers to employment in two separate categories.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4108 – Operational Procedures for SCSEP Assessments (continued)	
4108.6	The first most-in-need category is comprised of the eight (8) priorities of service as listed in 4103.5 of this policy document.
	A Although age 65 and over is also a priority of service, it is not included in the most-in-need measure
	B The 8 priorities of service listed in 4103.5 are recorded only at the time of enrollment and may not be updated. If a participant's conditions change during enrollment, record that fact in the comments section of the Participant Form, but may not update any of these 8 fields in SPARQ.
4108.7	The second most-in-need category is comprised of the following five (5) additional barriers to employment that are part of the waiver factors for the durational limit. They may be entered into SPARQ whenever the sub-recipient becomes aware of them.
	A Severe disability
	B Frail
	C Old enough for SS retirement but not eligible to receive it
	D Severely limited employment prospects in an area of persistent unemployment
E Age 75 and over	
4108.8	Limited English Proficiency and Low Literacy Skills are also waiver factors in addition to being priorities of service. They are recorded with the priorities of service so that sub-recipients can provide appropriate services at the beginning of enrollment. They are only counted once for the most-in-need measure.
4108.9	All activity in relationship to assessments must be recorded in detail in case notes and maintained in the participant's file.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4109 – Operational Procedures for Enrollment	
4109.1	Until an individual meets the criteria of a participant in 4109.7 they are to be considered an applicant. The following Equal Opportunity (EO) information must be attempted to be collected from all applicants regardless of their eligibility:
	A gender
	B ethnicity
	C race
4109.2	D disability
	An eligible individual shall have priority for enrollment into SCSEP, provided with a community service assignment and other authorized activities in accordance with Section 4103.5 (A-I)
	Before attempting to collect the information in Section 4109.1, the following disclosures must be made:
	A The disclosure of the information is voluntary
4109.3	B The refusal to provide the requested information will have no effect on any decision to provide services except where disability may be used to establish eligibility or priority of service
	C The information will be kept confidential as required by law
	D The information will be used only in accordance with the law
	E The information will be used for statistical purposes, and disability status will be used to determine priority of service (and eligibility if applicant is claiming status as family of one)
4109.4	All applicants are to be informed that if they have a physical or mental impairment, they may request reasonable accommodation for the application process.
4109.5	If any of the host agencies to which applicants might be assigned has an affirmative action program for persons with disabilities, or a similar program designed to benefit persons with disabilities, applicants should also be informed that if they have one or more disability and are interested in benefiting from such programs, they should notify the sub-recipient.
4109.6	Sub-recipients should inform all participants that, if they have one or more disability and would like help deciding whether to disclose their disability status to the host agency, or if they would like the sub-recipient to make such a disclosure to the host agency on their behalf, they should notify the staff.
4109.7	An individual becomes a participant when all eligibility criteria is met and they are assigned a community service assignment with a host agency. A Community Service Assignment Form (Exhibit 4000I) must be completed and entered into SPARQ.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4109 – Operational Procedures for Enrollment (*continued*)

	The most current versions of the following documents shall be completed during enrollment and retained in the participants file. Printed versions of forms posted on the Charter Oak Group website (http://charteroakgroup.com/resources/scsep.shtml) or from SPARQ are acceptable. All information required on the hardcopy forms must be included on the SPARQ printed versions including required signatures must be collected.
4109.8	A SCSEP Participant Form (Exhibit 4000A)
	B Applicant's Confidential Statement of Income (Exhibit 4000B)
	C I-9 Employment Eligibility Verification (Exhibit 4000C)
	D Participant Handbook Acknowledgement sheet (Exhibit 4000D, Spanish 4000E)
	E Physical Examination Statement (Exhibit 4000F)
	F Applicable tax withholding forms
	G All attestation forms completed as part of eligibility determination
	H Detailed case notes summarizing the eligibility determination and enrollment activities.
4109.9	In the event a participant is to be transferred from one SCSEP grantee or subgrantee to another, the Transfer Policy issued by the U.S. Department of Labor shall be followed. The Transfer Policy is to be found at http://scsep.mathematica-pr.com/Documentation/Transfer.html
4109.10	For those individuals re-enrolling after termination from the SCSEP, eligibility must be determined as described in section 4104.
4109.11	Should funding be available, sub-recipients may over-enroll eligible individuals in accordance with the priorities outlined in 4103.5. Over-enrollment levels may exceed the annual Service Level goal as determined by the US Department of Labor.
4109.12	All participants are to be treated equally. Durational limits must be applied equally to all participants. When over-enrolling participants, it is expected that subgrantees will manage their grant so as to avoid any dislocation of participants.
4109.13	Re-enrollment - Participants who have exited for any reason provided they are not job ready and meet other eligibility requirements may be considered for re-enrollment.
	A Re-enrollment is at the discretion of the sub-grantee. Former participants do not have an automatic right to re-enroll. The circumstances of the participants' prior exit from SCSEP, (e.g., whether they were terminated for cause, and whether they are now job ready) should be taken into consideration. Former participants who have had employment since leaving SCSEP may be presumed to be job-ready and thus ineligible. They should be referred to the One-Stop center.
	B Participants seeking to re-enroll are subject to the priorities of service in effect at that time.
	C Re-enrollment of a participant requires the completion of a new application for eligibility, Participant Form and Community Service Assignment Form.
	D If there are no available slots or the re-enrolling participant is lower in priority than other applicants, the re-enrolling participant can be placed on a waiting list to be maintained in SPARQ.
	E Re-enrollments within 90 days of exit must be recorded on the Unsubsidized Employment Form in accordance with the SCSEP Data Collection Handbook.
4109.14	Right of Return - Right of Return is limited to participants who exit for unsubsidized employment but do not achieve 30 days of employment within 90 days of exit. Individuals who meet the right of return criteria are allowed to return without being subject to priorities and preferences. Their exit is reversed.
	A A new Participant Form is not completed
	B A returning participant must be assigned to a host agency, either the one the participant left or a new one.
	C A new host agency assignment must be created even if reassigning to the old host agency.
	D If there is no slot available at the time the participant seeks to return, the participant should be placed on an approved break in participation and given the next available assignment.
4109.15	For all enrollments, the subgrantee is to determine if all waiver factors for durational limits applies and code and update SPARQ accordingly.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4110 – Policy and Operational Procedures for SCSEP Orientation

	<p>SCSEP orientation must be provided to all new enrollees within 10 days of enrollment.</p> <p>Orientation must be provided to all new enrollees before they begin a community service assignment. Enrollees shall be compensated for their attendance if they meet the criteria of a participant as defined in 4109.7. Program orientation will be held during normal business hours and shall include review of the following:</p>																								
	<table border="1"> <tr> <td>1</td> <td>Goals and objectives of the SCSEP</td> </tr> <tr> <td>2</td> <td>Durational limits</td> </tr> <tr> <td>3</td> <td>Causes for termination from SCSEP</td> </tr> <tr> <td>4</td> <td>Community service assignments</td> </tr> <tr> <td>5</td> <td>Available supportive services</td> </tr> <tr> <td>6</td> <td>Availability of free physical examinations</td> </tr> <tr> <td>7</td> <td>Participant's rights and responsibilities</td> </tr> <tr> <td>8</td> <td>Assessments of enrollees employment skills, knowledge and abilities</td> </tr> <tr> <td>9</td> <td>Individual Employment Plan (Exhibit 4000H) and plans for transition to unsubsidized employment</td> </tr> <tr> <td>10</td> <td>Permitted and prohibited political activities</td> </tr> <tr> <td>11</td> <td>An overview of the authorities listed in Section 4102 of this policy document</td> </tr> <tr> <td>12</td> <td>Grievance procedures</td> </tr> </table>	1	Goals and objectives of the SCSEP	2	Durational limits	3	Causes for termination from SCSEP	4	Community service assignments	5	Available supportive services	6	Availability of free physical examinations	7	Participant's rights and responsibilities	8	Assessments of enrollees employment skills, knowledge and abilities	9	Individual Employment Plan (Exhibit 4000H) and plans for transition to unsubsidized employment	10	Permitted and prohibited political activities	11	An overview of the authorities listed in Section 4102 of this policy document	12	Grievance procedures
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4110.1																									
	<p>Orientation to the host agency must be provided to a participant before they begin a community service assignment. <i>Participants</i> shall be compensated for their attendance. Orientation to the host agency will be held during normal business hours and shall include the following:</p>																								
4110.2	<table border="1"> <tr> <td>A</td> <td>Community Service assignment location, description, schedule, and supervisor's name</td> </tr> <tr> <td>B</td> <td>Administrative procedures</td> </tr> <tr> <td>C</td> <td>Plans for transition to unsubsidized employment</td> </tr> </table>	A	Community Service assignment location, description, schedule, and supervisor's name	B	Administrative procedures	C	Plans for transition to unsubsidized employment																		
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B	Administrative procedures																								
C	Plans for transition to unsubsidized employment																								
4110.3	Participants must be provided with the SCSEP Participant Handbook (Exhibit 4000D, Spanish 4000E) during the orientation.																								
4110.4	Each participant must indicate that they have received the Participant Handbook by signing the acknowledgement form. The signed and dated acknowledgement form is to be retained in the participants' program file with a copy provided to participant.																								
4110.5	Case notes must be entered indicating orientation occurred and the participant attended.																								

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4111 – Operational Procedures for Individual Employment Plan (IEP)

	<p>An Individual Employment Plan (IEP) (Exhibit 4000H) must be completed with each participant upon enrollment. Sub-recipients are to use the results of all assessments as a basis for developing an Individual Employment Plan (IEP). The IEP is an agreement between the participant and the SCSEP.</p> <p>All initial and revised IEPs are to be signed by SCSEP staff and the participant and retained in each participant's permanent file.</p>																		
	<p>The IEP sets out goals and action steps with specific deadlines based on all assessments. The IEP is to be specific, measurable, attainable, relevant, and time limited. The IEP shall be developed, and amended, in partnership and negotiated with the participant to reflect the actions steps to be achieved in order for the IEP goals to be met. The action plan may include any or all but not limited to the following:</p> <table border="1"> <tr><td data-bbox="211 615 276 651">1</td><td data-bbox="276 615 1505 651">Pre-placement training</td></tr> <tr><td data-bbox="211 651 276 686">2</td><td data-bbox="276 651 1505 686">Supportive services</td></tr> <tr><td data-bbox="211 686 276 722">A 3</td><td data-bbox="276 686 1505 722">Occupational assessment</td></tr> <tr><td data-bbox="211 722 276 758">4</td><td data-bbox="276 722 1505 758">In-service training</td></tr> <tr><td data-bbox="211 758 276 793">5</td><td data-bbox="276 758 1505 793">Adult Basic Education</td></tr> <tr><td data-bbox="211 793 276 829">6</td><td data-bbox="276 793 1505 829">Job skills training</td></tr> <tr><td data-bbox="211 829 276 865">7</td><td data-bbox="276 829 1505 865">Job search training</td></tr> <tr><td data-bbox="211 865 276 900">8</td><td data-bbox="276 865 1505 900">Job search</td></tr> <tr><td data-bbox="211 900 276 936">9</td><td data-bbox="276 900 1505 936">Transfer to a new assignment</td></tr> </table>	1	Pre-placement training	2	Supportive services	A 3	Occupational assessment	4	In-service training	5	Adult Basic Education	6	Job skills training	7	Job search training	8	Job search	9	Transfer to a new assignment
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9	Transfer to a new assignment																		
	<p>B Job skills training identified in the IEP must be linked to documentable labor market information and tied closely to the needs of the local labor market.</p>																		
4111.1	<p>C The initial IEP is to identify an appropriate employment goal based on assessment of the participant and detailed labor market information. Thereafter, if in subsequent assessments the sub-recipient determines that the participant is not likely to obtain unsubsidized employment, the IEP must reflect approaches to help the participant achieve self-sufficiency, including transition to other services or programs.</p>																		
	<p>D An initial assessment and IEP developed under Title I of the Workforce Investment Act will satisfy the requirement for an initial SCSEP assessment and initial SCSEP IEP.</p>																		
	<p>E At a minimum, the participant's IEP shall be reviewed and revised at the completion of each identified milestone, quarterly from the date of the initial or latest IEP revision date, or more often if appropriate, for the following reasons:</p> <table border="1"> <tr><td data-bbox="211 1346 276 1381">1</td><td data-bbox="276 1346 1505 1381">To evaluate the progress of each participant in meeting the objectives of the IEP</td></tr> <tr><td data-bbox="211 1381 276 1417">2</td><td data-bbox="276 1381 1505 1417">To determine the participant's potential for transition to unsubsidized employment</td></tr> <tr><td data-bbox="211 1417 276 1453">3</td><td data-bbox="276 1417 1505 1453">To determine the appropriateness of the participant's current community service assignment</td></tr> <tr><td data-bbox="211 1453 276 1486">4</td><td data-bbox="276 1453 1505 1486">To review progress toward the participant's employment and training objectives</td></tr> </table>	1	To evaluate the progress of each participant in meeting the objectives of the IEP	2	To determine the participant's potential for transition to unsubsidized employment	3	To determine the appropriateness of the participant's current community service assignment	4	To review progress toward the participant's employment and training objectives										
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	<p>F At the time of the IEP review, the following documents must be completed:</p> <table border="1"> <tr><td data-bbox="211 1528 276 1564">1</td><td data-bbox="276 1528 1505 1564">Participant Evaluation (Exhibit 4000K)</td></tr> <tr><td data-bbox="211 1564 276 1600">2</td><td data-bbox="276 1564 1505 1600">Host Agency Supervisor Evaluation Form (Exhibit 4000L)</td></tr> <tr><td data-bbox="211 1600 276 1635">3</td><td data-bbox="276 1600 1505 1635">Assessment results, if appropriate</td></tr> <tr><td data-bbox="211 1635 276 1673">4</td><td data-bbox="276 1635 1505 1673">Revised IEP, if appropriate</td></tr> </table>	1	Participant Evaluation (Exhibit 4000K)	2	Host Agency Supervisor Evaluation Form (Exhibit 4000L)	3	Assessment results, if appropriate	4	Revised IEP, if appropriate										
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4	Revised IEP, if appropriate																		
	<p>G The sub-recipient, through reassessment of the participant's progress toward meeting their IEP goal of unsubsidized employment, is to determine the point where the participant is to enter job search as an IEP action step. Participants with "job search" as an action step must register with the state's One-Stop system. This registration is to be validated by the sub-recipient and noted in the participant's case notes and permanent file.</p>																		
	<p>H All IEP reviews including associated reassessments are to be documented in case notes of the participant's file and maintained as part of the participant's permanent record.</p>																		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4111 – Operational Procedures for Individual Employment Plan (IEP) (continued)

4111.1	I	The original and all subsequent revised IEPs shall be maintained in the participant file. A copy of the initial and each revised IEP shall be distributed to the following persons:	
		1	Participant
	2	Participant’s Community Service Assignment supervisor (as long as there is no identifiable health related information on the IEP)	
	J	Should the participant refuse to complete activities consistent with his/her IEP, the participant may be terminated as described in Section 4115.8 (B).	
4111.2	Participants can be reassigned if, based on the IEP, a different placement will provide one or more of the following:		
	A	Greater use of participant’s skills and aptitudes	
	B	Work experience or training that will enhance unsubsidized placement potential	
	C	Otherwise serve a participant’s best interests	
4111.3	Reassignment of a participant to another community service assignment must be documented in the participant’s file case notes and include the following:		
	A	SCSEP staff will be responsible for assessing the participant’s IEP progress and reassigning the participant to another community service assignment, if necessary. The following factors shall be considered:	
		1	The participant’s progress in meeting his or her IEP goals
		2	The participant’s skills and aptitudes
		3	The nature and location of the participant’s assignment
4	The participant’s general performance, age, and health		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4112 – Operational Procedures for Participant Training

4112.1 Only those individuals who meet the definition of “participant” as defined in Section 4109.7 are eligible to receive SCSEP services.

The SCSEP provides training opportunities to participants that lead to increased participant self-sufficiency. All community service assignment hours as well as other training hours must be entered into SPARQ on a quarterly basis in time for the U.S. Department of Labor to process quarterly program data.

A Sub-recipients may pay for participant training including the payment of reasonable costs of instructors, classroom rental, training supplies, materials, equipment and tuition.

Participants who have a community service assignment may be provided the following training opportunities which are to be realistic and consistent with the participant’s IEP:

- | | | |
|----------|----------|--|
| B | 1 | Community service job training |
| | 2 | Skills training |
| | 3 | Classroom training |
| | 4 | Lectures |
| | 5 | Seminars |
| | 6 | Individual instruction |
| | 7 | Training through, or in coordination with other employment and training programs and/or colleges |
| | 8 | Self development training |

C Participants shall not be required to pay for SCSEP training. Workers’ Compensation provided for participants must include coverage for all community service activities.

SCSEP training is provided through the following activities:

4112.2

Community Service Assignment

Training may be provided before or during a community service assignment. A viable community service assignment must exist for any program services and training to occur. Individuals who have exited the program are not eligible for SCSEP funded training.

Community Service Assignment Form data (Exhibit 4000I) must be completed and entered into SPARQ when an assignment to a host agency is made or has ended.

- | | | | |
|----------|----------|----------|---|
| D | 1 | A | Community service training is provided through a host agency and offers the participant an opportunity to receive the needed skill training detailed in their assessments and IEP. |
| | | B | Community Service training is a participant-friendly approach to serving those who are most in need. Community service training is practical, working with real tasks, with actual equipment and dealing with current issues. |
| | | C | Community Service training is developed with the SCSEP staff, the participant and the host agency supervisor and documented on the SCSEP Community Service Assignment Description Form (Exhibit 4000J). Participants may be transferred to different community service assignments to obtain additional skills. |
| | | D | Additional skill training is permitted and may be combined with each other and/or with job search activities or job clubs. |

General

- | | | |
|----------|----------|--|
| 2 | A | General training is designed to enhance or refresh a participant's basic skills. It includes skills training, class room training, lectures, seminars and individual training. |
| | B | General training must be consistent with the participant's IEP and the costs are reasonable and made uniformly available to all participants. |
| | C | General training may be combined with other training activities, such as community service, specialized training, on-the job experience, or other general training options. |

Specialized

- | | | |
|----------|----------|---|
| 3 | A | Specialized training is designed to prepare a participant for a particular job or industry. |
| | B | The participant's assessment, IEP and assignment determine the training and skills needed to enhance the participant's opportunity to obtain unsubsidized employment. After completion of the specialized training, the participant may be placed into job search or job club, directly into unsubsidized employment, back into a community service assignment or arrange for on-the-job experience if on-job-experience is offered through the state grant per Section 502 (e) of the Older Americans Act. |

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4113 – Policy and Operational Procedures for Supportive Services (<i>continued</i>)	
4113.7	All supportive services are to be made available on an equitable basis to all participants within a sub-recipient's area of service.
4113.8	Sub-recipients may use SCSEP funds to meet obligations under § 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 as amended and any other applicable federal disability nondiscrimination laws to provide physical and programmatic modifications accessibility and reasonable accommodation/modifications for and effective communication with individuals with disabilities.
4113.9	To ensure successful placement, sub-recipients may provide supportive services to a participant placed in unsubsidized employment during the first 12 months of unsubsidized job placement to facilitate retention by determining if the individual has the necessary supportive services to remain in the job. The sub-recipient may provide or arrange to provide such services if feasible.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services	
4114 – Operational Procedures for Wage and Fringe Benefits	
	Training wages are provided to participants assigned to a community service agency.
4114.1	A Upon community service assignment, a participant shall receive a training wage consistent with the current minimum wage, unless designated as a Program Representative. Program Representatives receive a training wage of \$9.00 per hour.
	B All participants must complete, sign, and submit timesheets and leave requests to the host agency supervisor for signature. Sub-recipients and host agency supervisors may also request that participants keep a log of specific tasks completed during each pay period.
	C All timesheets are to be reviewed by the sub-recipient for accuracy and compliance with the intent of the program prior to being submitted for payment.
	D Timesheets must also include the following elements:
	1 Name and signature of the participant
	2 SPARQ-generated participant identification number (PID)
	3 Name of the host agency
	4 Timeframe of pay period
	5 Daily hours in community service assignment. Hours do not include time taken for lunch
	6 Daily hours in other SCSEP approved/funded training. Hours do not include time taken for lunch
7 Approved leave requests	
8 Community service assignment supervisor signature. An authorized signature of the host agency staff may substitute in the absence of the community service assignment supervisor. All host agency authorized signatures must match those on the Host Agency Agreement.	
9 Authorized signature of the sub-recipient indicating acceptance of the timesheet	
4114.2	If timesheets are submitted to the sub-recipient prior to the end of the pay period in order to meet payroll processing deadlines, the sub-recipient must verify with the host agency that the participant was in fact onsite and performed their community service assignment activities for the hours indicated on the timesheet. Verification is to be documented in the case notes in the participant's program file.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services					
4112 – Operational Procedures for Participant Training (continued)					
	The SCSEP provides coordination with other training and placement programs through the Workforce Investment Act (WIA) One-Stop System. The WIA creates a seamless service delivery system for individuals seeking workforce development services by linking the One-Stop partners in the One-Stop Delivery System.				
4112.3	<table border="1"> <tr> <td>A</td> <td>The SCSEP is a required partner program under the Workforce Investment Act. As such, it is a part of the One-Stop Delivery System. SCSEP grantees are required to follow all applicable rules under WIA and its regulations.</td> </tr> <tr> <td>B</td> <td>SCSEP subgrantees are to coordinate with the local One-Stop Delivery System to provide eligible and ineligible individuals with access to other activities and programs carried out by other One-Stop partners.</td> </tr> </table>	A	The SCSEP is a required partner program under the Workforce Investment Act. As such, it is a part of the One-Stop Delivery System. SCSEP grantees are required to follow all applicable rules under WIA and its regulations.	B	SCSEP subgrantees are to coordinate with the local One-Stop Delivery System to provide eligible and ineligible individuals with access to other activities and programs carried out by other One-Stop partners.
A	The SCSEP is a required partner program under the Workforce Investment Act. As such, it is a part of the One-Stop Delivery System. SCSEP grantees are required to follow all applicable rules under WIA and its regulations.				
B	SCSEP subgrantees are to coordinate with the local One-Stop Delivery System to provide eligible and ineligible individuals with access to other activities and programs carried out by other One-Stop partners.				
	Participants may not be forced to use their own vehicles for community service activities. If a participant does use their own vehicle for any community service related activity:				
4112.4	<table border="1"> <tr> <td>A</td> <td>The sub-recipient must verify the participant has a valid driver's license and liability insurance.</td> </tr> <tr> <td>B</td> <td>The participant meets all safety requirements of the sub-recipient for use of a personal vehicle.</td> </tr> </table>	A	The sub-recipient must verify the participant has a valid driver's license and liability insurance.	B	The participant meets all safety requirements of the sub-recipient for use of a personal vehicle.
A	The sub-recipient must verify the participant has a valid driver's license and liability insurance.				
B	The participant meets all safety requirements of the sub-recipient for use of a personal vehicle.				
4112.5	All participant training related activities are to be documented in case notes and maintained as part of the participant's permanent file.				

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services																	
4113 – Policy and Operational Procedures for Supportive Services																	
4113.1	Sub-recipients are required to assess all participants' need for supportive services and to make every effort to assist participants in obtaining needed supportive services.																
	Sub-recipients may provide directly or arrange for supportive services that are necessary to enable a participant to successfully participate in SCSEP, including but not limited to payment of reasonable costs of:																
4113.2	<table border="1"> <tr> <td>A</td> <td>Transportation</td> </tr> <tr> <td>B</td> <td>Health and medical services</td> </tr> <tr> <td>C</td> <td>Special job-related or personal counseling</td> </tr> <tr> <td>D</td> <td>Incidentals such as work shoes, badges, eyeglasses and tools</td> </tr> <tr> <td>E</td> <td>Dependent Care</td> </tr> <tr> <td>F</td> <td>Housing including temporary shelter</td> </tr> <tr> <td>G</td> <td>Needs related payments</td> </tr> <tr> <td>H</td> <td>Follow-up services</td> </tr> </table>	A	Transportation	B	Health and medical services	C	Special job-related or personal counseling	D	Incidentals such as work shoes, badges, eyeglasses and tools	E	Dependent Care	F	Housing including temporary shelter	G	Needs related payments	H	Follow-up services
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G	Needs related payments																
H	Follow-up services																
4113.3	Support services are funded through the Other Participant Costs (OPC) funding category. To the extent practicable, the sub-recipient should arrange for the payment of these expenses from other resources.																
4113.4	The need for any supportive services is to be consistent with and documented in the participants IEP and in case notes with appropriate supporting documentation (formal assessments, etc.) including the justification, cost and source of the service and the length of time the service for which the service is authorized.																
4113.5	Sub-recipients are to ensure participants understand that supportive services are not an entitlement for the length of participation.																
	Any supportive service request exceeding \$500 must be requested in writing by the participant and maintained in the participant's program file. The request is to include the following: (DEVELOP A REQUEST FORM)																
4113.6	<table border="1"> <tr> <td>A</td> <td>How the service will contribute toward enabling the participant to successfully participate in SCSEP</td> </tr> <tr> <td>B</td> <td>Other attempts to secure this service</td> </tr> <tr> <td>C</td> <td>Length of time of service need</td> </tr> <tr> <td>D</td> <td>Signature of the authorized sub-recipient representative approving or disapproving the request</td> </tr> </table>	A	How the service will contribute toward enabling the participant to successfully participate in SCSEP	B	Other attempts to secure this service	C	Length of time of service need	D	Signature of the authorized sub-recipient representative approving or disapproving the request								
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C	Length of time of service need																
D	Signature of the authorized sub-recipient representative approving or disapproving the request																

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4114 – Operational Procedures for Wage and Fringe Benefits (continued)

	The following fringe benefits shall be administered uniformly to all participants:	
	A	Workers' Compensation coverage equal to that provided by law for covered employment.
	B	Offer of annual physical examination. The Physical Examination Statement (Exhibit 4000F) must be completed and entered into the participant's program file. The sub-recipient is not entitled to a copy of the results of the physical and should not maintain a copy in the participant file. The results are the property of the participant only.
	Sub-recipients must provide compensation uniformly to participants for scheduled hours during which a host agency's business is closed for a federal holiday. The following are recognized federal holidays:	
	•	New Year's Day
	•	Martin Luther King/Civil Rights Day
	•	President's Day
	•	Memorial Day
	•	Independence Day
	•	Labor Day
	•	Columbus Day
	•	Veteran's Day
	•	Thanksgiving Day
	•	Christmas Day
	C	For each of the holidays listed in 4114.3 (C) where the host agency's business is closed on those days, the participant is to reschedule their community service assignment hours for that day with their host agency and/or other training time with the sub-recipient to accommodate the hours for which they would have been normally compensated on the day of the holiday.
	1	If the host agency is closed on additional holidays (e.g. the day after Thanksgiving), the participant shall have the opportunity to make up those hours consistent with 4114.3 (C) (1).
	2	In the event a host agency cannot accommodate the participant's rescheduled holiday hours as described in 4114.2 (C) (1-2) the sub-recipient is to arrange for approved activities for the participant that are consistent with their IEP. These activities are to be added to the IEP and noted in case notes.
	3	All holiday hours must be accounted for within the pay period for which the holiday takes place.
4114.3	Sub-recipients are to provide sick leave that is not part of an accumulated sick leave program. Sick leave is to be compensated uniformly to all participants	
	1	For each day of sick leave, within the same pay period, the participant may reschedule their community service assignment with their host agency and/or other training time with the sub-recipient to accommodate the hours for which they would have been normally compensated.
	D	In the event a host agency cannot accommodate the participant's rescheduled sick hours as described in 4114.2 (D) (1) the sub-recipient may arrange for approved activities for the participant that are consistent with their IEP. These activities are to be added to the IEP and noted in case notes.
	3	If the participant is to be out due to health reasons or other personal reasons for longer than 3 days, the sub-recipient may place the participant on approved leave in accordance with 4114.3 (F). This leave must be entered in case notes and into the appropriate fields in SPARQ.
	The following are not to be compensated with SCSEP funds:	
	1	Retirement system or plan contributions
	2	Pension benefits
	3	Annual leave
	4	Accumulated sick leave
	5	Bonuses
	Leave without pay, of no more than four weeks, may be granted to a participant when circumstances warrant it.	
	1	Written requests for leave without pay must be approved by sub-recipient staff, and must include an agreed-upon date of return to the assignment.
	2	Should the participant be unable or unwilling to return to the assignment on the agreed-upon date, his or her assignment will be terminated unless an extension is authorized by the sub-recipient staff.
	3	Approved leave is to be documented in detail in the participant's file case notes and entered into their IEP and into SPARQ.
	4	Sub-recipient staff are to obtain appropriate return to work documentation prior to the participant returning to their community service assignment. The documentation is to remain a part of the participant's permanent file and noted in case notes that it was received.
4114.4	Participants may not carry over allowable benefits from one program year to the next. Unused benefits such as sick leave or holidays will not be compensated.	

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4115 – Operational Procedures for SCSEP Exits

Only a sub-recipient may exit a participant from SCSEP. Host agency supervisors may not exit participants from the program, but may ask the sub-recipient to remove an individual from an assignment. Participants may be exited from the program for the following reasons:

4115.1	A	Unsubsidized Employment	
		The goal of SCSEP is to assist program participants to exit the program into unsubsidized employment.	
		Efforts to place the participant into unsubsidized placement should begin once the participant has been determined by documented assessment and the attainment of the skills identified in the IEP, to be job-ready. Placement shall be documented on the Unsubsidized Employment Form (Exhibit 4000M) and entered into SPARQ. Documented efforts entered into case notes are to include, but not be limited, to the following:	
		1	Coordinating with the local One-Stop to register the participant in the state's active job registry; to identify suitable, unsubsidized employment opportunities; and identify other forms of job-related assistance
		2	Encouraging host agencies to hire qualified participants
	B	3	Providing guidance to and assisting participants to contact public and private employers to identify suitable employment opportunities and arrange for interviews
		4	Providing counseling on participant's progress identified in their IEP and in meeting their supportive service needs
	C	<u>Voluntary termination</u> (NOTE: this reason for exit will result in a negative outcome and count against the performance measures)	
	C	<u>Moved From Area</u> (NOTE: this reason for exit will result in a negative outcome and count against the performance measures)	
	D	Not-income eligible (NOTE: this reason for exit will result in a negative outcome and count against the performance measures)	
1		Participants incorrectly declared eligible as a result of false information knowingly given by that individual. Individuals who are to be terminated for this reason are to be given immediate written notification explaining the reasons for termination and the individual is to be terminated immediately.	
2		Participants found to be ineligible during recertification. Individuals who are to be terminated for this reason are to be given written notification explaining the reason for termination and terminate from the program no later than 30 days from the date of determination.	
3		Incorrectly determined to be eligible through no fault of the participant.	
E	Durational Limit (NOTE: this reason for exit will result in a negative outcome and count against the performance measures)		
F	Administrative (for reasons other than cause or durational limits) (NOTE: this reason for exit will result in a negative outcome and count against the performance measures)		

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4115 – Operational Procedures for SCSEP Exits (continued)

4115.1	G	<p>Cause (<i>NOTE: this reason for exit will result in a negative outcome and count against the performance measures</i>)</p> <p>Participants may be placed on approved unpaid leave at the discretion of the sub-recipient while investigations into “For Cause” reasons take place. Participants identified for Exit due to Cause must be given a copy of the sub-recipient’s grievance procedures and counseled on their rights to file a grievance if they so choose. Cause may include, but is not limited to the following reasons:</p>		
		1	Refusal to cooperate in recertifying eligibility (30 day written notice before termination with documented attempts by the sub-recipient to identify and resolve any issues pertaining to the participants refusal)	
		2	Unwillingness to perform assigned training tasks as outlined on their IEP (30 day written notice before termination with documented attempts by the sub-recipient to identify and resolve any issues pertaining to the participant’s refusal)	
		3	Unreasonable refusal to accept a different community service assignment (30 day written notice before termination with documented attempts by the sub-recipient to identify and resolve any issues pertaining to the participant’s refusal)	
		4	Refusal to accept a job offer or referrals to unsubsidized employment consistent with the SCSEP IEP with no extenuating circumstances that would hinder the participant from accepting unsubsidized employment. (30 day written notice before termination with documented attempts by the sub-recipient to identify and resolve any issues pertaining to the participant’s refusal)	
		5	Frequent tardiness. Accumulation of three (3) consecutive absences without notice to a designated supervisor is considered resignation from the program, otherwise. (30 day written notice before termination with documented attempts by the sub-recipient to identify and resolve any issues)	
		6	Falsification by the participant of time sheets or other official records. (30 day written notice before termination with detailed documentation)	
		7	Insubordination (30 day written notice before termination with detailed documentation)	
		8	Obscene/abusive language or behavior (30 day written notice before termination with detailed documentation)	
		9	Dispensing, possession or use of a controlled substance or alcohol while in the conduct of a community service assignment (30 day written notice before termination with detailed documentation)	
		10	Failure to cooperate with grantee and/or host agency staff (30 day written notice before termination with detailed documentation)	
4115.2	The following Exit reasons are <u>excluded</u> from the performance measures with acceptable documentation:			
	A	Health/medical	B	Family Care
	C	Institutionalized	D	Death

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4115 – Operational Procedures for SCSEP Exits (*continued*)

4115.3	<p>Acceptable documentation is required for exclusion from performance measures for reasons listed in 4115.2 (A-C) must be included in each qualifying participant file. Case notes are not acceptable for Health/medical or Family Care as a sole source of documentation.</p> <p>A Medical records or other official records are acceptable, including but not limited to:</p> <table border="1"> <tr><td>1</td><td>Actual medical records</td></tr> <tr><td>2</td><td>Physician's statement or other certification from a medical professional</td></tr> <tr><td>3</td><td>Letter from official at medical facility or institution</td></tr> <tr><td>4</td><td>Psychologist's diagnosis</td></tr> <tr><td>5</td><td>Rehabilitation evaluation</td></tr> <tr><td>6</td><td>Disability records</td></tr> <tr><td>7</td><td>Veteran's medical records</td></tr> <tr><td>8</td><td>Vocational rehabilitation letter</td></tr> <tr><td>9</td><td>Worker's Compensation record</td></tr> <tr><td colspan="2">OR...</td></tr> </table> <p>B A participant signed self attestation or signed attestation from a knowledgeable third-party is acceptable.</p> <p>OR...</p> <p>C Detailed Case Notes (Institutionalized only)- In addition to the standard requirements for all case notes, to establish an exclusion for institutionalized, case notes must also detail that the participant is receiving 24-hour care in a facility like a prison, skilled nursing facility or hospital and is expected to remain there for at least 90 days. Person with a disability residing in a community-based residential facility with or without long term care supports is not considered institutionalized.</p>	1	Actual medical records	2	Physician's statement or other certification from a medical professional	3	Letter from official at medical facility or institution	4	Psychologist's diagnosis	5	Rehabilitation evaluation	6	Disability records	7	Veteran's medical records	8	Vocational rehabilitation letter	9	Worker's Compensation record	OR...	
1	Actual medical records																				
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7	Veteran's medical records																				
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OR...																					
4115.4	<p>Documentation is required for exclusion from performance measures for reasons listed in 4115.2. (D) and must be included in each qualifying participant file. Case notes are not acceptable for Death as a sole source of documentation.</p> <p>A An official government document or other official record is acceptable, including but not limited to:</p> <table border="1"> <tr><td>1</td><td>Death record or certification, or</td></tr> <tr><td>2</td><td>Death notices published through the internet, in newspapers, and local funeral homes.</td></tr> <tr><td colspan="2">OR</td></tr> </table> <p>B Signed attestation from a knowledgeable third-party is acceptable.</p>	1	Death record or certification, or	2	Death notices published through the internet, in newspapers, and local funeral homes.	OR															
1	Death record or certification, or																				
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OR																					
4115.5	<p>Participants who disagree with termination described in 4115 (D-G) may grieve the termination as described in section 4010. When participants are terminated for cause, the SCSEP staff shall inform the participant in writing of the reasons for termination and of the right to grieve in accordance with required procedures described in section 4118 of this document. Notification shall be placed in the participant's permanent file.</p>																				
4115.6	<p>Participant termination must be documented to include details in case noted explaining the cause and justification of the termination. Case notes are to be maintained in the participant file. The termination is to be reported on the SCSEP Exit Form (Exhibit 4000N) and entered into SPARQ.</p>																				
4115.7	<p>When feasible, participants terminated from the SCSEP should be referred to other potential sources for assistance.</p>																				

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4116 – Operational Procedures for Employer Surveys

<p>The administering of employer surveys will be done in accordance with the following checklist as provided by the Charter Oak Group:</p>	
<p>Checklist for Administration of Employer Survey</p>	
A	<p>Activity for First Survey</p>
	<p>1 For each qualified employer, sub-grantee generates cover letter to employer contact person using standard text. See Letter for Unsubsidized Employers. Letter is printed on sub-grantee's letterhead and signed in blue ink by the individual who made the placement and will conduct the 30-day follow-up.</p>
	<p>2 Sub-grantee affixes contact person's address to mailing envelope and puts sub-grantee's return address in upper left corner.</p>
	<p>3 Sub-grantee takes next survey in numerical order and enters survey number into database (field 23).</p>
	<p>4 Sub-grantee assembles survey packet -- cover letter, survey, return envelope (<u>with postage stamp affixed</u>) – and delivers it to employer contact in person at time of Follow-up 1. Mail (with postage stamp affixed) is permitted but strongly discouraged.</p>
	<p>5 Sub-grantee enters date of delivering packet into database (field 23) and checks "yes" in field 26e of database.</p>
	<p>6 Sub-grantee enters survey number and other necessary information into Excel spreadsheet tracking form to facilitate tracking of survey response. See Employer Survey Tracking Form.</p>
	<p>7 Sub-grantee sends copy of tracking form to grantee to notify it that survey has been delivered.</p>
	<p>8 Vendor notifies sub-grantee weekly of all surveys completed. Sub-grantee monitors vendor e-mail for 2 full weeks after delivery of first survey, i.e., two weeks after the week in which the survey is delivered, and checks numbers of completed surveys against tracking form.</p>
	<p>9 If survey received, sub-grantee updates tracking form and database (field 26f).</p>
B	<p>Activity for Second Survey</p>
	<p>1 If survey not received, sub-grantee calls employer contact and says that it will send another copy of survey.</p>
	<p>2 Sub-grantee generates follow-up cover letter using same procedures as for first cover letter.</p>
	<p>3 Sub-grantee enters new preprinted survey number into database (field 24).</p>
	<p>4 Sub-grantee assembles another survey packet (follow-up cover letter, survey, <u>stamped</u> return envelope) and mails to employer contact.</p>
	<p>5 Sub-grantee enters date of mailing into database (field 24).</p>
	<p>6 Sub-grantee updates tracking form with survey number and other necessary information.</p>
	<p>7 Sub-grantee sends tracking form to grantee to notify it that second survey has been delivered.</p>
	<p>8 Vendor notifies sub-grantee weekly of all surveys completed. Sub-grantee monitors vendor e-mail for 2 weeks after mailing of second survey and checks numbers of completed surveys against tracking form.</p>
<p>9 If survey received, sub-grantee updates tracking form and database (field 26f).</p>	
C	<p>Activity for Third Survey</p>
	<p>1 If survey not received, sub-grantee calls grantee for instructions regarding third survey.</p>
	<p>2 If third survey required, sub-grantee repeats steps 1-7 of Activity for Second Survey.</p>
	<p>3 Sub-grantee monitors vendor e-mail for four (4) weeks after mailing of third survey. Sub-grantee updates database (field 26f) and tracking form to indicate whether or not survey was completed.</p>

4116.1

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4117 – Operational Procedures for SCSEP Follow-ups

Follow-ups are required in order to obtain information needed for the performance measures, to provide case management to the newly placed participant, to establish or maintain contact with the employer, and to deliver the customer service survey to the employer.

Three required follow-ups are to be conducted. Results of the follow-ups are to be recorded in the SCSEP Performance and Results Quarterly System (SPARQ). Each follow-up must be completed in the program year in which the reporting quarter falls.

Follow-Up	Captures "Common Measure" data for	Activity Period Covered	Reporting Period Covered	Scheduled Follow-up Date
1	Entered Employment	1st quarter after exit quarter	1st quarter after exit quarter	1st day of 1st quarter after exit quarter
2	Retention and Average Earnings	2nd and 3rd quarter after exit quarter	4th quarter after exit quarter	1st day of 2nd and 3rd quarter after exit quarter
3	Retention at 1 Year	4th quarter after exit quarter	4th quarter after exit quarter	1st day of 4th quarter after exit quarter

Follow-up shall include, but not limited to, the following:

4117.2	A	Determine if the job placement is an appropriate match for the participant and the employer and how satisfactory the job placement is to the participant and the employer. Should a problem be identified with the job placement, sub-recipient staff shall work with the participant and the employer to resolve the problem. This may be accomplished through the utilization of participant services described in Section 4113.4.
	B	Identify potential SCSEP services required by the participant and/or the employer as described in this section.
	C	Maintain contact with the participant and their employer at least quarterly within 12 months of placement. Each follow-up shall be documented on the Unsubsidized Employment Form (Exhibit 4000M) and in case notes. Contacts shall be made based on system calculated dates in SPARQ.

Follow-up activities must be properly documented in the participant's file.
Official records that establish that any wages were earned by the participant, including but not limited to:

4117.3	A	Written statement of earnings from employer; or pay stubs.
	B	Signed self-attestation if employer has not provided information on wages after reasonable efforts (e.g. 3 unanswered calls or messages) were made by sub-recipient to obtain this information, participant signed self-attestation will be acceptable.

NOTE: If a participant signed self-attestation is used, case notes must also document the sub-grantee's efforts to obtain the required information from the employer

4117.4 Case notes must detail wages were earned in quarter

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services					
4118 – Operational Procedures for SCSEP Follow-ups					
4118.1	A copy of the grievance procedures is to be given to new participants as part of the orientation described in Section 4110.				
4118.2	The participant may grieve for the following reasons: service denial and termination.				
4118.3	The written grievance shall first be presented to the sub-recipients SCSEP Staff Supervisor. The Supervisor shall schedule an informal meeting(s) with the participant within 14 calendar days of the grievance.				
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4118.4	The meeting shall consist of the following process to resolve the issue(s) during the meeting with the Sub-recipient Director, SCSEP Staff Supervisor, and participant:				
	<table border="1"> <tr> <td>A</td> <td> <p>The SCSEP Sub-recipient Director shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant. A copy shall be maintained in the participant file.</p> <p>The participant has the right to request an administrative review of the SCSEP Sub-recipient Director's decision by the Division of Aging and Adult Services Assistant Director or designee in accordance with Arizona Administrative Code R6-8-105 Administrative Review Procedures. The Division's decision is final.</p> </td> </tr> <tr> <td>B</td> <td>The U.S. Department of Labor only reviews grievances that are in violation of federal law.</td> </tr> </table>	A	<p>The SCSEP Sub-recipient Director shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant. A copy shall be maintained in the participant file.</p> <p>The participant has the right to request an administrative review of the SCSEP Sub-recipient Director's decision by the Division of Aging and Adult Services Assistant Director or designee in accordance with Arizona Administrative Code R6-8-105 Administrative Review Procedures. The Division's decision is final.</p>	B	The U.S. Department of Labor only reviews grievances that are in violation of federal law.
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4100 – Senior Community Services Employment Program (SCSEP) - Participant Services													
4119 – Operational Procedures for SCSEP Follow-ups													
4119.1	Participant files must be maintained in accordance with the requirements for confidentiality outlined in the Division of Aging and Adult Services Policy and Procedures Manual Chapter 1000.												
	<table border="1"> <tr> <td>A</td> <td>All information regarding the individual and their families obtained through program forms, interviews, assessments, evaluations, and other related activities, is confidential and must be retained in accordance with section 4120 of this policy document.</td> </tr> <tr> <td>B</td> <td>Confidential information may not be revealed without the permission of the program participant.</td> </tr> <tr> <td>C</td> <td>Such information should only be divulged as necessary for purposes related to the performance or evaluation of the project and only to persons having official responsibilities to the extent necessary for proper administration of the program (e.g., host agency supervisors and training related IEP information).</td> </tr> </table>	A	All information regarding the individual and their families obtained through program forms, interviews, assessments, evaluations, and other related activities, is confidential and must be retained in accordance with section 4120 of this policy document.	B	Confidential information may not be revealed without the permission of the program participant.	C	Such information should only be divulged as necessary for purposes related to the performance or evaluation of the project and only to persons having official responsibilities to the extent necessary for proper administration of the program (e.g., host agency supervisors and training related IEP information).						
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4119.2	Case notes are required to be maintained in the participant's case file by the sub-recipient staff:												
	Case notes documenting at a minimum but not limited to the following information:												
	<table border="1"> <tr> <td>1</td> <td>Most in need factors</td> </tr> <tr> <td>2</td> <td>Supportive service referrals</td> </tr> <tr> <td>3</td> <td>Counseling reports</td> </tr> <tr> <td>4</td> <td>Job development efforts made and the results of those efforts</td> </tr> <tr> <td>5</td> <td>Follow-up to unsubsidized placements</td> </tr> <tr> <td>6</td> <td>Other participant related activities</td> </tr> </table>	1	Most in need factors	2	Supportive service referrals	3	Counseling reports	4	Job development efforts made and the results of those efforts	5	Follow-up to unsubsidized placements	6	Other participant related activities
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Case notes must be understandable and legible. At a minimum, each case note entry must contain the following elements													
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4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4119 – Operational Procedures for SCSEP Follow-ups (continued)

	In addition to case notes, the following documentation must be maintained in each participant's file. Corresponding screen prints from SPARQ are acceptable in lieu of printed forms for items 4119.3 (A), 4119.3 (H), 4119.3 (L) and 4119.3 (M). Signature requirements apply for all forms documented as screen prints.
	A Participant Form (Exhibit 4000A)
	B Applicant's Confidential Statement of Income (Exhibit 4000B)
	C I-9 Employment Eligibility Verification (Exhibit 4000C)
	D SCSEP Participant Handbook Acknowledgement Form (Exhibit 4000D, Spanish 4000E)
4119.3	E Physical Examination Statement (Exhibit 4000F) and/or a Record of Physical Examination(s). Physical forms must be in a separate locked file
	F SCSEP Assessment Guide (Exhibit 4000G)
	G Individual Employment Plan (Exhibit 4000H)
	H Community Service Assignment Form (Exhibit 4000I), work schedules and time sheets
	I SCSEP Community Service Assignment Description Form (Exhibit 4000J)
	J Participant Evaluation (Exhibit 4000K)
	K Host Agency Supervisor Evaluation Form (Exhibit 4000L)
	L Unsubsidized Employment Form (Exhibit 4000M)
	M Exit Form (Exhibit 4000N)

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4120 – Operational Procedures for Storage of Confidential Information and Record Retention

4120.1	The sub-recipient and host agencies shall ensure the confidentiality of participant information. Confidential information shall be maintained in locked files. If electronic records are utilized, confidential information must be secured.
4120.2	All required documentation, both fiscal and programmatic, must be retained for three program years after the end of the program year in which the document was generated. For participants who enter unsubsidized employment after exiting the program, this means three program years after the end of the program year in which all follow-up activity is ended.
4120.3	If documentation is missing, reasonable steps must be taken to recreate the required information. If documents are recreated, case notes should be documented in detail in accordance with 4119.2 (A-C) to identify action taken.

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4121 – Operational Procedures for Programmatic Reporting

	The sub-recipient staff shall ensure data is collected for SCSEP services for its respective service area. Unless otherwise approved by the Division of Aging and Adult Services, SCSEP will utilize the following forms for programmatic reporting:
	A SCSEP Performance and Results Quarterly Progress Report (SPARQ/QPR) (Exhibit 4000O)
4121.1	B All reports available in SPARQ listed under the following Management Reports categories:
	1 Applicants
	2 Participants
	3 Follow-ups
	4 Host Agencies
	5 Employers
	6 Durational Limits
	7 Any other newly developed reports

4100 – Senior Community Services Employment Program (SCSEP) - Participant Services

4121 – Operational Procedures for Programmatic Reporting (continued)

4121.2	All data, including quarterly community service hours must be accurately entered in the SPARQ to ensure timely calculation and production of the QPR based on quarterly processing deadlines established by the U.S. Department of Labor.		
4121.3	All rejected records must be corrected prior to SPARQ shutdown for quarterly processing.		
4121.4	Indicators of SCSEP performance are measured utilizing the following:		
	Core Indicators:		
	A	1	Hours in the aggregate of community service
	2	Entry into unsubsidized employment Common Measure Entered Employment	
	3	Retention in unsubsidized employment for six (6) months	
	4	Earnings	
	5	The number of eligible individuals served	
	6	Most in need	
	B	Additional Indicators:	
	1	Retention in unsubsidized employment for one (1) year	
	2	Satisfaction of the participants, employers and host agencies with their experiences and the services provided	
	3	Any other indicators of performance that the Secretary of Labor determines to be appropriate to evaluate services and performance.	
	C	An average participation cap of not more than 27 months for all eligible individuals (in the aggregate) within a contracted service area.	

EXHIBITS

4000A	Participant Form
4000B	Applicant's Confidential Statement of Income
4000C	I-9 Employment Eligibility Verification
4000D	Participant Handbook
4000E	Participant Handbook, Spanish (Manual Para El Participante)
4000F	Physical Examination Statement
4000G	SCSEP Assessment Guide
4000H	Individual Employment Plan
4000I	Community Service Assignment Form
4000J	SCSEP Community Service Assignment Description Form
4000K	Participant's Evaluation Form
4000L	Host Agency Supervisor's Evaluation Form
4000M	Unsubsidized Employment Form
4000N	Exit Form
4000O	SCSEP Quarterly Progress Report - ETA 5140

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies	
4201 - Overview	
4201.1	The Senior Community Service Employment Program (SCSEP) fosters useful community service through part-time work-based training opportunities for unemployed low-income persons who are 55 years of age or older who have poor employment prospects and by assisting them to transition to unsubsidized employment.
4201.2	Community service activities are provided through community service training assignments at host agencies which must be a public or non-profit 501 (C) (3), non-partisan organization.

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies	
4202 – Operating Principles	
4202.1	The sub-recipient shall arrange for a host agency orientation, supervision, instruction and training to each participant. A host agency shall provide supervision to enable each participant to perform productively and effectively in accordance with their IEP.
4202.2	The host agency shall consider hiring each participant into an unsubsidized position within the host agency when an appropriate vacancy occurs.

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies	
4203 – Operational Procedures for Host Agency Development	
4203.1	Those organizations eligible to act as community service training sites (host agencies) for the SCSEP are public agencies and private organizations exempt from the taxation under the provision of Section 501(c)(3) of the Internal Revenue Service Code of 1954. Host agencies sites can include, but are not limited to the following:
	A Public agencies such as public health departments, school systems, social service departments, courts, police departments, housing authorities, child and youth services, adult services, general hospitals, community mental health centers, mental hospitals, recreation departments, community development/outreach services, employment services, vocational counseling rehabilitation services, social services agencies, local Federal agencies, extension services and local tribal government agencies.
	B Private Non-Profit Organizations such as voluntary hospitals, neighborhood health centers, community and neighborhood centers, health and welfare council agencies, community action agencies and private schools.
	C Faith-based host agencies must provide a service open to all community residents and cannot involve any form of worship or prayer. The following also apply to faith-based host agencies:
	1 If a host organization conducts religious activities, it must separate the religious activities in time or location from the SCSEP program.
	2 Participants may not be employed to carry out inherently religious activities or required to participate in any inherently religious activities.
	3 Sub-recipients must follow guidelines outlined in Training and Employment Guidance Letter 29-07“ SCSEP Participant Placement and Work with Faith-Based and Community Organizations” (Exhibit 42XX).
	D Each host agency shall complete a Host Agency Application (Exhibit 42XX) and Host Agency Agreement (Exhibit 42XX). As of July 1, 2010, Host Agency Agreements are to be renewed annually.
	1 Only those authorized signatures noted on the Host Agency Agreement are authorized to sign participant timesheets and leave requests.
	E A copy of the most current Internal Revenue Service Code Section 501(c)(3) designation must be in each host agency file maintained by the sub-recipient.

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies	
4203 – Operational Procedures for Host Agency Development (continued)	
4203.2	Maintenance of Effort -All activities funded under this project shall not:
	A Reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program.
	B Result in the displacement of currently employed workers, including partial displacement such as a reduction in hours of non-overtime work, wages or employment benefits.
	C Employ or continue to employ any participant to perform work the same or substantially the same as that performed by another person who is on layoff.
4203.3	D Impair existing contracts for such services, or result in substitution of Federal funds or other funds in connection with work that would otherwise be performed.
	The following criteria shall be considered in the recruitment and selection of a host agency site(s):
	A Capability to provide a safe environment with adequate space and equipment for the participant.
	B General responsiveness to the goals and objectives of the SCSEP.
	C Ability to comply with program requirements.
	D Ability to provide community service assignments that support the IEP goals and offer opportunities for the participant to enhance skills and be transitioned to unsubsidized employment.
	E Capability to provide the participant with training that will develop marketable skills in all business sectors.
	F Capacity to supervise the participant on a day-to-day basis.
	G Exhibits the potential for employing the participant on a permanent basis.
	H Ability to ensure the participant is given the same consideration and treatment as other staff members.
	I Ability to prepare an appropriate assignment description and to adjust the description as the participant develops additional skills.
J Ability to approve time for participants and the supervisor to attend SCSEP training meetings.	
K Appropriateness of community service assignment for SCSEP participants.	
4203.4	Sub-recipients shall conduct an orientation for host agencies. At a minimum, orientation should include
	A The host agency roles and responsibilities to orient, supervise, train, and instruct the participants assigned to the agency.
	B Maintenance of effort considerations as they pertain to SCSEP and community service assignment descriptions in lieu of "job" descriptions.
	C Host agencies shall be provided with a copy of the SCSEP Host Agency Handbook (see Exhibit 42XX). Host agencies may be provided with a copy of the SCSEP Participant Handbook.
4203.5	D Affirmative Action procedures to assure that no person shall, of the grounds of race, creed, color, handicap, national origin, sex, political affiliation, or beliefs, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any project or activity funded in whole or part with funds made available under SCSEP.
4203.5	Whenever possible, participants shall be assigned community service assignments in or near the communities in which they reside.
4203.6	The community service assignments shall be in accordance with the participant's IEP. The host agency may participate in the development of the community service assignment and the specific roles the host agency will play in assisting the participant meet the objectives of the participant's IEP:
	A Result in the expansion of the host agency site's existing services or initiation of new services.
	B Have organizational significance to the host agency site and contribute to the general welfare of the community.
4203.6	C Are structured on a level that meets the participant's skills, abilities, and interests, and which can lead to unsubsidized employment.

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies				
4203 – Operational Procedures for Host Agency Development (continued)				
4203.7	Priority community service assignments are with host agencies providing services to the elderly with special emphasis on low-income elderly.			
4203.8	Participants shall receive the same level of supervision and training as employees performing comparable jobs at the host agency.			
	<table border="1"> <tr> <td>A</td> <td>Host agency supervision may be used to meet the 10% match requirement as long as it is from non-federal sources as in accordance with 29.CFR 95.23 "Cost sharing or matching" for nonprofit and commercial organizations.</td> </tr> <tr> <td>B</td> <td>Host agency supervisor do not have the authority to terminate participants from the SCSEP. If any issues arise between the participant and the host agency, the sub-recipient is to be notified immediately. All participant terminations and exits from SCSEP, if necessary, are to be administered by the sub-recipient in accordance with Section 4115 of this policy document.</td> </tr> </table>	A	Host agency supervision may be used to meet the 10% match requirement as long as it is from non-federal sources as in accordance with 29.CFR 95.23 "Cost sharing or matching" for nonprofit and commercial organizations.	B
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4203.9	Host agencies shall include participants in their regular staff meetings.			

4200 – Senior Community Services Employment Program (SCSEP) Host Agencies	
4204 – Operational Procedures for Host Agency Monitoring	
4204.1	The Host agency site(s) shall be monitored by the SCSEP staff at least once every 90 days to ensure the following:
	A The participant's assignment tasks are consistent with the goals set in the IEP.
	B The participant is making progress in meeting their IEP goals.
	C Compliance with SCSEP requirements.
4204.2	The SCSEP staff shall ensure completion of the Host Agency Monitoring Form (Exhibit 4100A) and a copy shall be maintained in the host agency file.
4204.3	Areas to be monitored include, but are not limited to the following:
	A Safety and working conditions at the host agency site. The date of the safety monitoring is to be entered into SPARQ
	B Possibility of additional training at the host agency site
	C Possibility of unsubsidized employment at the host agency site
	D Host agency compliance with community assignment description
	E Participant involvement in training outside the host agency community service assignment
4204.4	The following documentation is required to be maintained in a host agency file by the sub-recipient for each host agency:
	A Host Agency Monitoring Form (EXHIBIT 4100A)
	B Host Agency Application (EXHIBIT 4100B)
	C Host Agency Agreement (EXHIBIT 4100C)
	D 501(c)(3) Certification for Private Non-profit Training Sites
	E SCSEP Community Service Assignment Description Form (Exhibit 4000J)

EXHIBITS

4100A	Host Agency Monitoring Form
4100B	Host Agency Application
4100C	Sample Host Agency Agreement
4000J	Community Service Assignment Description Form

4300 - Mature Worker Services (Service Code: MWP)	
4301 - Overview	
4301.1	This chapter provides an outline of the Division of Aging and Adult Services operational principles and procedures for Mature Worker Services. This policy chapter is subject to change as additional information and/or regulations are received.
4301.2	The Division of Aging and Adult Services Mature Worker Programs (MWP) provides opportunities for older people to work and remain self-sufficient throughout their lives and to support business growth and development across the state in light of the aging workforce.
4301.3	MWP provides job development opportunities to individuals that lead to increased self sufficiency by:
	A Helping individuals develop a sense of personal and occupational identity including defining realistic employment goals.
	B Assisting individuals in connecting with community-based workforce related resources.
	C Being knowledgeable in local workforce and economic development goals and initiatives.
	D Providing technical assistance to employers related to mature worker issues.
4301.4	Job development and placement activities are intended to connect mature workers to both paid and unpaid (volunteer) opportunities.
4301.5	MWP focuses on raising the awareness in the community of the value of mature workers.
4301.6	MWP provides leadership in the community by providing technical assistance to employers related to mature worker issues or initiatives.
4301.7	Community centered dialogs are facilitated with mature workers, employers, educational providers and local communities focusing on the workforce needs of employers.
4301.8	Reporting will be in accordance with Section 1600 of the Division of Aging and Adult Services and the Scope of Work for this service.

4300 - Mature Worker Services (Service Code: MWP)	
4302 - Authority	
4302.1	Mature Worker Services is authorized and governed by the following statutes and regulations:
	A Older Americans Act of 1965, as Amended in 2006, P.L. 109-365, Title V
	B Workforce Investment Act of 1998: WIA section 121(b)(1)(B)(vi) (29 U.S.C. 2841(b)(1)(B)(vi)); 29 CFR part 662 subpart B (§§662.200 through 662.280))
	C Jobs for Veterans Act of 2002, P.L. 107-288, §4215
	D Fair Labor Standards Act of 1938 (29U.S.C.201 et seq.)
	E Americans with Disabilities Act of 1990, as amended 2008 (P.L. 110-325)
	F Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107)
	G Age in Discrimination in Employment Act of 1967 (P. L. No. 90-202)
	H Drug Free Workplace Act of 1988
I Rehabilitation Act of 1973 (§ 504)	

4300 - Mature Worker Services (Service Code: MWP)	
4303 - Operational Procedures for Recruitment	
4303.1	Contracted providers may provide services to individuals age 50 years of age and older. Recruitment efforts should target individuals who are 60+ years of age, minorities, limited English speakers, Native Americans, displaced homemakers, or who have the greatest economic need in proportion to their numbers in the service area.
4303.2	Develop methods of recruitment that assure that the maximum number of individuals have an opportunity to receive services as offered by each region. Recruitment and outreach efforts are to include but not be limited to retirement communities, faith-based communities and entities and other areas where mature workers reside or congregate.
4303.3	Recruitment efforts are to be coordinated with the local Workforce Investment Act One-Stop Delivery System in the recruitment and selection of eligible individuals.
4303.4	Recruitment efforts are to include employers in the community in order to provide for both paid and unpaid employment opportunities.

4300 - Mature Worker Services (Service Code: MWP)	
4304 - Operational Procedures for Participation	
4304.1	In order to participate in MWP activities, the following criteria must be met:
	A An individual receiving services with Older American Act funds, must be 60 years of age or older. Individuals younger than 60 years of age may be provided services with funds from other appropriate sources; and
	B Eligible to work.
4304.2	There is no minimum or maximum amount of time an individual or employer may participate in MWP activities.
4304.3	All individuals who are identified as job-ready are to be referred to the Arizona Workforce Connection career center in their community for registration into the statewide automated One-Stop system.
4304.4	Notwithstanding any job readiness developed and delivered by the contracted provider, all individuals participating in MWP in need of job readiness training are to be referred to the Arizona Workforce Connection career center in their community for eligibility determination into Workforce Investment Act funded training programs.

4300 - Mature Worker Services (Service Code: MWP)			
4305 - Operational Procedures for Provision of Individual Services			
4305.1	The applicant shall be provided an overview of available services. Services may be directly provided by:		
	A	The contracted provider	
	B	Arizona Workforce Connection career centers	
	C	Community Colleges	
	D	Other community organizations that can provide this service	
4305.2	Priority for services shall be provided to individuals who:		
	A	are 60 years of age or older; or	
	B	1	are veterans or qualifying spouses of veterans
		2	have limited English proficiency or low literacy skills
		3	reside in a rural area
		4	have a disability
		5	are unemployed
6		are homeless or at risk of homelessness	
4305.3	At a minimum, information regarding individuals seeking MWP services shall be collected and submitted on the MWP Report as defined in Section 1600 of the Division of Aging and Adult Services Policy Manual.		
	A	Age (identified as < or > than age 60)	
	B	Education level (last level completed)	
	C	Work Preference:	
		1	Paid Full time
		2	Paid Part Time
		3	Unpaid (Volunteer)
		4	Industry/occupation
	D	A statement indicating they are eligible to work in the United States. (A completed I-9 Employment Eligibility Verification will be used for verification of eligibility)	
E	Veteran Status.		
4305.4	Fingerprinting and background checks will be the responsibility of the hiring employer.		
4305.5	Level of service will be based on availability of funds.		
4305.6	A formal referral process to the Arizona Workforce Connection service delivery entity in the service delivery area will be developed by the contracted provider.		
4305.7	All reasonable attempts should be made to set a specific time and date for a referral appointment.		

4300 - Mature Worker Services (Service Code: MWP)

4305 - Operational Procedures for Provision of Individual Services (continued)

4305.8	If the contracted provider is to deliver direct MWP services, assessments must be completed on each participant upon enrollment.			
	A	The assessment shall be in consultation with the individual and must consider the following:		
		1	The individual's strengths and barriers to employment.	
		2	The individual's preference of occupational category, work history, skill gaps, talents, aptitudes, physical capabilities.	
		3	Need for supportive services.	
		4	Training needed to overcome barriers and the potential for performing community service training assignment duties.	
	5	Potential for obtaining employment.		
	B	Career and occupational skill assessments are to be used to assist in determining the most suitable employment goal.		
	C	The Employment Plan may be developed by an Arizona Workforce Connection or other professional career counselor and should include but not be limited to the following elements:		
		1	A	Employment goal
			B	Supportive services
			C	Occupational assessment
			D	In-service training
E			Adult Basic Education	
F			Job skills/readiness training	
G			Job search training	
H	Job search			
D	Assessments and all communications with the individual are to be documented in the case notes of the participant's file. Participant files may be maintained in either hard copy or electronically.			
E	Should the participant refuse to complete activities consistent with his/her Employment Plan, the participant may be terminated and/or refused services.			

4300 - Mature Worker Services (Service Code: MWP)

4306 - Operational Procedures for MWP Program Services - Employers

4306.1	The MWP provides awareness, appreciation and employment opportunities for mature workers. It assists employers by offering the following services:	
	A	Initiate and facilitate information sharing and network opportunities for local businesses, workforce development providers and aging network members.
	B	Make presentations to employers on the benefits of hiring mature workers.
	C	At the request of employers and workforce development providers, provide technical assistance on mature worker related issues including the recruitment, retention and hiring of mature workers.
	D	Assists in the recruitment of mature workers for available paid and unpaid employment opportunities.

4300 - Mature Worker Services (Service Code: MWP)	
4307 - Operational Procedures for Grievances	
4307.1	A copy of the grievance procedures is to be given to all new participants.
4307.2	The participant may grieve for the following reasons: service denial and termination.
4307.3	The written grievance shall first be presented to the MWP Supervisor. The Supervisor shall schedule an informal meeting(s) with the participant within 14 calendar days of the grievance.
	A If the grievance can be resolved during this meeting, the MWP Supervisor shall provide written documentation of the resolution and submit the documentation to the participant. This documentation becomes a part of the participant's file.
	B If the grievance cannot be resolved during this meeting, the MWP Supervisor shall schedule a meeting with the program director within 14 calendar days following the informal meeting with the MWP Supervisor and the participant.
4307.4	The meeting shall consist of the following process to resolve the issue(s) during the meeting with the program director, MWP Staff Supervisor, and participant:
	A The program director shall facilitate the meeting and render a decision in writing within 14 calendar days following the scheduled meeting. The decision, including the justification for the decision shall be submitted in writing to the participant. A copy shall be maintained in the participant file. The participant has the right to request an administrative review of the program director's decision by the Division of Aging and Adult Services Assistant Director or designee in accordance with Arizona Administrative Code R6-8-105 - Administrative Review Procedures. The Division's decision is final.

4300 - Mature Worker Services (Service Code: MWP)		
4308 - Operational Procedures for Case File Documentation		
4308.1	Participant files must be maintained in accordance with the requirements for confidentiality outlined in the Division of Aging and Adult Services Policy and Procedures Manual Chapter 1000, Section 1900.	
	A All information regarding the individual and their families that is obtained through program forms, interviews, assessments, evaluations, and other related activities, is confidential.	
	B Confidential information may not be revealed to any source without the permission of the individual or the program participant.	
	C Such information should only be divulged as necessary for purposes related to the performance or evaluation of the project and only to persons having official responsibilities to the extent necessary for proper administration of the program.	
	D	Case Notes should include at a minimum the following:
		1 Assessment results
		2 Supportive service referrals
3 Counseling reports		
4 Employment Plan		
5 Job development efforts made and the results of the efforts.		
4308.2	Case notes may be kept in electronic format.	

4300 - Mature Worker Services (Service Code: MWP)	
4309 - Operational Procedures for Storage of Confidential Information and Record Retention	
4309.1	The MWP staff shall ensure the confidentiality of participant information. Confidential information shall be maintained in locked files. If electronic records are utilized, confidential information must be secured.
4309.2	The MWP staff and host agencies shall retain all participant data and other records relating to the Program for a period of five years after termination.
4309.3	If documentation is missing, reasonable steps must be taken to recreate the required information. If documents are recreated, case notes should be documented in detail to identify action taken.

4300 - Mature Worker Services (Service Code: MWP)	
4310 - Operational Procedures for Programmatic Reporting and Performance	
4310.1	The MWP staff shall ensure data is collected for MWP services for its respective service area. Unless otherwise approved by the Division of Aging and Adult Services, MWP will utilize the reporting forms listed in Section 1600 of this policy manual.
4310.2	Indicators of performance are measured by the following:
	The number of job seekers receiving the following services:
	1 Recruitment
	2 Assessment
	3 Skill Development
	4 Employment plans developed
	5 Placement into paid and unpaid employment
	The number of employers receiving the following services:
	1 Collaborations formed between the Aging Service provider network and the business community
2 Presentations provided and/or facilitated regarding mature worker topics	
3 Technical assistance on mature worker related topics	

**Other Funds
for SFY-2011**

This ALERT applies to Area Agency on Aging, Region One, Inc and is being provided to non-participating regions as information only.

The Division of Aging and Adult Services (DAAS) received an award from the Administration on Aging (AoA) for the Arizona Next Generation Performance Outcome Measurement Project (POMP). The Next Generation POMP award totals \$57,904 and covers the budget period August 1, 2010 through July 31, 2011. The collaborative POMP effort between the DAAS, Area Agency on Aging Region One, Inc (AAA, Region One) and its contracted provider is known as AzPOMS. Next Generation POMP is in year three of the project period that began September 30, 2008 and extends through July 31, 2011. The project will build on the work of previous POMP studies to continue to enhance performance measurement capability throughout the Aging Network.

In year one, component parts that will make up the POMP TO GO toolkit were assigned to grantees to develop and submit for review; the longitudinal study workgroup began designing a methodology to interview service recipients before commencement of services and then compare the results to survey responses at later points in time; the predictive modeling study workgroup identified key variables from earlier POMP surveys that have value as predictors of nursing home placement.

The second year of the grant continued the development and preparation of the POMP TO GO toolkit. The toolkit will teach new users how to implement POMP surveys and understand what to do with the results. Included in the toolkit will be previously developed POMP performance instruments as well as more sophisticated methodologies developed by POMP grantees. The longitudinal study incorporated predictive modeling recommendations to develop survey instruments for Cluster One services and a Caregiver component. Lastly, the predictive modeling study using key variables that have value as predictors of nursing home placement was further developed.

In the third year, the POMP TO GO toolkit will be finalized. Longitudinal/predictive survey instruments for Cluster One and a Caregiver component will be finalized along with a protocol for administering them. A specific strategy for cross-validating a generic model of nursing home predictors will be developed and incorporated into the longitudinal/predictive study.

An allocation of \$53,440 is being made to AAA, Region One, Inc.

AzPOMS requires a 25% non-federal in-kind/cash match for the funding based on the following formula:

$$\frac{(\text{AzPOMS funds allocated}) \times (.25)}{(.75)}$$

Service code IA2 is to be used for Next Generation POMP.

Progress reports shall be submitted bi-monthly to DAAS through AAA, Region One, Inc by its



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**Other Funds
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subcontractor for the most recent reporting period. Due dates for progress reports are on or before the 5th day of the following months: October, December, February, April, June, and August. Reporting categories include activities, accomplishments, barriers, dissemination activities, technical assistance requested, and program successes/difficulties.

AAA, Region One, Inc and/or its contracted provider shall continue to collaborate with national POMP workgroup members made up of other POMP grantees, the AoA, and its technical contractor. At least one representative from AAA, Region One, Inc and one representative from its contracted provider shall attend the annual AoA POMP Training Conference in Washington, D.C.

Should [you have questions](#) regarding the allocations, please contact John Kinkel at 602-364-1974 or jkinkel@azdes.gov .

**Other Funds
for SFY-2011**

The Division of Aging and Adult Services received grant awards for the 2010 Medicare Improvements for Patients and Providers Act (MIPPA) for Beneficiary Outreach and Assistance from the Centers for Medicare and Medicaid Services (CMS) and the Administration on Aging (AoA) in the amount of \$739,122 for the period of October 1, 2010 – September 30, 2012. The 2010 MIPPA grant will enable the State Health Insurance Assistance Program (SHIP), Area Agencies on Aging (AAAs), and Aging and Disability Resource Centers (ADRCs) to continue to provide outreach and enrollment assistance with Limited Income Subsidy (LIS), Medicare Savings Program (MSP), and Medicare Part D to Arizona beneficiaries.

A base allocation of \$8,000 for SHIP/AAA is to be used to conduct four outreach events and at least two enrollment events in each planning and service area that will assist beneficiaries with enrollment in LIS, MSP and Medicare Part D. A base allocation of \$8,000 for ADRC is provided to AAAs having an AZLinks designation within their planning and service area and is to be used to work with the AZLinks partners to conduct an additional four outreach activities and host at least an additional two enrollment events in each region that will assist beneficiaries with enrollment in LIS, MSP and Medicare Part D. AAAs will be reimbursed a rate of \$1000 per outreach event and \$2000 per enrollment event.

The following service codes are to be used in AIMS for MIPPA:

- MS1 – SHIP/AAA Outreach
- MS2 – SHIP/AAA Enrollment
- MS5 – SHIP/AAA Applications
- AS1 – ADRC Outreach
- AS2 – ADRC Enrollment
- AS5 – ADRC Applications

Allocations are based on the percentage of possible eligible LIS beneficiaries as provided by CMS. **The reimbursement for this project will follow the same process as the 2009 MIPPA grant.**

The 2010 MIPPA grant allocations are being made to the following AAAs for SFY 2011:

	SHIP/AAA Base	ADRC Base	Maximum Application Reimbursement	Total Allocation
Region 1	\$ 8,000	\$8,000	\$ 48,100	\$64,100
Region 2	\$ 8,000	\$8,000	\$ 16,650	\$32,650
Region 3	\$ 8,000	\$8,000	\$ 5,800	\$21,800
Region 4	\$ 8,000	\$8,000	\$ 14,200	\$30,200
Region 5	\$ 8,000	\$8,000	\$ 11,200	\$27,200
Region 6	\$ 8,000	0	\$ 3,300	\$11,300
Region 7	\$ 8,000	0	\$ 3,300	\$11,300
Region 8	\$ 8,000	0	\$ 3,300	\$11,300
Total	\$64,000	\$40,000	\$105,850	\$209,850

The target number of applications established for each AAA is identified in the table below based on the following categories: SHIP/AAA and ADRC (if applicable). AAAs will be reimbursed a rate of \$50 per completed LIS and/or MSP application.

**Other Funds
for SFY-2011**

Number of targeted applications per region:

	SHIP/AAA Target	ADRC Target	Total Number of Targeted Applications
Region I	782	180	962
Region II	258	75	333
Region III	76	40	116
Region IV	219	65	284
Region V	137	87	224
Region VI	66	0	66
Region VII	66	0	66
Region VIII	66	0	66
Total	1670	447	2117

Emphasis for the MIPPA grant term will focus on the following activities:

- 1) Expand the statewide and local coalitions to focus on intensified outreach activities, which will help beneficiaries, understand and apply for Medicare benefits.
- 2) Enroll 2117 new beneficiaries statewide.
- 3) Conduct at least four outreach events for AAA/SHIP in each planning and service area and four outreach events for AAAs that have an AZLinks designation within their planning and service area. For the purposes of this grant the following outreach events must be conducted that:
 - a) **Provide outreach in partnership with Home-Delivered Meals (OAA and privately funded), programs supporting grandparents raising grandchildren, and school events wherein children will receive information regarding Medicare Part D, LIS, MSP, and health and wellness for older adults in their families who may be Medicare beneficiaries.**
- 4) Implement at least two enrollment events for AAA/SHIP in each planning and service area and two enrollment events for AAAs that have an AZLinks designation within their planning and service area.
- 5) Submit collaborative partnership activities and outcomes with monthly SHIP/SMP report.
- 6) Participate in monthly conference calls.
- 8) Any materials, systems or other items developed, refined or enhanced under the grant award will be delivered to the AoA and CMS upon request.
- 9) All new publications funded solely or in part by the 2010 MIPPA grant shall include the expressed acknowledgement, "This publication has been created or produced by Arizona with financial assistance, in whole or in part, through a grant from the AoA and the CMS. These contents do not necessarily represent the policy of the U.S. Department of Health and Human Services and the grantee should not assume endorsement by the Federal Government."
- 10) All SHIPs are required to use the SHIP logo and tagline on all publications.

Monthly reporting requirements apply and must be submitted to DAAS by the 20th of the following month:

- Copies of the completed Public and Media Activity forms (PAMs) indicating trainings held for LIS, MSP and/or Part D.
- Submit copies of client contact forms **OR** an enrollment list that includes applicant's name, date, type of application and telephone number on a monthly basis to DAAS.

Should you have any questions regarding the allocation, please contact Ada Leach at 602-542-6439 or via email at aleach@azdes.gov.

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CONTRACT OBLIGATION FOR SFY 2011

REGION 1	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 562,353.00	\$ 562,353.00	\$ -	\$ 562,353.00
2. OAA ADMIN. III C-1	\$ -	\$ 820,343.00	\$ 829,021.00	\$ -	\$ 829,021.00
3. OAA ADMIN. III-E	\$ -	\$ 149,755.00	\$ 150,729.00	\$ -	\$ 150,729.00
4. SSBG ADMIN.	\$ -	\$ 187,137.00	\$ 187,137.00	\$ -	\$ 187,137.00
5. TITLE III-B	\$ 359,033.00	\$ 3,289,895.00	\$ 3,681,601.00	\$ -	\$ 3,681,601.00
6. TITLE III-C1	\$ 93,585.00	\$ 2,580,984.00	\$ 2,701,145.00	\$ -	\$ 2,701,145.00
7. TITLE III-C2	\$ 96,403.00	\$ 2,025,110.00	\$ 2,134,739.00	\$ -	\$ 2,134,739.00
8. TITLE III-D	\$ 104,527.00	\$ 178,368.00	\$ 282,895.00	\$ -	\$ 282,895.00
9. TITLE III-E CAREGIVER	\$ 218,416.00	\$ 1,253,855.00	\$ 1,480,454.00	\$ -	\$ 1,480,454.00
10. NSIP	\$ -	\$ 732,107.00	\$ 737,864.00	\$ -	\$ 737,864.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 31,984.00	\$ 31,984.00	\$ -	\$ 31,984.00
12. TITLE VII FED. OMB	\$ 11,005.00	\$ 144,160.00	\$ 155,165.00	\$ -	\$ 155,165.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 4,414,737.00	\$ 4,414,737.00	\$ -	\$ 4,414,737.00
14. STATE OMBUDSMAN	\$ -	\$ 395,301.00	\$ 395,301.00	\$ -	\$ 395,301.00
15. STATE RESPITE	\$ -	\$ 251,137.00	\$ 251,137.00	\$ -	\$ 251,137.00
16. SSBG (SERVICES)	\$ -	\$ 1,770,537.00	\$ 1,746,112.00	\$ 742,929.00	\$ 2,489,041.00
17. S.H.I.P.	\$ -	\$ 217,518.00	\$ 217,518.00	\$ -	\$ 217,518.00
18. SENIOR PATROL	\$ -	\$ 16,103.00	\$ 16,103.00	\$ -	\$ 16,103.00
19. AZPOMS	\$ 5,106.00	\$ -	\$ 58,546.00	\$ -	\$ 58,546.00
20. REFUGEE	\$ -	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 70,000.00
21. ENHANCEFITNESS	\$ -	\$ -	\$ 33,000.00	\$ -	\$ 33,000.00
22. TITLE III-C1 ADMIN. STIMULUS	\$ -	\$ -	\$ -	\$ -	\$ -
23. MIPPA	\$ -	\$ -	\$ 129,200.00	\$ -	\$ 129,200.00
24. ALZHEIMER'S CAREPRO	\$ 75,000.00	\$ 292,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
25. SCSEP (TITLE V)	\$ 19,528.85	\$ 779,170.00	\$ 1,047,697.85	\$ -	\$ 1,047,697.85
26. SCSEP2	\$ 343,679.00	\$ -	\$ 356,287.00	\$ -	\$ 356,287.00
27. LIFESPAN RESPITE	\$ -	\$ -	\$ 75,250.00	\$ -	\$ 75,250.00
28. ADCRC CARE TRANSITION	\$ 36,562.00	\$ -	\$ 36,562.00	\$ -	\$ 36,562.00
TOTAL	\$ 1,362,844.85	\$20,162,554.00	\$ 21,857,537.85	\$ 742,929.00	\$ 22,600,466.85

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

REGION 2	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 254,036.00	\$ 254,036.00	\$ -	\$ 254,036.00
2. OAA ADMIN. III C-1	\$ -	\$ 316,286.00	\$ 319,211.00	\$ -	\$ 319,211.00
3. OAA ADMIN. III-E	\$ -	\$ 50,477.00	\$ 50,806.00	\$ -	\$ 50,806.00
4. SSBG ADMIN.	\$ -	\$ 5,594.00	\$ 5,594.00	\$ -	\$ 5,594.00
5. TITLE III-B	\$ 99,064.00	\$ 1,160,858.00	\$ 1,271,300.00	\$ -	\$ 1,271,300.00
6. TITLE III-C1	\$ 165,498.00	\$ 915,329.00	\$ 1,090,081.00	\$ -	\$ 1,090,081.00
7. TITLE III-C2	\$ 165,356.00	\$ 708,346.00	\$ 878,308.00	\$ -	\$ 878,308.00
8. TITLE III-D	\$ 27,279.00	\$ 62,118.00	\$ 89,397.00	\$ -	\$ 89,397.00
9. TITLE III-E CAREGIVER	\$ 65,298.00	\$ 436,663.00	\$ 504,811.00	\$ -	\$ 504,811.00
10. NSIP	\$ -	\$ 232,537.00	\$ 234,367.00	\$ -	\$ 234,367.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 11,139.00	\$ 11,139.00	\$ -	\$ 11,139.00
12. TITLE VII FED. OMB	\$ 6,920.00	\$ 50,205.00	\$ 57,125.00	\$ -	\$ 57,125.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 617,067.00	\$ 617,067.00	\$ -	\$ 617,067.00
14. STATE OMBUDSMAN	\$ -	\$ 197,057.00	\$ 197,057.00	\$ -	\$ 197,057.00
15. STATE RESPITE	\$ -	\$ 86,849.00	\$ 86,849.00	\$ -	\$ 86,849.00
16. SSBG (SERVICES)	\$ -	\$ 118,631.00	\$ 21,116.00	\$ -	\$ 21,116.00
17. S.H.I.P.	\$ 1,497.00	\$ 85,228.00	\$ 86,725.00	\$ -	\$ 86,725.00
18. SENIOR PATROL	\$ -	\$ 16,103.00	\$ 16,103.00	\$ -	\$ 16,103.00
19. REFUGEE	\$ -	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 34,000.00
20. DIRECT CARE CURRICULUM	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
21. TITLE III-C1 STIMULUS	\$ 43,384.10	\$ -	\$ 43,384.10	\$ -	\$ 43,384.10
22. TITLE III-C2 STIMULUS	\$ 12,667.75	\$ -	\$ 12,667.75	\$ -	\$ 12,667.75
23. MIPPA	\$ 7,500.00	\$ -	\$ 82,650.00	\$ -	\$ 82,650.00
24. SCSEP (TITLE V)	\$ 21,717.48	\$ 185,518.00	\$ 358,209.48	\$ -	\$ 358,209.48
25. SCSEP2	\$ 96,229.00	\$ -	\$ 108,837.00	\$ -	\$ 108,837.00
26. ALZHEIMER'S CAREPRO	\$ 36,905.00	\$ -	\$ 36,905.00	\$ -	\$ 36,905.00
27. ENHANCEFITNESS	\$ -	\$ -	\$ 40,000.00	\$ -	\$ 40,000.00
28. ADCRC CARE TRANSITION	\$ 26,573.00	\$ -	\$ 26,573.00	\$ -	\$ 26,573.00
TOTAL	\$ 775,888.33	\$ 5,584,041.00	\$ 6,574,318.33	\$ -	\$ 6,574,318.33

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

REGION 3	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 109,116.00	\$ 109,116.00	\$ -	\$ 109,116.00
2. OAA ADMIN. III C-1	\$ -	\$ 169,889.00	\$ 171,143.00	\$ -	\$ 171,143.00
3. OAA ADMIN. III-E	\$ -	\$ 21,643.00	\$ 21,784.00	\$ -	\$ 21,784.00
4. SSBG ADMIN.	\$ -	\$ 28,276.00	\$ 28,276.00	\$ -	\$ 28,276.00
5. TITLE III-B	\$ 106,179.00	\$ 628,914.00	\$ 741,130.00	\$ -	\$ 741,130.00
6. TITLE III-C1	\$ 43,895.00	\$ 499,826.00	\$ 548,631.00	\$ -	\$ 548,631.00
7. TITLE III-C2	\$ 16,018.00	\$ 378,454.00	\$ 396,916.00	\$ -	\$ 396,916.00
8. TITLE III-D	\$ 1,744.00	\$ 32,955.00	\$ 34,699.00	\$ -	\$ 34,699.00
9. TITLE III-E CAREGIVER	\$ 58,019.00	\$ 231,656.00	\$ 291,187.00	\$ -	\$ 291,187.00
10. NSIP	\$ -	\$ 287,612.00	\$ 289,874.00	\$ -	\$ 289,874.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 5,909.00	\$ 5,909.00	\$ -	\$ 5,909.00
12. TITLE VII FED. OMB	\$ -	\$ 26,634.00	\$ 26,634.00	\$ -	\$ 26,634.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 901,462.00	\$ 901,462.00	\$ -	\$ 901,462.00
14. STATE OMBUDSMAN	\$ -	\$ 46,376.00	\$ 46,376.00	\$ -	\$ 46,376.00
15. STATE RESPITE	\$ -	\$ 34,204.00	\$ 34,204.00	\$ -	\$ 34,204.00
16. SSBG (SERVICES)	\$ -	\$ 425,706.00	\$ 411,208.00	\$ 137,260.00	\$ 548,468.00
17. S.H.I.P.	\$ 663.00	\$ 53,904.00	\$ 54,567.00	\$ -	\$ 54,567.00
18. SENIOR PATROL	\$ 2,999.00	\$ 16,103.00	\$ 19,102.00	\$ -	\$ 19,102.00
19. AZPOMS	\$ -	\$ -	\$ -	\$ -	\$ -
20. TITLE III-C1 STIMULUS	\$ 1,965.00	\$ -	\$ 1,965.00	\$ -	\$ 1,965.00
21. TITLE III-C1 ADMIN. STIMULUS	\$ 2,929.49	\$ -	\$ 2,929.49	\$ -	\$ 2,929.49
22. TITLE III-C2 STIMULUS	\$ 36.00	\$ -	\$ 36.00	\$ -	\$ 36.00
23. MIPPA	\$ 9,800.00	\$ -	\$ 48,400.00	\$ -	\$ 48,400.00
24. SCSEP (TITLE V)	\$ 16,486.00	\$ 213,344.00	\$ 315,590.00	\$ -	\$ 315,590.00
25. ALZHEIMER'S CAREPRO	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
26. ENHANCEFITNESS	\$ -	\$ -	\$ 37,000.00	\$ -	\$ 37,000.00
TOTAL	\$ 285,733.49	\$ 4,111,983.00	\$ 4,563,138.49	\$ 137,260.00	\$ 4,700,398.49

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

REGION 4	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 105,089.00	\$ 105,089.00	\$ -	\$ 105,089.00
2. OAA ADMIN. III C-1	\$ -	\$ 194,750.00	\$ 196,287.00	\$ -	\$ 196,287.00
3. OAA ADMIN. III-E	\$ -	\$ 26,540.00	\$ 26,712.00	\$ -	\$ 26,712.00
4. SSBG ADMIN.	\$ -	\$ 35,653.00	\$ 35,653.00	\$ -	\$ 35,653.00
5. TITLE III-B	\$ 189,839.00	\$ 686,906.00	\$ 883,374.00	\$ -	\$ 883,374.00
6. TITLE III-C1	\$ 19,084.00	\$ 544,835.00	\$ 569,310.00	\$ -	\$ 569,310.00
7. TITLE III-C2	\$ 136,440.00	\$ 414,809.00	\$ 553,932.00	\$ -	\$ 553,932.00
8. TITLE III-D	\$ 10,898.00	\$ 36,185.00	\$ 47,083.00	\$ -	\$ 47,083.00
9. TITLE III-E CAREGIVER	\$ 62,367.00	\$ 254,367.00	\$ 318,394.00	\$ -	\$ 318,394.00
10. NSIP	\$ -	\$ 182,877.00	\$ 184,316.00	\$ -	\$ 184,316.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 6,489.00	\$ 6,489.00	\$ -	\$ 6,489.00
12. TITLE VII FED. OMB	\$ -	\$ 29,246.00	\$ 29,246.00	\$ -	\$ 29,246.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 867,960.00	\$ 867,960.00	\$ -	\$ 867,960.00
14. STATE OMBUDSMAN	\$ -	\$ 43,095.00	\$ 43,095.00	\$ -	\$ 43,095.00
15. STATE RESPITE	\$ -	\$ 34,743.00	\$ 34,743.00	\$ -	\$ 34,743.00
16. SSBG (SERVICES)	\$ -	\$ 400,835.00	\$ 400,835.00	\$ 150,716.00	\$ 551,551.00
17. S.H.I.P.	\$ -	\$ 54,391.00	\$ 54,391.00	\$ -	\$ 54,391.00
18. SENIOR PATROL	\$ 16,103.00	\$ 16,103.00	\$ 32,206.00	\$ -	\$ 32,206.00
19. AZPOMS	\$ -	\$ -	\$ -	\$ -	\$ -
20. TITLE III-C1 STIMULUS	\$ 3,263.37	\$ -	\$ 3,263.37	\$ -	\$ 3,263.37
21. TITLE III-C1 ADMIN. STIMULUS	\$ -	\$ -	\$ -	\$ -	\$ -
22. TITLE III-C2 STIMULUS	\$ 17,625.92	\$ -	\$ 17,625.92	\$ -	\$ 17,625.92
23. MIPPA	\$ 1,000.00	\$ -	\$ 65,800.00	\$ -	\$ 65,800.00
24. ALZHEIMER'S CAREPRO	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
25. ADRC CARE TRANSITION	\$ 36,562.00	\$ -	\$ 36,562.00	\$ -	\$ 36,562.00
TOTAL	\$ 518,182.29	\$ 3,959,873.00	\$ 4,537,366.29	\$ 150,716.00	\$ 4,688,082.29

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CONTRACT OBLIGATION FOR SFY 2011

REGION 5	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 88,096.00	\$ 88,096.00	\$ -	\$ 88,096.00
2. OAA ADMIN. III C-1	\$ -	\$ 144,896.00	\$ 145,865.00	\$ -	\$ 145,865.00
3. OAA ADMIN. III-E	\$ -	\$ 16,721.00	\$ 16,830.00	\$ -	\$ 16,830.00
4. SSBG ADMIN.	\$ -	\$ 26,388.00	\$ 26,388.00	\$ -	\$ 26,388.00
5. TITLE III-B	\$ 151,738.00	\$ 465,044.00	\$ 621,194.00	\$ -	\$ 621,194.00
6. TITLE III-C1	\$ 67,262.00	\$ 371,173.00	\$ 442,024.00	\$ -	\$ 442,024.00
7. TITLE III-C2	\$ 54,939.00	\$ 277,709.00	\$ 334,433.00	\$ -	\$ 334,433.00
8. TITLE III-D	\$ 1,889.00	\$ 24,086.00	\$ 25,975.00	\$ -	\$ 25,975.00
9. TITLE III-E CAREGIVER	\$ 41,370.00	\$ 169,318.00	\$ 211,793.00	\$ -	\$ 211,793.00
10. NSIP	\$ -	\$ 141,735.00	\$ 142,850.00	\$ -	\$ 142,850.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 4,319.00	\$ 4,319.00	\$ -	\$ 4,319.00
12. TITLE VII FED. OMB	\$ -	\$ 19,467.00	\$ 19,467.00	\$ -	\$ 19,467.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 733,085.00	\$ 733,085.00	\$ -	\$ 733,085.00
14. STATE OMBUDSMAN	\$ -	\$ 37,080.00	\$ 37,080.00	\$ -	\$ 37,080.00
15. STATE RESPITE	\$ -	\$ 22,695.00	\$ 22,695.00	\$ -	\$ 22,695.00
16. SSBG (SERVICES)	\$ -	\$ 237,487.00	\$ 237,487.00	\$ 100,323.00	\$ 337,810.00
17. S.H.I.P.	\$ -	\$ 44,880.00	\$ 44,880.00	\$ -	\$ 44,880.00
18. SENIOR PATROL	\$ -	\$ 16,103.00	\$ 16,103.00	\$ -	\$ 16,103.00
19. AZPOMS	\$ -	\$ -	\$ -	\$ -	\$ -
20. DIRECT CARE CURRICULUM	\$ -	\$ -	\$ -	\$ -	\$ -
21. TITLE III-C1 STIMULUS	\$ 14,781.18	\$ -	\$ 14,781.18	\$ -	\$ 14,781.18
22. TITLE III-C2 STIMULUS	\$ 10,506.94	\$ -	\$ 10,506.94	\$ -	\$ 10,506.94
23. MIPPA	\$ -	\$ -	\$ 63,900.00	\$ -	\$ 63,900.00
24. SCSEP (TITLE V)	\$ 26,665.75	\$ 139,136.00	\$ 250,992.75	\$ -	\$ 250,992.75
25. SCSEP2	\$ 96,229.00	\$ -	\$ 96,229.00	\$ -	\$ 96,229.00
26. ALZHEIMER'S CAREPRO	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
27. ADRC CARE TRANSITION	\$ 36,562.00	\$ -	\$ 36,562.00	\$ -	\$ 36,562.00
TOTAL	\$ 501,942.87	\$ 2,979,418.00	\$ 3,658,535.87	\$ 100,323.00	\$ 3,758,858.87

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

REGION 6	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 82,254.00	\$ 82,254.00	\$ -	\$ 82,254.00
2. OAA ADMIN. III C-1	\$ -	\$ 123,198.00	\$ 123,919.00	\$ -	\$ 123,919.00
3. OAA ADMIN. III-E	\$ -	\$ 12,447.00	\$ 12,528.00	\$ -	\$ 12,528.00
4. SSBG ADMIN.	\$ -	\$ 26,724.00	\$ 26,724.00	\$ -	\$ 26,724.00
5. TITLE III-B	\$ 66,177.00	\$ 366,537.00	\$ 436,142.00	\$ -	\$ 436,142.00
6. TITLE III-C1	\$ 16,946.00	\$ 294,053.00	\$ 313,787.00	\$ -	\$ 313,787.00
7. TITLE III-C2	\$ 3,866.00	\$ 216,855.00	\$ 222,109.00	\$ -	\$ 222,109.00
8. TITLE III-D	\$ 15,275.00	\$ 18,717.00	\$ 33,992.00	\$ -	\$ 33,992.00
9. TITLE III-E CAREGIVER	\$ 30,584.00	\$ 131,574.00	\$ 163,016.00	\$ -	\$ 163,016.00
10. NSIP	\$ -	\$ 95,201.00	\$ 95,950.00	\$ -	\$ 95,950.00
11. TITLE VII ELDER ABUSE	\$ 698.00	\$ 3,356.00	\$ 4,054.00	\$ -	\$ 4,054.00
12. TITLE VII FED. OMB	\$ 7,771.00	\$ 15,127.00	\$ 22,898.00	\$ -	\$ 22,898.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 685,455.00	\$ 685,455.00	\$ -	\$ 685,455.00
14. STATE OMBUDSMAN	\$ -	\$ 35,207.00	\$ 35,207.00	\$ -	\$ 35,207.00
15. STATE RESPITE	\$ -	\$ 19,628.00	\$ 19,628.00	\$ -	\$ 19,628.00
16. SSBG (SERVICES)	\$ -	\$ 350,488.00	\$ 350,488.00	\$ 77,959.00	\$ 428,447.00
17. S.H.I.P.	\$ 10,477.00	\$ 40,374.00	\$ 50,851.00	\$ -	\$ 50,851.00
18. SENIOR PATROL	\$ 2,388.00	\$ 16,103.00	\$ 18,491.00	\$ -	\$ 18,491.00
19. MIPPA	\$ -	\$ -	\$ 25,600.00	\$ -	\$ 25,600.00
20. TITLE III-C1 STIMULUS	\$ 11,510.00	\$ -	\$ 11,510.00	\$ -	\$ 11,510.00
21. TITLE III-C1 ADMIN. STIMULUS	\$ 6,593.00	\$ -	\$ 6,593.00	\$ -	\$ 6,593.00
22. TITLE III-C2 STIMULUS	\$ 3,273.00	\$ -	\$ 3,273.00	\$ -	\$ 3,273.00
23. ALZHEIMER'S CAREPRO	\$ 13,256.00	\$ -	\$ 13,256.00	\$ -	\$ 13,256.00
24. ENHANCEFITNESS	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
TOTAL	\$ 188,814.00	\$ 2,533,298.00	\$ 2,772,725.00	\$ 77,959.00	\$ 2,850,684.00

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

REGION 7	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 19,956.00	\$ 19,956.00	\$ -	\$ 19,956.00
2. OAA ADMIN. III C-1	\$ -	\$ 140,420.00	\$ 141,338.00	\$ -	\$ 141,338.00
3. OAA ADMIN. III-E	\$ -	\$ 15,839.00	\$ 15,942.00	\$ -	\$ 15,942.00
4. SSBG ADMIN.	\$ -	\$ -	\$ -	\$ -	\$ -
5. TITLE III-B	\$ -	\$ 444,708.00	\$ 448,629.00	\$ -	\$ 448,629.00
6. TITLE III-C1	\$ -	\$ 376,088.00	\$ 379,357.00	\$ -	\$ 379,357.00
7. TITLE III-C2	\$ -	\$ 264,674.00	\$ 266,259.00	\$ -	\$ 266,259.00
8. TITLE III-D	\$ -	\$ 23,065.00	\$ 23,065.00	\$ -	\$ 23,065.00
9. TITLE III-E CAREGIVER	\$ -	\$ 163,904.00	\$ 164,893.00	\$ -	\$ 164,893.00
10. NSIP	\$ -	\$ 409,119.00	\$ 534,466.00	\$ -	\$ 534,466.00
11. TITLE VII ELDER ABUSE	\$ -	\$ 4,322.00	\$ 4,322.00	\$ -	\$ 4,322.00
12. TITLE VII FED. OMB	\$ -	\$ 18,760.00	\$ 18,760.00	\$ -	\$ 18,760.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 143,230.00	\$ 143,230.00	\$ -	\$ 143,230.00
14. STATE OMBUDSMAN	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
15. STATE RESPITE	\$ -	\$ 6,372.00	\$ 6,372.00	\$ -	\$ 6,372.00
16. SSBG (SERVICES)	\$ -	\$ -	\$ -	\$ 84,254.00	\$ 84,254.00
17. S.H.I.P.	\$ -	\$ 32,713.00	\$ 32,713.00	\$ -	\$ 32,713.00
18. SENIOR PATROL	\$ -	\$ 16,103.00	\$ 16,103.00	\$ -	\$ 16,103.00
19. MIPPA	\$ -	\$ -	\$ 11,300.00	\$ -	\$ 11,300.00
20. AZPOMS	\$ -	\$ -	\$ -	\$ -	\$ -
21. TITLE III-C1 STIMULUS	\$ 61,185.00	\$ -	\$ 61,185.00	\$ -	\$ 61,185.00
22. TITLE III-C1 ADMIN. STIMULUS	\$ 9,463.00	\$ -	\$ 9,463.00	\$ -	\$ 9,463.00
23. TITLE III-C2 STIMULUS	\$ 37,270.00	\$ -	\$ 37,270.00	\$ -	\$ 37,270.00
TOTAL	\$ 107,918.00	\$ 2,109,273.00	\$ 2,364,623.00	\$ 84,254.00	\$ 2,448,877.00

DIVISION OF AGING & ADULT SERVICES						
CONTRACT OBLIGATION FOR SFY 2011						
REGION 8	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS	
1. STATE ADMIN.	\$ -	\$ 21,501.00	\$ 21,501.00	\$ -	\$ 21,501.00	
2. OAA ADMIN. III C-1	\$ -	\$ 178,384.00	\$ 179,735.00	\$ -	\$ 179,735.00	
3. OAA ADMIN. III-E	\$ -	\$ 23,317.00	\$ 23,468.00	\$ -	\$ 23,468.00	
4. SSBG ADMIN.	\$ -	\$ -	\$ -	\$ -	\$ -	
5. TITLE III-B	\$ 166,237.00	\$ 568,323.00	\$ 740,014.00	\$ -	\$ 740,014.00	
6. TITLE III-C1	\$ 89,564.00	\$ 451,680.00	\$ 545,681.00	\$ -	\$ 545,681.00	
7. TITLE III-C2	\$ 53,652.00	\$ 341,980.00	\$ 397,840.00	\$ -	\$ 397,840.00	
8. TITLE III-D	\$ 9,578.00	\$ 29,778.00	\$ 39,356.00	\$ -	\$ 39,356.00	
9. TITLE III-E CAREGIVER	\$ 46,981.00	\$ 209,326.00	\$ 257,673.00	\$ -	\$ 257,673.00	
10. NSIP	\$ -	\$ 92,373.00	\$ 145,220.00	\$ -	\$ 145,220.00	
11. TITLE VII ELDER ABUSE	\$ -	\$ 5,340.00	\$ 5,340.00	\$ -	\$ 5,340.00	
12. TITLE VII FED. OMB	\$ -	\$ 24,067.00	\$ 24,067.00	\$ -	\$ 24,067.00	
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 157,141.00	\$ 157,141.00	\$ -	\$ 157,141.00	
14. STATE OMBUDSMAN	\$ -	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00	
15. STATE RESPITE	\$ -	\$ 6,372.00	\$ 6,372.00	\$ -	\$ 6,372.00	
16. SSBG (SERVICES)	\$ -	\$ -	\$ -	\$ 124,029.00	\$ 124,029.00	
17. S.H.I.P.	\$ -	\$ 32,713.00	\$ 32,713.00	\$ -	\$ 32,713.00	
18. SENIOR PATROL	\$ 16,103.00	\$ 16,103.00	\$ 32,206.00	\$ -	\$ 32,206.00	
19. MIPPA	\$ -	\$ -	\$ 11,300.00	\$ -	\$ 11,300.00	
20. TITLE III-C1 STIMULUS	\$ -	\$ -	\$ -	\$ -	\$ -	
21. TITLE III-C1 ADMIN. STIMULUS	\$ -	\$ -	\$ -	\$ -	\$ -	
22. TITLE III-C2 STIMULUS	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 382,115.00	\$ 2,188,398.00	\$ 2,649,627.00	\$ 124,029.00	\$ 2,773,656.00	

DIVISION OF AGING & ADULT SERVICES						
CONTRACT OBLIGATION FOR SFY 2011						
REGION 9	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 ALERTS	INCREASE (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS	
1. STATE ADMIN.	\$ -	\$ -	\$ -	\$ -	\$ -	
2. OAA ADMIN. III C-1	\$ -	\$ -	\$ -	\$ -	\$ -	
3. OAA ADMIN. III-E	\$ -	\$ -	\$ -	\$ -	\$ -	
4. SSBG ADMIN.	\$ -	\$ -	\$ -	\$ -	\$ -	
5. TITLE III-B	\$ -	\$ -	\$ -	\$ -	\$ -	
6. TITLE III-C1	\$ -	\$ -	\$ -	\$ -	\$ -	
7. TITLE III-C2	\$ -	\$ -	\$ -	\$ -	\$ -	
8. TITLE III-D	\$ -	\$ -	\$ -	\$ -	\$ -	
9. TITLE III-E CAREGIVER	\$ -	\$ -	\$ -	\$ -	\$ -	
10. NSIP	\$ -	\$ -	\$ -	\$ -	\$ -	
11. TITLE VII ELDER ABUSE	\$ -	\$ -	\$ -	\$ -	\$ -	
12. TITLE VII FED. OMB	\$ -	\$ -	\$ -	\$ -	\$ -	
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 1,385,346.00	\$ 1,385,346.00	\$ -	\$ 1,385,346.00	
14. STATE OMBUDSMAN	\$ -	\$ -	\$ -	\$ -	\$ -	
15. STATE RESPITE	\$ -	\$ -	\$ -	\$ -	\$ -	
16. SSBG (SERVICES)	\$ -	\$ 1,118,877.00	\$ 1,230,623.00	\$ 258,730.00	\$ 1,489,353.00	
17. S.H.I.P.	\$ -	\$ -	\$ -	\$ -	\$ -	
18. SENIOR PATROL	\$ -	\$ -	\$ -	\$ -	\$ -	
19. AZPOMS	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ 2,504,223.00	\$ 2,615,969.00	\$ 258,730.00	\$ 2,874,699.00	

DIVISION OF AGING & ADULT SERVICES

CONTRACT OBLIGATION FOR SFY 2011

STATE TOTAL	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 AWARDS	INCREASE/ (DECREASE) SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
1. STATE ADMIN.	\$ -	\$ 1,242,401.00	\$ 1,242,401.00	\$ -	\$ 1,242,401.00
2. OAA ADMIN. III C-1	\$ -	\$ 2,088,166.00	\$ 2,106,519.00	\$ -	\$ 2,106,519.00
3. OAA ADMIN. III-E	\$ -	\$ 316,739.00	\$ 318,799.00	\$ -	\$ 318,799.00
4. SSBG ADMIN.	\$ -	\$ 309,772.00	\$ 309,772.00	\$ -	\$ 309,772.00
5. TITLE III-B	\$ 1,138,267.00	\$ 7,611,185.00	\$ 8,823,384.00	\$ -	\$ 8,823,384.00
6. TITLE III-C1	\$ 495,834.00	\$ 6,033,968.00	\$ 6,590,016.00	\$ -	\$ 6,590,016.00
7. TITLE III-C2	\$ 526,674.00	\$ 4,627,937.00	\$ 5,184,536.00	\$ -	\$ 5,184,536.00
8. TITLE III-D	\$ 171,190.00	\$ 405,272.00	\$ 576,462.00	\$ -	\$ 576,462.00
9. TITLE III-E CAREGIVER	\$ 523,035.00	\$ 2,850,663.00	\$ 3,392,221.00	\$ -	\$ 3,392,221.00
10. NSIP	\$ -	\$ 2,173,561.00	\$ 2,364,907.00	\$ -	\$ 2,364,907.00
11. TITLE VII ELDER ABUSE	\$ 698.00	\$ 72,858.00	\$ 73,556.00	\$ -	\$ 73,556.00
12. TITLE VII FED. OMB	\$ 25,696.00	\$ 327,666.00	\$ 353,362.00	\$ -	\$ 353,362.00
13. STATE IND. LIVING SUPPORTS	\$ -	\$ 9,905,483.00	\$ 9,905,483.00	\$ -	\$ 9,905,483.00
14. STATE OMBUDSMAN	\$ -	\$ 814,116.00	\$ 814,116.00	\$ -	\$ 814,116.00
15. STATE RESPITE	\$ -	\$ 462,000.00	\$ 462,000.00	\$ -	\$ 462,000.00
16. SSBG (SERVICES)	\$ -	\$ 4,422,561.00	\$ 4,397,869.00	\$ 1,676,200.00	\$ 6,074,069.00
17. S.H.I.P.	\$ 12,637.00	\$ 561,721.00	\$ 574,358.00	\$ -	\$ 574,358.00
18. SENIOR PATROL	\$ 37,593.00	\$ 128,824.00	\$ 166,417.00	\$ -	\$ 166,417.00
19. AZPOMS	\$ 5,106.00	\$ -	\$ 58,546.00	\$ -	\$ 58,546.00
20. REFUGEE	\$ -	\$ 104,000.00	\$ 104,000.00	\$ -	\$ 104,000.00
21. DIRECT CARE CURRICULUM	\$ -	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 40,000.00
22. TITLE III-C1 STIMULUS	\$ 136,088.65	\$ -	\$ 136,088.65	\$ -	\$ 136,088.65
23. TITLE III-C1 ADMIN. STIMULUS	\$ 18,985.49	\$ -	\$ 18,985.49	\$ -	\$ 18,985.49
24. TITLE III-C2 STIMULUS	\$ 81,379.61	\$ -	\$ 81,379.61	\$ -	\$ 81,379.61
25. ALZHEIMER'S CAREPRO	\$ 175,161.00	\$ 317,000.00	\$ 190,161.00	\$ -	\$ 190,161.00
26. SCSEP (TITLE V)	\$ 84,398.08	\$ 1,317,168.00	\$ 1,972,490.08	\$ -	\$ 1,972,490.08
27. SCSEP2	\$ 536,137.00	\$ -	\$ 561,353.00	\$ -	\$ 561,353.00
28. LIFESPAN RESPITE	\$ -	\$ -	\$ 75,250.00	\$ -	\$ 75,250.00
29. ENHANCEFITNESS	\$ -	\$ -	\$ 125,000.00	\$ -	\$ 125,000.00
30. ADRG CARE TRANSITION	\$ 136,259.00	\$ -	\$ 136,259.00	\$ -	\$ 136,259.00
31. MIPPA	\$ 18,300.00	\$ -	\$ 415,550.00	\$ -	\$ 438,150.00
TOTAL	\$ 4,123,438.83	\$ 46,133,061.00	\$ 51,571,240.83	\$ 1,676,200.00	\$ 53,270,040.83

**DIVISION OF AGING & ADULT SERVICES
CONTRACT OBLIGATION FOR SFY 2011**

	SFY 2010 CARRYOVER	INITIAL SFY 2011 ALERTS	TOTAL SFY 2011 AWARDS	REVISED SFY 2011 ALERTS	REVISED TOTAL SFY 2011 AWARDS
STATE TOTAL					
STATE ADMIN.	\$ -	\$ 1,242,401.00	\$ 1,242,401.00	\$ -	\$ 1,242,401.00
OLDER AMERICANS ACT	\$ 2,881,394.00	\$ 24,334,454.00	\$ 27,418,855.00	\$ -	\$ 27,418,855.00
OLDER AMERICANS STIMULUS	\$ 236,453.75	\$ -	\$ 236,453.75	\$ -	\$ 236,453.75
STATE (ILS, CB, RSP, OMB, DCC)	\$ -	\$ 11,221,599.00	\$ 11,221,599.00	\$ -	\$ 11,221,599.00
SSBG REGIONS 1-9	\$ -	\$ 4,732,333.00	\$ 4,707,641.00	\$ 1,676,200.00	\$ 6,383,841.00
S.H.I.P./SENIOR PATROL	\$ 50,230.00	\$ 690,545.00	\$ 740,775.00	\$ -	\$ 740,775.00
MIPPA	\$ 18,300.00	\$ -	\$ 415,550.00	\$ -	\$ 438,150.00
NSIP	\$ -	\$ 2,173,561.00	\$ 2,364,907.00	\$ -	\$ 2,364,907.00
LIFESPAN RESPITE	\$ -	\$ -	\$ 75,250.00	\$ -	\$ 75,250.00
ENHANCEFITNESS	\$ -	\$ -	\$ 125,000.00	\$ -	\$ 125,000.00
AZPOMS	\$ 5,106.00	\$ -	\$ 58,546.00	\$ -	\$ 58,546.00
REFUGEE	\$ -	\$ 104,000.00	\$ 104,000.00	\$ -	\$ 104,000.00
ALZHEIMER'S	\$ 175,161.00	\$ 317,000.00	\$ 190,161.00	\$ -	\$ 190,161.00
SCSEP TITLE V	\$ 620,535.08	\$ 1,317,168.00	\$ 2,533,843.08	\$ -	\$ 2,533,843.08
ADRC CARE TRANSITION	\$ 136,259.00	\$ -	\$ 136,259.00	\$ -	\$ 136,259.00
BELOW-THE-LINE SUBTOTAL	\$ 4,123,438.83	\$ 46,133,061.00	\$ 51,571,240.83	\$ 1,676,200.00	\$ 53,270,040.83
TOTAL	\$ 4,123,438.83	\$ 46,133,061.00	\$ 51,571,240.83	\$ 1,676,200.00	\$ 53,270,040.83

NOTE: The following list reflects the most recent ALERTS issued to support the amounts reflected:

ALERT	FUND SOURCE	DATE ISSUED
1. ALERT 11-1B	TITLE III/VII STIMULUS CARRYOVER FROM SFY 2010	8/31/2010
2. ALERT 11-1C	TITLE III/VII PLANNING LEVELS FOR SFY 2010	10/29/2010
3. ALERT 11-2B	SSBG ALLOCATIONS FOR SFY 2011	10/29/2010
4. ALERT 11-3	STATE ALLOCATION FOR SFY 2011	2/26/2010
5. ALERT 11-4	STATE OMBUDSMAN ALLOCATION FOR SFY 2011	2/26/2010
6. ALERT 11-5	SCSEP PLANNING LEVELS FOR SFY 2011	7/16/2010
7. ALERT 11-5C	SCSEP CARRYOVER FROM SFY 2010	10/29/2010
8. ALERT 11-6A	NSIP ALLOCATION FOR SFY 2011	10/29/2010
9. ALERT 11-7	SHIP & SENIOR PATROL ALLOCATIONS FOR SFY 2011	2/26/2010
10. ALERT 11-8	STATE RESPITE ALLOCATION FOR SFY 2011	2/26/2010
11. ALERT 11-11B	LIFESPAN RESPITE LEVELS FOR SFY 2011	4/16/2010
12. ALERT 11-11D	SCSEP2 PLANNING LEVELS FOR SFY 2011	5/12/2010
13. ALERT 11-11K	MIPPA	10/29/2010
14. ALERT 11-11H	ENHANCEFITNESS LEVELS FOR SFY 2011	8/31/2010
15. ALERT 11-11I	ALZHEIMER'S CAREPRO FOR SFY 2011	8/31/2010
16. ALERT 11-11F	ADRC CARE TRANSITION LEVELS FOR SFY 2011	7/16/2010
17. ALERT 11-11J	AZPOMS LEVELS FOR SFY 2011	10/29/2010