

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI
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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 7-19

TO: SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)
GRANTEES
STATE GOVERNORS
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD EXECUTIVE
DIRECTORS AND CHAIRS

FROM: JOHN PALLASCH 
Assistant Secretary

SUBJECT: Senior Community Service Employment Program Four-Year State Plans

- 1. Purpose.** The purpose of this Training and Employment Guidance Letter (TEGL) is to provide Senior Community Service Employment Program (SCSEP) states, territories, and outlying areas with guidance for submission of four-year Stand-Alone State Plans, including the submission process and deadline for submission. Note that this guidance pertains only to states that are submitting a SCSEP Stand-Alone State Plan for Program Years (PY) 2020-2023. States that are including SCSEP as part of a Combined State Plan for 2020-2023 must refer to ETA guidance for submission of Unified and Combined State Plans under the Workforce Innovation and Opportunity Act (WIOA) for Program Years (PYs) 2020-2023 for instructions.
- 2. Action Requested.** The Governor or Governor's designee is required by statute to submit a SCSEP Four-Year State Plan (Older Americans Act Section 503(a) (OAA). If the designee submits the plan, the State Plan must include as an attachment a letter from the Governor naming the designee. States should send their SCSEP Stand-Alone Plan via email with "SCSEP Four-Year Plan" in the subject line to grants.scsepdocs@dol.gov, with a copy to their Federal Project Officer (FPO). To ensure approval prior to the start of the new program year on July 1, 2020, please submit SCSEP Stand-Alone Plans for PY 2020-23 no later than April 1, 2020. The Employment and Training Administration (ETA) will review and approve State Plans so that they are in effect by the beginning of the program year, July 1, 2020. For plans submitted after April 1, 2020, ETA will do its best to approve the plan prior to July 1, 2020. However, because plans submitted after April 1, 2020 may not give ETA sufficient time to review and approve the plans, the awarding of funds for those states could be delayed.

RESCISSIONS TEGL 16-15	EXPIRATION DATE Continuing
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3. **Summary and Background.** In order to receive SCSEP funds, the OAA requires the Governor of each State, or his or her designee, to submit a State Plan that includes a four-year strategy for the statewide provision of community service employment and other authorized activities for eligible individuals under the SCSEP. The Governor, or his or her designee, must also describe the planning and implementation process for SCSEP services in the State, taking into account the current relative distribution of eligible individuals and employment opportunities within the State (OAA Section 503(a) and SCSEP regulations at 20 CFR 641.300-365). The State Plan is intended to foster coordination among the various SCSEP grantees and sub-recipients operating with the State and to facilitate the efforts of stakeholders, including State and local boards under WIOA, to work collaboratively through a participatory process to accomplish the SCSEP's goals (20 CFR 641.300).

While this TEGL provides instructions for submitting a SCSEP Stand-Alone State Plan as an independent document, ETA encourages States to include SCSEP as part of a WIOA Combined State Plan to foster closer coordination with other WIOA core and non-core programs. To include SCSEP in a Combined State Plan, please refer to ETA guidance for submission of Unified and Combined State Plans under the Workforce Innovation and Opportunity Act (WIOA).

4. **Requirements for Submission of State Plans.**

- a. **Advice and Public Comment:** SCSEP State grantees must make the four-year State Plan available for public comment before submission. The Governor, or his or her designee, should follow established state procedures to solicit and collect public comments on the State Plan (20 CFR 641.350) and must seek the advice and recommendations of the following organizations and individuals with expertise in older workers issues (20 CFR 641.315):
- Representatives of the State and area agencies on aging;
 - State and local boards under WIOA;
 - Public and private nonprofit agencies and organizations providing employment services, including each grantee operating a SCSEP project within the State, except as provided under section 506(a)(3) of OAA and 20 CFR 641.320(b);
 - Social service organizations providing services to older individuals;
 - Grantees under Title III of OAA;
 - Affected communities;
 - Unemployed older individuals;
 - Community-based organizations serving older individuals;
 - Business organizations; and
 - Labor organizations.

The State Plan must describe the procedures used to obtain such advice and public comments, including the time line for ensuring an open and inclusive planning process (20 CFR 641.325(f)-(g)), as well as the public comments received and a summary of the comments (20 CFR 641.325(h)). National grantees also have

planning responsibilities and must coordinate with state grantees in the states where they operate except as provided at 20 CFR 641.320(b).

- b. Content of State Plan:** As provided at 20 CFR 641.300, the SCSEP Stand-Alone State Plan must include a four-year strategy for the statewide provision of community service employment and other authorized activities for eligible individuals under the SCSEP. In addition, the SCSEP Stand-Alone State Plan must describe the steps that the state will take to encourage and improve coordination between SCSEP and WIOA core and non-core programs operating under the One-Stop delivery system.

Please see Attachment I for the required content of the SCSEP Four-Year State Plan.

5. **Inquiries.** For further information, please contact your FPO.

6. **References.**

- OAA Reauthorization Act of 2016, Pub. L. 114-144 (April 19, 2016);
- SCSEP Final Rule, 82 Federal Register (FR) 56869 (December 1, 2017),
- SCSEP Final Rule, 75 FR 53786 (September 1, 2010)
- TEGL 17-16, *Infrastructure Funding of the One-Stop Delivery System* (January 18, 2017);
- WIOA, Pub. L. 113-128, Sec. 121, Funding of One-Stop Infrastructure (July 22, 2014);
- SCSEP Performance Data Collection Approval (Office of Management and Budget No. 1205-0040) (expiration date November 30, 2021);
- TEGL 12-06, *Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program (SCSEP) Eligibility* (December 28, 2006); and
- TEGL 11-18, *2019 Federal Poverty Guidelines for Senior Community Service Employment Program (SCSEP) Grants* (February 27, 2019).

7. **Attachment.**

Attachment I: Required Contents of SCSEP Four-Year State Plan

Required Content of the SCSEP Four-Year State Plan

SCSEP grantees are required at a minimum to comprehensively address the following programmatic areas and elements in their SCSEP Stand-Alone State Plan.

I. Economic Projections and Impact

- A. Discuss long-term projections for jobs in industries and occupations in the state that may provide employment opportunities for older workers. (20 CFR 641.302(d)). Alternately, states may discuss this in the economic analysis section of strategic plan, if submitting a Unified or Combined State Plan.
- B. Describe how the long-term job projections discussed in the economic analysis section of the strategic plan relate to the types of unsubsidized jobs for which SCSEP participants will train and the types of skills training provided. (20 CFR 641.302(d))
- C. Discuss current and projected employment opportunities in the state (such as by providing information available under §15 of the Wagner-Peyser Act (29 U.S.C. 491-2) by occupation), and the types of skills possessed by eligible individuals. (20 CFR 641.325(c)).

II. Service Delivery and Coordination

- A. Provide a detailed description of what actions will be taken to coordinate SCSEP with other programs, including:
 1. Actions to coordinate activities of SCSEP grantees with WIOA Title I programs, including plans for using the WIOA one-stop delivery system and its partners to serve individuals aged 55 and older. (20 CFR 641.302(g), 641.325(e))
 2. Actions to coordinate activities of SCSEP grantees with the activities the State will carry out under the other titles of the OAA. (20 CFR 641.302(h))
 3. Actions to coordinate SCSEP with other private and public entities and programs that provide services to 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. Actions to coordinate SCSEP with other labor market and job training initiatives. (20 CFR 641.302(j))
 5. Actions the State will take 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)
- B. Describe the long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment. (20 CFR 641.302(e)) (Alternately, the State may discuss this in the State strategies section of strategic plan if submitting a Combined Plan.)
- C. Describe the long-term strategy for serving minorities under SCSEP. (20 CFR 641.302 (c))
- D. Provide a list of community services needed and the places that need these services most. Specifically, the plan must address the needs and location(s) of

those individuals most in need of community services and the groups working to meet their needs. (20 CFR 641.330)

- E. Describe the long-term strategy to improve SCSEP services, including planned long-term changes to the design of the program within the State, and planned changes in the use of SCSEP grantees and program operators to better achieve the goals of the program. This may include recommendations to the Department as appropriate. (20 CFR 641.302(k))
- F. Describe a strategy for continuous improvement in the level of performance for SCSEP participants' entry into unsubsidized employment, and to achieve, at a minimum, the levels specified in OAA Section 513(a)(2)(E)(ii). (20 CFR 641.302(f))

III. Location and Population Served, including Equitable Distribution (ED)

- A. Describe the localities and populations most in need of the type of projects authorized by title V. (20 CFR 641.325 (d))
- B. List the cities and counties where the SCSEP project will take place. Include the number of SCSEP authorized positions and indicate if and where the positions changed from the prior year.
- C. Describe any current slot imbalances and proposed steps to correct inequities to achieve equitable distribution.
- D. Explain the state's long-term strategy for achieving an equitable distribution of SCSEP positions within the state that moves positions from over-served to underserved locations within the State in compliance with 20 CFR 641.365 and;
 - 1. Equitably serves both rural and urban areas (20 CFR 641.302(a)(2) and
 - 2. Serves individuals afforded priority for service under 20 CFR 641.520. (20 CFR 641.302(a), 641.365)
- E. Provide the ratio of eligible individuals in each service area to the total eligible population in the state. (20 CFR 641.325(a))
- F. Provide the relative distribution of eligible individuals who:
 - 1. Reside in urban and rural areas within the state
 - 2. Have the greatest economic need
 - 3. Are minorities
 - 4. Are limited English proficient
 - 5. Have the greatest social need. (20 CFR 641.325(b))
- G. Describe the steps taken to avoid disruptions to service for participants to the greatest extent possible, when positions are redistributed, as provided in 20 CFR 641.365; when new Census or other reliable data becomes available; or when there is over-enrollment for any other reason. (20 CFR 641.325(i), 641.302(b))