

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL DNPTTA
	DATE October 1, 2014

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 8-14

TO: Senior Community Service Employment Program Grantees
State Governors
State Workforce Administrators
State Workforce Liaisons
State and Local Workforce Board Executive Directors and Chairs

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Senior Community Service Employment Program State Plan Modifications

1. **Purpose.** The purpose of this Training and Employment Guidance Letter (TEGL) is to provide guidance to Senior Community Service Employment Program (SCSEP) grantees for modifying unified, integrated, and stand-alone State Plans that were approved in 2012.

2. **References.**

- Older Americans Act, as amended in 2006, Public Law 106-501 Section 503(a)(1)
- SCSEP Final Rule, 20 CFR 641.302-365 (September 10, 2010)
- State Integrated Workforce Plan Requirements for Workforce Investment Act Title I/Wagner-Peyser Act and Department of Labor Workforce Programs (OMB Circular No. 1205-0398)
- Planning Guidance for State Unified Plans and Unified Plan Modifications Submitted under Section 501 of the Workforce Investment Act (OMB No. 1205-0398)
- TEGL 21-11, Requirements for 2012 State Workforce Plans, March 27, 2012
- TEGL 03-14, Implementing a Job-Driven Workforce System

3. **Background.** In 2012, the Department of Labor, Employment and Training Administration (ETA) updated the requirements governing state planning for all agency-funded programs. ETA issued two sets of guidance, allowing states to submit integrated or unified plans. The *State Integrated Workforce Plan Requirements for Workforce Investment Act Title I/Wagner-Peyser Act and Department of Labor Workforce Programs* guidance was for states that submit Integrated Workforce Plans; and *Planning Guidance for State Unified Plans and Unified Plan Modifications Submitted under Section 501 of the Workforce Investment Act (WIA)* was for states that submitted a Unified Plan. SCSEP grantees had the option of submitting the SCSEP portion within either plan, as a separate standalone SCSEP plan or both.

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SCSEP regulations require that either the Governor or the highest state governmental official review and submit an update to the State Plan every 2 years (20 CFR 641.340(a)).

SCSEP grantees must make the modified plan available for public comment before submission (20 CFR 641.345(c)). The regulations allow but do not require the state to seek the advice and recommendations of involved individuals and organizations affected by changes to the plan (20 CFR 641.345(d)).

This TEGL describes modification requirements and submission instructions for the 2014 SCSEP State Plans as required under the Older Americans Act. The Workforce Innovations and Opportunities Act (WIOA) provisions are effective as of July 1, 2015, and do not impact the SCSEP State Plan modifications for 2014. ETA will issue regulations and guidance on the new Unified State Plans and Combined State Plans under WIOA in 2016.

The SCSEP state plans offer several opportunities to review how SCSEP grants align with and advance an integrated, effective, job-driven workforce system, as described in TEGL No. 3-14. SCSEP grant plans ask states to consider several of the features of a job-driven workforce system, including: strong partnerships to support the comprehensive service needs of SCSEP participants; enhanced business engagement to increase use of appropriate on-the-job experience and to increase placement into unsubsidized employment; and using SPARQ and other program data to inform strategic decisions on services offered and industries targeted, and for continuous improvement. Together, incorporating these elements into program planning and operations prepares SCSEP participants for self-sustaining employment and economic stability after program exit.

4. **Required Updates to SCSEP State Plans.** SCSEP State Plans cover planned activities for the next 4 years, and are updated every 2 years. This year, all states must modify their SCSEP State Plan to describe activities and services for 2014-2018. For State Plan Modification requirements, please see Attachment I. Modifications must address all of the following that are applicable:
- Changes in long-term industry or occupational outlook that affect employment opportunities for older workers (20 CFR 641.302(d)).
 - Changes in long-term employment projections that affect the types of unsubsidized jobs available for SCSEP participants, and the types of skill training they receive (20 CFR 641.302(d)).
 - Changes in current or projected employment opportunities in the state, and the types of skills possessed by eligible individuals (20 CFR 641.325(c)).
 - Changes in the localities served, or changes in the characteristics of the populations served by SCSEP (20 CFR 641.325 (d)).

- Changes in how SCSEP coordinates with other programs including the following:
 - 1) Planned actions to coordinate activities of SCSEP grantees with WIA Title I programs, including plans for using the WIA One-Stop delivery system and its partners to serve individuals aged 55 and older. (20 CFR 641.302(g), 641.325(e))
 - 2) Planned actions to coordinate SCSEP grantee activities with the state activities being carried out under the other titles of the Older Americans Act (20 CFR 641.302(h)).
 - 3) Planned actions to coordinate SCSEP with other private and public entities and programs that serve older Americans, such as community and faith-based organizations, transportation programs, and programs for those with special needs or disabilities (20 CFR 641.302(i)).
 - 4) Planned actions to coordinate SCSEP with other labor market and job training initiatives (20 CFR 641.302(j)).
 - 5) Actions to ensure that SCSEP is an active partner in the One-Stop delivery system and the steps the state will take to encourage and improve coordination with the One-Stop delivery system (20 CFR 641.335).

- Changes in the state’s long-term strategy for engaging employers to develop and promote opportunities to place SCSEP participants in unsubsidized employment (20 CFR 641.302(e)).

- Changes in any of the requirements listed in 20 CFR 641.345(b), such as changes in Federal law or policy that affect the state plan’s functions; changes in performance indicators, or organizational responsibilities; changes in grantee or grantee functions; or when the state has failed to meet performance goals and must submit a corrective action plan.

5. Public Comment and Submitting Modifications to the SCSEP Portions of State Plans.

Whether a state previously submitted the SCSEP plan as a standalone plan, as part of the Integrated Workforce Plan, or as part of a Unified Plan, states have options for updating their 2014 SCSEP State Plan. States can describe their updates in a separate document, or can alter the original document. The state grantee should follow established state procedures to solicit and collect public comments on the modified State Plan.

States should submit their State Plan modifications with “State Plan Modification” in the subject line to grants.scsepdocs@dol.gov on or before November 28, 2014. The Governor or the Governor’s designee submits the SCSEP State Plan. If the designee is submitting the plan, please attach a letter from the Governor naming his or her designee if you have not already provided ETA with a copy. Please send a copy to the appropriate Federal Project Officer (FPO) at the same time.

- 6. Inquiries.** Please direct questions to the appropriate regional Federal Project Officer, please see Attachment II for FPO list and contact information.

7. **Attachments.**

Attachment I: State Plan Modification Requirements

Attachment II: FPO List and Contact Information