

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION SCSEP
	CORRESPONDENCE SYMBOL OWI DNPTTA
	DATE December 30, 2024

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-23, Change 1

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

FROM: JOSÉ JAVIER RODRÍGUEZ 
 Assistant Secretary

SUBJECT: Revisions to Training and Employment Guidance Letter (TEGL) 13-23, Planning Guidance for New National Grantees and Set-Aside Grantees for Remainder of Program Year (PY) 2024

1. **Purpose.** The purpose of this Training and Employment Guidance Letter (TEGL) is to publish final allocations for SCSEP National grantees for PY 2024 and provide the procedures for submitting Optional Special Requests and revised policies.
2. **Action Requested.** SCSEP National and Set-Aside grantees work with their Federal Project Officer (FPO) and the Employment and Training Administration national office via grants.scsepdocs@dol.gov to ensure all required documents have been submitted in accordance with grant amendment procedures no later than thirty (30) days after publication.
3. **Summary and Background.**
 - a. Summary – This TEGL publishes final allotments for SCSEP services for competitive National and Set-Aside grantee awards for the remainder of PY 2024, provides information on amending grants impacted by transfers and swaps, and includes instructions for submission of Optional Special Requests.
 - b. Background – ETA published [TEGL 13-23](#) on May 10, 2024, which explained the allotment formula and the funding available for PY 2024, provided complete PY 2024 funding to SCSEP State grantees, and provided initial funding for the first four months of PY 2024 to incumbent SCSEP National and Set-Aside grantees prior to announcing the results of the 2024 competition. This TEGL provides allotments for SCSEP National and Set-Aside grantees for the remaining 8 months of PY 2024, totaling \$203,156,244.

RESCISSIONS TEGL 22-19, Change 1 TEGL 13-23	EXPIRATION DATE June 30, 2025
--	---

On September 20, 2024, the Secretary of Labor issued a [press release](#) announcing the award of 22 grants to provide SCSEP services for the next four years. In prior competition years, ETA has typically published a Change 1 to the allotment TEGL to collect updated grant documents that reflect the final award amount resulting from the competition. This year, ETA proceeded with grant issuance based on the information submitted in the grant application. However, the Notice of Award (NOA) included a Special Conditions page requesting that, within 30 days of receipt, grantees submit an updated SF424, SF424A, and Budget Narrative based on the amount awarded in the competition. This includes ensuring that the amount of matching funds is correct, and that the Budget Narrative identifies intended sources of match. Grantees must follow these instructions in the Special Conditions page of the NOA.

This TEGL provides instructions for circumstances under which grantees may be required to revise and resubmit one or more such grant documents, as well as instructions for submission of Optional Special Requests and other documents.

4. Instructions.

Incumbent (returning) grantees and new grantees must follow the instructions below to determine which documents they are required to submit, as well as which documents they may optionally submit.

- a. **SF-424 Application for Federal Assistance** – New and incumbent grantees that have made recent changes (i.e. since they submitted revised grant documents to satisfy the NOA conditions) to their service areas based on participant swaps and/or transfers must submit a revised SF-424 reflecting those changes in Item 14, “Areas Affected by Project.” Additionally, any grantee that has not already submitted a revised SF-424 that reflects the correct updated federal award amount, the required non-federal share of at least 10 percent of the total cost, and the correct areas affected by the project in Item 14, must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award. Grantees that have already submitted an updated SF-424 that reflects the correct funding information as described above do not need to resubmit the form.
- b. **SF-424A Budget Information Form** – Any grantee that has not already submitted a revised SF-424A that reflects the correct updated federal award amount and correct budget line-item amounts must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award. This includes grantees that need to update the SF-424A as a result of a new or updated request for Additional Training and Supportive Services (ATSS) per the instructions in Attachment III. Grantees that have already submitted an updated SF-424A that reflects the correct information as described above do not need to resubmit the form.
- c. **Budget Narrative** – Any grantee that has not already submitted a revised Budget Narrative that reflects the correct updated total federal award amount and aligns with the

correct budget line-item amounts on the updated SF-424A must do so by following standard grant amendment procedures. These documents must be submitted as a grant amendment request, in order to resolve the Special Conditions attached to the initial award.

d. **Termination, Grievance, and Individual Durational Limit (IDL) Policies** –

- Incumbent grantees must submit reviewed and revised copies of Termination and Grievance Policies that reflect current conditions and changes in host agencies, subgrantees and grantee staff. Grantees should submit their current approved IDL policy even if there are not changes.
- New grantees must submit Termination, Grievance, and IDL policies for DOL review and approval. Please note that the request for an approved IDL policy must include the chosen option, as well as a plan for transitioning participants from the program. The grievance process must be consistent with the grantee SCSEP organization chart and is either included or referenced in the termination and IDL policies.
- [The SCSEP Individual Durational Limits Guide](#) is available as a resource on the Older Workers Community Page.

e. **Optional Special Requests** – As applicable, any new or incumbent grantee may submit Optional Special Requests in accordance with the instructions in Attachment III.

Extension of Four-Month Awards:

ETA has issued a period-of-performance extension (to June 30, 2025) to incumbent national grantees for the initial four-month grant awards that ETA issued in June 2024. The additional time will allow these incumbent national grantees to more effectively comply with SCSEP spending and match requirements and to continue to use any remaining funds for SCSEP wages, services, and other allowable costs under the grant. No action is required for grantees to make a formal request for these extensions; ETA processed them on or before October 31, 2024. Grantees received notification of those amendments.

Slot Allocations:

The following section of this TEGL provides guidance regarding how a grantee’s PY 2024 authorized positions relate to their overall grant funding for the year, given this year’s grant funding is a mix of recaptured funds and regular appropriated funds. With this section, this TEGL formalizes the guidance previously conveyed to grantees via email.

The first, four-month increment of funding that ETA awarded to incumbent grantees included recaptured funds, while the post-competition, eight-month increment of funding did not. The allocation methodology used to make final competitive allotments best represents the post-competition slot allocations and established the correct intrastate award proportionally between grantees for subsequent years’ funding in this new four-year grant cycle.

ETA recognized that, based on the actual funding awarded, grantees most likely had small differences between the authorized positions served and the authorized positions reflected in

the equitable distribution numbers in the Grants Performance Management System (GPMS). To alleviate this issue, ETA has provided a new overall authorized position target for each grantee that accounts for the total funding awarded through the four-month and eight-month grants (see Attachment IV). SCSEP national grantees will serve the areas awarded by the FOA and will guide enrollment based on the equitable distribution of slots in each county. Grantees will manage their total enrollment to meet the authorized position target and ensure that they spend the required portion of the grant on participant wages and fringe benefits (PWFB). Grantees should still use GPMS equitable distribution reports to identify patterns and track under- and over-service and work to serve all areas equitably.

In terms of impact on actual performance measures, in PY 2024, similar to prior competition years, grantees will not receive goals for Service Level and Community Service – the two SCSEP goals based on authorized positions. Therefore, these goals will not be evaluated during the Grantee Performance evaluation for PY 2024.

5. **Inquiries.** For further information, please contact your Federal Project Officer (FPO).

6. **References.**

- [TEGL 13-23, Program Year \(PY\) 2024 Planning Instructions and Allotments for Senior Community Service Employment Program \(SCSEP\) State, Territorial, and National Grantees \(May 10, 2024\);](#)
- [Further Consolidated Appropriations Act, 2024, Pub. L. 118-47 \(March 23, 2024\);](#)
- [Supporting Older Americans Act of 2020, Pub. L. 116-131 \(March 25, 2020\);](#)
- [Annual Update of the HHS Poverty Guidelines, 89 FR 2961 \(January 17, 2024\);](#)
- [SCSEP Regulations, published at 20 CFR Part 641;](#)
- [TEGL 04-23, Requirements for Workforce Innovation and Opportunity Act \(WIOA\) State Plans for Program Years \(PY\) 2024 – 2027 \(October 31, 2023\);](#)
- [TEGL 09-23, Requirements, Priorities, and Technical Assistance for Senior Community Service Employment Program \(SCSEP\) Stand-Alone State Plans for Program Years \(PYs\) 2024-2027 for States, Territories, and Outlying Areas \(February 13, 2024\);](#)
- [TEGL 17-16, Infrastructure Funding of the One-Stop Delivery System \(January 18, 2017\);](#)
- [Workforce Innovation and Opportunity Act \(WIOA\), Pub. L. 113-128, Sec. 121\(h\) \(July 22, 2014\), 29 U.S.C. § 3151\(h\), Funding of One-Stop Infrastructure;](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published at 2 CFR Parts 200;](#)
- [TEGL 12-06, Revised Income Inclusions and Exclusions and Procedures for Determining Senior Community Service Employment Program \(SCSEP\) Eligibility \(December 28, 2006\);](#)
- [VOW \(Veterans Opportunity to Work\) to Hire Heroes Act of 2011, Pub. L. 112-56 \(November 21, 2011\);](#)
- [Fair Labor Standards Act of 1938, as amended, 29 U.S.C. §§ 201 et seq.; and](#)
- [Social Security Act of 1935, as amended, 42 U.S.C. §§ 301 et seq.](#)

7. **Attachments.**

- Attachment IA-ID: Funding Allocations and Authorized Positions for New Awards
- Attachment II: Programmatic Assurances (New Grantees only)
- Attachment III: Optional Special Request Instructions
- Attachment IV: PY24 Authorized Position Targets

Senior Community Service Employment Program

PY 2024 Authorized Positions* for Non-Minority National Sponsors, by State

State	A4TD	AARP	ABLE	ANPPM	CWI	ES	GII	IPDC	IR9WB	Mature	NAPCA	NCBA	NCOA	NEWS	NICOA[G]	NULI	OPERABLE	SER	TWP	Total
Alabama	0	0	0	0	388	189	0	0	0	0	0	0	0	0	0	0	0	0	0	577
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	0	141	0	163	0	0	0	0	0	0	0	0	0	0	0	0	0	304
Arkansas	0	194	0	0	0	0	0	0	0	0	0	373	0	0	0	0	0	0	0	567
California	0	0	0	524	0	0	0	160	0	0	384	0	350	174	0	0	0	782	0	2,374
Colorado	0	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	180	0	315
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	342	342
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	0	0	0	0	0	0	0	0	0	179	0	0	0	0	0	0	0	179
Florida	0	1,097	0	0	0	0	0	0	0	0	0	364	0	0	0	377	0	0	0	1,838
Georgia	0	223	0	0	0	0	0	0	0	0	0	0	467	0	0	0	0	0	0	690
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	0	150
Illinois	0	0	93	0	346	163	81	0	0	0	385	85	0	0	0	0	0	0	0	1,153
Indiana	0	187	0	0	193	0	270	0	165	0	0	0	0	0	0	0	0	0	0	815
Iowa	0	233	166	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	399
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	307	0	307
Kentucky	0	0	0	0	0	0	255	0	0	0	0	0	218	0	0	117	0	0	0	590
Louisiana	0	0	0	476	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	476
Maine	192	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	192
Maryland	0	0	0	0	428	0	0	0	0	0	0	0	0	0	0	0	0	0	0	428
Massachusetts	0	0	0	0	298	0	0	0	0	0	0	0	0	0	0	0	340	0	0	638
Michigan	0	0	0	0	0	0	0	0	0	0	0	779	0	0	0	212	0	0	0	991
Minnesota	0	0	0	0	724	0	0	0	0	0	0	0	0	0	0	0	0	0	0	724
Mississippi	0	0	0	0	232	0	0	0	0	0	0	152	0	0	0	0	0	0	0	384
Missouri	0	267	0	0	0	0	268	0	0	0	0	214	0	0	0	0	0	0	0	749
Montana	0	0	0	0	0	0	194	0	0	0	0	0	0	0	0	0	0	0	0	194
Nebraska	0	0	230	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	230
Nevada	0	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	153
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	0	0	150
New Jersey	0	0	0	0	0	274	0	0	0	0	0	0	389	0	0	217	0	0	0	880
New Mexico	0	0	0	0	0	0	150	0	0	0	0	0	0	0	0	0	0	0	0	150
New York	444	0	0	0	522	124	0	0	0	0	83	0	215	0	0	293	0	0	321	2,002
North Carolina	0	0	0	0	423	0	0	0	0	0	0	186	206	0	0	0	0	0	0	815
North Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	187	0	0	0	0	187
Ohio	0	259	0	0	0	125	240	0	0	459	0	131	144	0	0	0	0	0	0	1,358
Oklahoma	0	0	0	0	0	374	0	0	0	0	0	0	0	0	0	0	0	0	0	374
Oregon	0	0	0	0	0	458	0	0	0	0	0	0	0	0	0	0	0	0	0	458
Pennsylvania	156	332	0	122	0	0	0	0	0	0	0	0	538	0	0	144	0	0	341	1,633
Puerto Rico	0	159	0	0	0	0	0	0	0	0	0	0	269	0	0	0	0	0	0	428
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	165	165
South Carolina	0	0	0	0	0	0	424	0	0	0	0	0	0	0	0	0	0	0	0	424
South Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	193	0	0	0	0	193
Tennessee	0	0	0	0	482	0	0	0	0	0	0	0	154	0	0	0	0	0	0	636
Texas	0	965	0	0	387	0	0	0	0	0	0	0	0	0	0	0	0	323	0	1,675
Utah	0	0	0	0	0	208	0	0	0	0	0	0	0	0	0	0	0	0	0	208
Vermont	171	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	171
Virginia	0	235	0	0	0	0	225	0	0	0	0	0	198	0	0	0	0	0	0	658
Washington	0	247	0	0	0	0	157	0	0	0	0	0	0	0	0	0	0	0	0	404
West Virginia	0	0	0	0	0	0	0	0	0	0	0	0	350	0	0	0	0	0	0	350
Wisconsin	0	0	0	0	228	0	0	0	0	0	0	0	0	0	0	0	0	545	0	773
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	0	150	0	0	0	0	0	150
Total	963	4,686	489	1,263	4,651	2,228	2,264	160	165	459	852	2,463	3,498	324	380	1,360	490	2,137	1,169	30,001

* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

Senior Community Service Employment Program

PY 2024 Authorized Funding (8 Months)* for Non-Minority National Sponsors, by State

State	A4TD	AARP	ABLE	ANPPM	CWI	ES	GH	IPDC	IR9WB	Mature	NAPCA	NCBA	NCOA	NEWS	NICOA[G]	NULI	OPERABLE	SER	TWP	Total	
Alabama	\$0	\$0	\$0	\$0	\$2,509,555	\$1,222,437	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,731,992
Alaska	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arizona	0	0	0	911,339	0	1,053,533	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,964,872
Arkansas	0	1,255,314	0	0	0	0	0	0	0	0	0	2,413,567	0	0	0	0	0	0	0	0	3,668,881
California	0	0	0	3,387,837	0	0	0	1,034,454	0	0	2,482,690	0	2,262,869	1,124,969	0	0	0	5,055,895	0	0	15,348,714
Colorado	0	872,742	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,163,655	0	0	2,036,397
Connecticut	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,213,109	0	2,213,109
Delaware	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District of Col	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Florida	0	7,091,580	0	0	0	0	0	0	0	0	0	1,157,044	0	0	0	0	0	0	0	0	1,157,044
Georgia	0	1,442,741	0	0	0	0	0	0	0	0	0	2,353,085	0	0	0	2,437,125	0	0	0	0	11,881,790
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	3,021,345	0	0	0	0	0	0	0	4,464,086
Hawaii	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Idaho	0	0	0	0	0	969,942	0	0	0	0	0	0	0	0	0	0	0	0	0	0	969,942
Illinois	0	0	601,021	0	2,236,055	1,053,401	523,469	0	0	0	2,488,097	549,320	0	0	0	0	0	0	0	0	7,451,363
Indiana	0	1,209,629	0	0	1,248,441	0	1,746,523	0	1,067,320	0	0	0	0	0	0	0	0	0	0	0	5,271,913
Iowa	0	1,506,124	1,073,032	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,579,156
Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,985,908	0	0	1,985,908
Kentucky	0	0	0	0	0	0	1,649,349	0	0	0	0	0	1,410,032	0	0	756,760	0	0	0	0	3,816,141
Louisiana	0	0	0	3,079,841	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,079,841
Maine	1,241,193	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,241,193
Maryland	0	0	0	0	2,768,491	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,768,491
Massachusetts	0	0	0	0	1,925,922	0	0	0	0	0	0	0	0	0	0	0	2,197,361	0	0	0	4,123,283
Michigan	0	0	0	0	0	0	0	0	0	0	0	5,037,104	0	0	0	1,370,816	0	0	0	0	6,407,920
Minnesota	0	0	0	0	4,678,665	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,678,665
Mississippi	0	0	0	0	1,499,774	0	0	0	0	0	0	982,611	0	0	0	0	0	0	0	0	2,482,385
Missouri	0	1,726,323	0	0	0	0	1,732,788	0	0	0	0	1,383,644	0	0	0	0	0	0	0	0	4,842,755
Montana	0	0	0	0	0	0	1,253,815	0	0	0	0	0	0	0	0	0	0	0	0	0	1,253,815
Nebraska	0	0	1,489,431	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,489,431
Nevada	0	988,747	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	988,747
New Hampshire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	969,942	0	0	0	969,942
New Jersey	0	0	0	0	0	1,772,486	0	0	0	0	0	0	2,516,414	0	0	1,403,757	0	0	0	0	5,692,657
New Mexico	0	0	0	0	0	0	969,942	0	0	0	0	0	0	0	0	0	0	0	0	0	969,942
New York	2,871,201	0	0	0	3,375,601	801,867	0	0	0	0	536,733	0	1,390,334	0	0	1,894,734	0	0	2,075,801	0	12,946,271
North Carolina	0	0	0	0	2,734,036	0	0	0	0	0	0	1,202,201	1,331,469	0	0	0	0	0	0	0	5,267,706
North Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,207,533	0	0	0	0	0	1,207,533
Ohio	0	1,674,710	0	0	0	808,258	1,551,855	0	0	2,967,921	0	847,054	931,113	0	0	0	0	0	0	0	8,780,911
Oklahoma	0	0	0	0	0	2,419,274	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,419,274
Oregon	0	0	0	0	0	2,962,032	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,962,032
Pennsylvania	1,008,454	2,146,198	0	788,663	0	0	0	0	0	0	0	3,477,875	0	0	930,881	0	0	2,204,378	0	0	10,556,449
Puerto Rico	0	1,028,481	0	0	0	0	0	0	0	0	0	1,740,010	0	0	0	0	0	0	0	0	2,768,491
Rhode Island	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,068,687	0	1,068,687
South Carolina	0	0	0	0	0	0	2,743,246	0	0	0	0	0	0	0	0	0	0	0	0	0	2,743,246
South Dakota	0	0	0	0	0	0	0	0	0	0	0	0	0	1,249,607	0	0	0	0	0	0	1,249,607
Tennessee	0	0	0	0	3,118,501	0	0	0	0	0	0	996,368	0	0	0	0	0	0	0	0	4,114,869
Texas	0	6,239,333	0	0	2,502,199	0	0	0	0	0	0	0	0	0	0	0	0	2,088,399	0	0	10,829,931
Utah	0	0	0	0	0	1,342,171	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,342,171
Vermont	1,102,347	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,102,347
Virginia	0	1,519,184	0	0	0	0	1,454,537	0	0	0	0	1,279,993	0	0	0	0	0	0	0	0	4,253,714
Washington	0	1,597,439	0	0	0	0	1,015,376	0	0	0	0	0	0	0	0	0	0	0	0	0	2,612,815
West Virginia	0	0	0	0	0	0	0	0	0	0	0	2,263,599	0	0	0	0	0	0	0	0	2,263,599
Wisconsin	0	0	0	0	1,474,311	0	0	0	0	0	0	0	0	0	0	0	0	3,524,119	0	0	4,998,430
Wyoming	0	0	0	0	0	0	0	0	0	0	0	0	969,942	0	0	0	0	0	0	0	969,942
Total	6,223,195	30,298,545	3,163,484	8,167,680	30,071,551	14,405,401	14,640,900	1,034,454	1,067,320	2,967,921	5,507,520	15,925,630	22,621,421	2,094,911	2,457,140	8,794,073	3,167,303	13,817,976	7,561,975	193,988,400	

* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

U.S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program

PY 2024 Authorized Positions* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	0	0	0	0
Alaska	0	0	0	0
Arizona	0	0	101	101
Arkansas	61	0	0	61
California	0	217	0	217
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	36	0	36
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	129	0	0	129
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	80	0	80
Michigan	0	0	0	0
Minnesota	0	0	43	43
Mississippi	35	0	0	35
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	40	0	40
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	71	71
New York	0	58	0	58
North Carolina	0	0	0	0
North Dakota	0	0	28	28
Ohio	0	0	0	0
Oklahoma	0	0	100	100
Oregon	0	0	0	0
Pennsylvania	0	90	0	90
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	40	40
Tennessee	0	0	0	0
Texas	66	79	0	145
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	109	0	109
West Virginia	0	0	0	0
Wisconsin	0	0	35	35
Wyoming	0	0	0	0
Total	291	709	418	1,418

* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

U.S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program

PY 2024 Authorized Funding (8 Months)* for Minority National Sponsors, by State

State	IID	NAPCA	NICOA	Total
Alabama	\$0	\$0	\$0	\$0
Alaska	0	0	0	0
Arizona	0	0	652,999	652,999
Arkansas	394,385	0	0	394,385
California	0	1,402,979	0	1,402,979
Colorado	0	0	0	0
Connecticut	0	0	0	0
Delaware	0	0	0	0
District of Col	0	0	0	0
Florida	0	0	0	0
Georgia	0	0	0	0
Hawaii	0	0	0	0
Idaho	0	0	0	0
Illinois	0	232,752	0	232,752
Indiana	0	0	0	0
Iowa	0	0	0	0
Kansas	0	0	0	0
Kentucky	0	0	0	0
Louisiana	834,029	0	0	834,029
Maine	0	0	0	0
Maryland	0	0	0	0
Massachusetts	0	517,227	0	517,227
Michigan	0	0	0	0
Minnesota	0	0	278,009	278,009
Mississippi	226,287	0	0	226,287
Missouri	0	0	0	0
Montana	0	0	0	0
Nebraska	0	0	0	0
Nevada	0	258,613	0	258,613
New Hampshire	0	0	0	0
New Jersey	0	0	0	0
New Mexico	0	0	459,039	459,039
New York	0	374,989	0	374,989
North Carolina	0	0	0	0
North Dakota	0	0	181,029	181,029
Ohio	0	0	0	0
Oklahoma	0	0	646,533	646,533
Oregon	0	0	0	0
Pennsylvania	0	581,880	0	581,880
Puerto Rico	0	0	0	0
Rhode Island	0	0	0	0
South Carolina	0	0	0	0
South Dakota	0	0	258,613	258,613
Tennessee	0	0	0	0
Texas	426,712	510,761	0	937,473
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	0	704,721	0	704,721
West Virginia	0	0	0	0
Wisconsin	0	0	226,287	226,287
Wyoming	0	0	0	0
Total	1,881,413	4,583,922	2,702,509	9,167,844

* Based on cost per position of \$9,698, with enacted minimum wage increase effective 7/24/09

Senior Community Service Employment Program (SCSEP) Programmatic Assurances

You must certify that you will conform to these assurances throughout the period of the grant by checking each of the assurances below. These assurances apply fully to any sub-recipient, local project, or grantee staff involved in the delivery of services. To enable the interactive function, you should click on the "Fill & Sign" link on the right. Please provide an explanation for any unchecked boxes.

You agree to the following:

Recruitment and Selection of Participants

- Develop and implement methods to recruit and select eligible participants to assure maximum participation in the program.
- Use income definitions and income inclusions and exclusions for SCSEP eligibility as described in TEGL No. 12-06 to determine and document participant eligibility.
- Develop and implement methods to recruit minority populations to ensure at least proportional representation in your assigned service area as listed in the latest Minority Report.
- Develop and implement strategies to recruit applicants who have priority of service as defined in Older Americans Act section 518(b)(1)-(2) and by the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011.

Individuals with priority are those who:

- Are covered persons in accordance with the VOW (covered persons who are SCSEP-eligible must receive services instead of or before all non-covered persons);
- Are 65 years or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after utilizing services provided under Title I of the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or are at risk for homelessness; or
- Are formerly incarcerated or on supervision from release from prison or jail within five years of the date of initial eligibility determination.

Assessment

- Assess participants at least twice per 12-month period, or more frequently if appropriate.
- Use assessment information to determine the most appropriate community service assignments for participants.

Individual Employment Plan (IEP)

- Establish an initial goal of unsubsidized employment for all participants.
- Update the IEP at least as frequently as assessments occur (at least twice per 12-month period).

- Modify the IEP as necessary to reflect other approaches to self-sufficiency, if it becomes clear that unsubsidized employment is not feasible.
- For participants who will reach the individual durational limit or would not otherwise achieve unsubsidized employment, include a provision in the IEP to reflect other approaches to self-sufficiency, transition to other services or programs.
- Rotate participants to a new host agency (or a different assignment within the host agency) based on a rotation policy approved by the Employment and Training Administration (ETA) in the grant agreement and only after making an individualized determination that the rotation is in the best interest of the participant. Such rotation must further the acquisition of skills listed in the IEP.

Community Service Assignment

- Base the initial community service assignment on the assessment made at enrollment.
- Select only designated 501(c)(3) organizations or public agencies as host agencies.
- Put in place procedures to ensure adequate supervision of participants at host agencies.
- Ensure safe and healthy working conditions at the community service assignment through annual monitoring of the host agency site and annual safety consultation with the participant at the host agency site.

Recertification of Participants

- Recertify the income eligibility of each participant at least once every 12 months, or more frequently if circumstances warrant.

Physical Examinations

- Offer physical examinations to participants upon program entry, and each year thereafter, as a benefit of enrollment.
- Obtain a written waiver from each participant who declines a physical examination.
- Not obtain a copy or use the results of the physical examination to establish eligibility or for any other purpose

Host Agencies

- Develop and implement methods for recruiting new host agencies to provide a variety of training options that enable participants to increase their skill level and transition to unsubsidized employment.
- Comply with maintenance of effort: Ensure that community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. You must specifically ensure that community service assignments do not:
 - Displace currently employed workers (including partial displacement, such as a reduction in non-overtime work, wages, or employment benefits).
 - Impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
 - Assign or continue to assign a participant to perform the same work, or substantially the same work, as that performed by an individual who is on layoff.

Orientation

- Provide orientations for participants and host agencies, including information on:
 - Project goals and objectives
 - Participant rights and responsibilities
 - Community service assignments
 - Opportunities for paid training outside the community service assignment
 - Available supportive services
 - Availability of free physical examinations

- Local staff must address the topics listed above and provide additional orientation to participants on:
 - SCSEP goals and objectives
 - Grantee and local project roles, policies, and procedures
 - Holiday and sick leave
 - Assessment process
 - Development and implementation of IEPs
 - Evaluation of participant progress
 - Health and safety issues related to each participant's assignment
 - Role of supervisors and host agencies
 - Maximum individual duration policy, including the possibility of an extension, if applicable, and the documentation required to support an extension
 - Termination policy
 - Grievance procedure

Wages

- Provide participants with the highest applicable required wage (highest of Federal, state, or local minimum wage for the most nearly comparable covered employment or minimum age under the Fair Labor Standards Act of 1938, or the prevailing rate of pay for persons employed in similar public occupations by the same employer) for time spent in orientation, training, and community service assignments.

Participant Benefits

- Provide workers' compensation, other benefits required by state or Federal law (such as unemployment insurance), and the costs of physical examinations.
- Provide compensation for scheduled work hours during which the participant's host agency is closed for Federal holidays, which may be paid or in the form of rescheduled work time, and establish written policies related to this compensation.
- Establish written policies relating to approved breaks in participation and any necessary sick leave that is not part of an accumulated sick leave program.
- Not use grant funds to pay the cost of pension benefits, annual leave, accumulated sick leave, or bonuses.

Procedures for Payroll and Workers' Compensation

- Make all required payments for participant payroll and pay workers' compensation premiums on a timely basis.
- Ensure that host agencies do not pay workers' compensation costs for participants.

Durational Limits

Maximum Average Project Duration - 27 Months

- Maintain average project duration of 27 months or less, unless ETA approves an extension to 36 months.

Maximum Individual Participant Duration - 48 Months

- Allow participants to participate in the program no longer than 48 months (whether or not consecutively), unless your approved policy allows for an extension and the participant meets the extension criteria.
- Notify participants of your policy pertaining to the maximum duration requirement, including the possibility of an extension if applicable, at the time of enrollment and each year thereafter, and whenever ETA has approved a change of policy.
- Provide 30-day written notice to participants prior to durational limit exit from the program.

Transition Services

- Develop a system to transition participants to unsubsidized employment or other assistance before each participant's maximum enrollment duration has expired.
- Begin transition planning for participants who will exit for durational limit at least 3-6 months prior to their exit date.

Termination Policies

- Provide a 30-day written notice for all involuntary terminations that states the reason for termination and informs the participants of grievance procedures and right to appeal.
- Maintain written termination policies in effect and provide to participants at enrollment:
 - Provision of false eligibility information by the participant
 - Incorrect initial eligibility determination at enrollment
 - Income ineligibility determined at recertification
 - Participant has reached individual durational limit
 - Participant has become employed while enrolled
 - IEP-related termination
 - Cause (must be approved by ETA prior to implementation)

Equitable Distribution

- Comply with the equitable distribution plan for each state in which the grantee operates and only make changes in the location of authorized positions within a state in accordance with the state equitable distribution plan and with prior ETA approval.
- Comply with the authorized position allocations/equitable distribution listed at www.scseped.org.
- Collaborate with all grantees authorized to serve in a state in which you operate to achieve compliance with authorized positions while minimizing disruption to the participants.

Over-Enrollment

- Manage over-enrollment to minimize impact on participants and avoid layoffs.

Administrative Systems

- Ensure representation at all ETA-sponsored required grantee meetings.
- Communicate grant policy, data collection, and performance developments and directives to staff, sub-recipients, and local project operators on a regular basis.
- Develop a written monitoring tool that lists items you will review during monitoring visits and provide this tool to sub-recipients and local project operators.
- Develop an annual monitoring schedule, unless the federal project officer approves a different standard; notify sub-recipients and local project operators of monitoring plans; and monitor sub-recipients and local project operators on a regular basis.
- Develop and provide training to increase sub-recipients' and local project operators' skills, knowledge, and abilities.
- When appropriate, prescribe corrective action and follow-up procedures for sub-recipients and local project operators to ensure that identified problems are remedied.
- Monitor the financial systems and expenditures, including sub-recipients and local project operators on a regular basis to ensure compliance with cost allocations as specified in the regulations.
- Ensure that sub-recipient and local project operators receive adequate resources to effectively operate local projects.
- Train sub-recipients and local project operators on SCSEP financial requirements to help them effectively manage their own expenditures, and provide general financial training as needed.
- Ensure that all financial reports are accurate and submit them in a timely manner, as required.
- Ensure full implementation and monitoring of requirements for customer satisfaction surveys, including participant, host agency and employer surveys.
- Develop a written plan for both disaster response and recovery so that the project may continue to operate and provide services under emergency circumstances.

Collaboration and Leveraged Resources

- Collaborate with other organizations to maximize opportunities for participants to obtain workforce development, education, and supportive services to help them move into unsubsidized employment. These organizations may include but are not limited to: workforce development boards, American Job Centers, vocational rehabilitation providers, disability networks, basic education and literacy providers, and community colleges.

Supportive Services

- Provide supportive services, as needed, to help participants participate in their community service assignment and to obtain and retain unsubsidized employment.
- Establish criteria to assess the need for supportive services and to determine when participants will receive supportive services, including after obtaining unsubsidized

employment.

Sub-Recipient Selection (If Applicable)

- In selecting sub-recipients in areas with a substantial population of individuals with barriers to employment, national grantees will give special consideration to organizations with demonstrated expertise in serving individuals with barriers to employment (including former recipients of national grants), as defined in the statute.

Complaint Resolution

- Establish and use written grievance procedures for complaint resolution for applicants, employees, sub-recipients, and participants.
- Provide applicants, employees, sub-recipients, and participants with a copy of the grievance policy and procedures.

Maintenance of Files and Privacy Information

- Maintain participant files for three program years after the program year in which the participant received his/her final follow-up activity.
- Ensure that all participant records are securely stored by the grantee or sub-recipient and access is limited to appropriate staff in order to safeguard personal identifying information.
- Ensure that all participant medical records are securely stored by the grantee or sub-recipient separately from all other participant records and access is limited to authorized staff for authorized purposes.
- Establish safeguards to preclude tampering with electronic media (e.g., personal identification numbers and GPMS or other data system logins).
- Ensure that ETA/SCSEP national office is immediately notified in the event of any potential security breach of personal identifying information, whether electronic files, paper files, or equipment are involved.
- Comply with and ensure that authorized users under the grant comply with all GPMS and other data system access and security rules.

Documentation

- Maintain all documentation required for compliance with record retention rule set forth in the first bullet of the prior section, Maintenance of Files and Privacy Information.
- Maintain documentation of waivers of physical examinations by participant.
- Maintain documentation of the provision of complaint procedures to participants.
- Maintain documentation of eligibility determinations and re-certifications.
- Maintain documentations of terminations and reasons for termination.
- Maintain records of grievances and outcomes.
- Maintain records required for data validation.
- Maintain documentation of monitoring reports for sub-recipients and host agencies.

Data Collection and Reporting

- Ensure the collection and reporting of all SCSEP required data according to specified time schedules.
- Ensure the use of the Office of Management and Budget-approved SCSEP data collection

Attachment II

forms and the SCSEP Internet data collection and evaluation system or the Grant Program Management System (GPMS) as designated by ETA.

- Ensure at the grantee or sub-recipient level that those capturing and recording data are familiar with the latest instructions for data collection, including ETA administrative issuances (e.g., Training and Employment Guidance Letters, Data Collection and Data Validation Handbooks, and the Older Worker Community of Practice).
- Ensure data are entered directly into the GPMS, or the successor data system as designated by ETA.
- Legally obligate sub-recipients to turn over complete data files in the specified electronic format, as well as hard copy case files, to the grantee when sub-recipients cease to administer SCSEP.
- Legally obligate new sub-recipients to collect and enter complete data related to any participants whom they acquire upon becoming sub-recipients, including any participants who are still in the follow-up period.

If the grantee is not in compliance with any of the assurances above, provide information on a separate attachment indicating what specific steps the grantee is taking to conform to these standard grant requirement(s).

By signing below, the grantee certifies that their organization will comply with each of the listed requirements and will remain in compliance for the program year for which they are submitting this application.

Signature of Authorized Representative

Date

Instructions for Senior Community Service Employment Program (SCSEP) Optional Requests

Grantees that wish to make optional requests must submit each request in a separate, clearly-titled document. To receive Employment and Training Administration (ETA) approval, requests must adhere to the statute and regulations and provide a substantive rationale such as improved program management, better service to participants, or least disruption possible to participants.

1. **Change 48-Month Individual Durational Limit (IDL) (20 CFR 641.570(a)(3))**. *(This section is relevant **only** if you are requesting a change. Please do not submit a policy unless it is changing.)* To change your current IDL policy, you **must** request and receive ETA approval for one of the IDL policies listed below. If a grantee changes the current IDL policy to a more restrictive policy, it must have an effective date of at least 120 days **after** written approval from ETA. [The SCSEP Individual Durational Limits Guide](#) is available as a resource on the Older Workers Community Page.

If you propose to change the existing IDL policy, you must describe:

- (a) Your current, ETA-approved IDL policy and procedure.
- (b) Which of the options below you propose to implement?
 - (i) *Option 1:* No extensions for any participants; all participants exit at 48 months.
 - (ii) *Option 2:* Extensions to every participant who meets at least one of the eight waiver factors. *Indicate the length of the extension (e.g., one-time twelve-month only, unlimited, three times only).*
 - (iii) *Option 3:* Extensions to every participant who meets a specific subset of the eight waiver factors. The specific subset must be listed in the policy. *Indicate the length of the extension (e.g., one-time twelve-month only, unlimited, three times only).*
- (c) A reasonable transition plan that addresses when and how you will notify participants of the change, and the planned activities to prepare participants for exit from the program.

2. **Additional Funds for Participant Training and Supportive Services (ATSS) (Older Americans Act (OAA), Section 502(c)(6)(C))**. Note: In the past, ATSS requests were required with the grant document submission at the beginning of each new program year. To allow long-term strategic planning for use of ATSS funds, beginning in PY 2024, ETA encourages grantees to consider submitting ATSS requests that span the duration of the four-year cycle. This four-year approach remains consistent with the current SCSEP regulations while allowing for greater continuity and less year-to-year planning burden for grantees. This change will help grantees successfully support participants by providing continuity of service offerings from year to year, promoting the stability of employment for staff directly charged with implementing ATSS, and streamlining the annual ETA grant review and approval processes. Prepare your Budget Narrative so that it is consistent with your ATSS request. If ETA denies your request, you must resubmit a revised SF- 424A and Budget Narrative. The OAA permits ETA to grant an exception to the 75 percent minimum level of expenditures on participant wages and fringe benefits. This exception allows you to use no less than 65 percent of program funds for participants' wages and fringe benefits so that up to an additional 10 percent of funds are available for training and supportive services that directly benefit participants. ATSS requests can include participant training activities, supportive services, or a combination of both. In general, ETA expects that proposed training components will provide training that prepares participants with skills relevant for

employment in in-demand jobs in their community. Further, ETA expects that proposed supportive services components will supplement and enhance the supportive services provided through primary grant funds, enabling more participants to mitigate, and overcome financial and logistical barriers to SCSEP participation.

Instructions: If you wish to request the use of additional funds for training and supportive services, you must provide a brief proposal according to the following instructions:

1) Identify the percentage of federal funds and the dollar amount that will be dedicated to the training and/or supportive services (this is the "ATSS request" amount and must be less than or equal to 10% of your federal grant funds).

2) Describe the activities for which you will spend the ATSS grant funds identified in item (a) above, and describe how the proposed activities will improve the effectiveness of your project, including, as applicable: i) How the activities will better prepare participants for successful placement in unsubsidized employment in in-demand jobs, and how you estimate the activities will improve employment outcomes for individuals served; and/or ii) How the activities will better support participants in overcoming barriers to participating in your SCSEP project.

3) Provide a proposed budget and work plan for the activities identified in item (b) above, which must detail: i) The additional training and/or supportive services that will be provided to SCSEP participants. ii) The associated cost for each activity, and the number of participants who will benefit; and iii) Note that, consistent with 20 CFR 641.874(a)(3), grantees must use ATSS funds to pay the wages for the hours that individual participants spend in training funded under the ATSS request.

4) Describe how you will allocate ATSS funds among sub-recipients (if applicable). Grantees with approved requests may choose to apply the provision uniformly to all sub-recipients but need not provide this opportunity to every sub-recipient. If you choose not to apply the provision uniformly to all sub-recipients, identify the amount of ATSS funding that you will allocate to each sub-recipient.

5) Describe the impact of the ATSS request on overall service levels, specifically:

i) Please state if there will be displacement of eligible individuals or elimination of positions for such individuals will occur; and

ii) Provide information on the number of such individuals to be displaced and of such positions to be eliminated.

Important Considerations for ATSS Requests Please note the following important considerations in submitting an ATSS request:

- Include ATSS costs in your overall grant budget request: In responding to the instructions in this TEGl for submitting your PY 2024 grant documents, prepare your SF-424A and Budget Narrative so that they are consistent with your ATSS request. Please ensure that items described in the work plan under item (c) above are also included in the Budget Narrative. In the event that ETA denies your ATSS request, you must resubmit a revised SF-424A and Budget Narrative.

- Adhere to allowable training activities: Participant training costs under an ATSS request may include, but are not limited to, the reasonable costs of instructors, classroom rental, training supplies, materials, equipment, tuition, grant staff salaries and wages that directly support the development, design, coordination, execution, and improvement of participant training, and other costs that are directly related to participant training. Such training may be

provided on the job, in a classroom setting, in a virtual setting, or pursuant to other appropriate arrangements. Note that such costs do not include activities such as general staff development that relate to participant training only indirectly or tangentially.

- Adhere to allowable supportive services: Participant supportive services under an ATSS request may include, but are not limited to, the payment of reasonable costs of transportation, health and medical services, special job-related or personal counseling, incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools), child and adult care, temporary shelter, follow-up services, and grant staff salaries and wages that directly support the design, coordination, delivery, and improvement of supportive services.

- Assurances regarding programmatic funds: Through submission of an ATSS request, consistent with 20 CFR 641.874(a)(4), you agree that any remaining grant funds (i.e., funds other than those allocated for ATSS, participant wages and benefits, and administrative costs) will be used for participant training, job placement assistance, participant supportive services, and outreach, recruitment and selection, intake, orientation, and assessment. You also agree that no ATSS funds may be used to pay for any administrative costs, consistent with 20 CFR 641.874(a)(3).

- 3. Increase in Administrative Cost Limitations (20 CFR 641.870).** (Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year to exercise this option. Prepare your Budget Narrative so that it is consistent with your Administrative Cost Increase request. If ETA denies your request, you must resubmit a revised SF-424A and Budget Narrative.) ETA will consider requests to authorize an increase in the amount available for administrative costs from 13.5 percent to no more than 15 percent if: 1) we determine that it is necessary to carry out the project; and 2) you demonstrate one of the following conditions:
- a. Your project is incurring major administrative cost increases in necessary program components (e.g., liability insurance, payments for workers' compensation for staff, costs associated with achieving unsubsidized placement goals, or other operation requirements imposed by the Department of Labor);
 - b. The number of community service assignment positions or eligible minority individuals participating in your project that will decline if the amount available for paying the cost of administrative costs is not increased; or
 - c. The project size is so small that the amount of administrative expenses incurred to carry out the project necessarily exceeds 13.5 percent of the grant amount.
- 4. Extension of Average Project Duration (20 CFR 641.570(c)(2)).** (Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.) Grantees must manage SCSEP projects in such a way that the average participation length for participants does not exceed 27 months. However, grantees may request permission from ETA to increase the allowable maximum average project duration to 36 months. The request must:
- (a) State your current average duration and estimate the average duration for the coming program year.
 - (b) Describe your past, current, and planned efforts to achieve an average duration of 27 months.
 - (c) Describe the exceptional circumstances that warrant an extension to 36 months, as set forth in the regulations, including one or more of the following conditions:
 - (i) High rates of unemployment, poverty, or participation in the program of block grants to states for temporary assistance for needy families established under part A of title IV of the Social Security Act, in the areas served by the grantee,

relative to other areas of the state or nation.

- (ii) Significant downturns in the economy of an area served by the grantee or in the national economy.
 - (iii) Significant numbers or proportions of participants with one or more barriers to employment (including "most-in-need" individuals as described in 20 CFR 641.710(g)) served by the grantee, relative to such numbers or proportions for grantees serving other areas of the state or nation.
 - (iv) Changes in federal, state, or local minimum wage requirements; or
 - (v) Limited economies of scale for the provision of community service employment and other authorized activities in the areas served by the grantee.
5. **On-the-Job Experience (OJE) Training.** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.)* If you wish to provide OJE, you must also provide a copy of your OJE policy and sample contracts to ETA for approval before you can exercise this option.
6. **Cross-Border Agreements (20 CFR 641.515(c)).** *(Approvals for this option expire at the end of each program year--grantees must submit a new request or approval each year in order to exercise this option.)* State grantees may enter into agreements to permit cross-border enrollment of eligible participants. These agreements must cover both state and national grantee authorized positions, and you must submit them to ETA for approval.
7. **Rotation Policy (20 CFR 641.575).** *(Approvals for this option expire at the end of each program year--grantees must submit a new request for approval each year in order to exercise this option.)* You may establish a policy of rotating participants to a new host agency or a different assignment within the current host agency. Your policy must assure that you will make an individualized determination that a rotation is in the best interest of the participant, and that rotation will further the acquisition of skills listed in the participant's individual employment plan.

U.S. Department of Labor / Employment & Training Administration
Senior Community Service Employment Program
PY 2024 Authorized Position Targets

Attachment IV

Grantee	4-month Allotment	8-month Allotment	Total Allotment	PY24 Equitable Distribution	PY24 Authorized Position Targets
A4TD	3,328,209	6,223,195	9,551,404	991	984
AARP	16,497,270	30,298,545	46,795,815	4,826	4,825
ABLE	1,989,198	3,163,484	5,152,682	504	532
ANPPM	4,676,263	8,167,680	12,843,943	1,301	1,325
CWI	16,468,809	30,071,551	46,540,360	4,789	4,799
ES	7,868,301	14,405,401	22,273,702	2,293	2,297
GII	8,017,889	14,640,900	22,658,789	2,334	2,337
IID (S)	1,054,103	1,881,413	2,935,516	298	303
IPDC	565,644	1,034,454	1,600,098	165	165
IR9WB	0	1,067,320	1,067,320	165	165
Mature	1,603,526	2,967,921	4,571,447	472	471
NAPCA (G)	2,944,115	5,507,520	8,451,635	876	871
NAPCA (S)	2,447,711	4,583,922	7,031,633	725	725
NCBA	8,356,439	15,925,630	24,282,069	2,534	2,503
NCOA	12,207,193	22,621,421	34,828,614	3,599	3,591
NEWS	1,109,613	2,094,911	3,204,524	333	330
NICOA (G)	1,337,085	2,457,140	3,794,225	391	392
NICOA (S)	1,393,606	2,702,509	4,096,115	427	422
NULI	4,857,094	8,794,073	13,651,167	1,400	1,408
OPERABLE	1,732,021	3,167,303	4,899,324	504	506
SER	7,863,227	13,817,976	21,681,203	2,199	2,236
TWP	4,139,355	7,561,975	11,701,330	1,204	1,207