

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION OWI
	CORRESPONDENCE SYMBOL DNPTTA
	DATE December 31, 2019

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 /s/
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