

SCSEP All Grantee Call April 1, 2015

Introduction

Jennifer Pirtle: Welcome to the April SCSEP all grantee call. I want to introduce the staff, contractors, and subject matter experts that are joining us today. In the room I have Irene Jefferson, Simi Atolagbe, Michi McNeace and myself, Jennifer Pirtle. And on the line we have Terry Cram, Shelly Rose, Bennett Pudlin and Sally Boofer.

Late Breaking News

Jennifer Pirtle: I have a couple of items in the late-breaking news. We received a couple of questions from you on the reporting form, so I want to give you an update on the status of the reporting form. The current date of the forms is 3/31/2015 which was yesterday. We are in the process of updating the forms. While OMB is reviewing our current collection instrument submission, we have an automatic extension to continue to use the form. When OMB completes their review the forms will be updated with the new expiration date, so we will keep you updated as the process moves forward but you should continue to use the existing forms because we have an automatic extension while OMB is reviewing them.

And the other thing on late-breaking news is something that we want you to think about when it comes to the PY14 grant closeout. We're in the final quarter of the grant right now and as we're finishing up some of our PY14 grant closeout activities, we've come across a couple of issues concerning administrative costs and the 75% requirement for participant wages and fringe benefits, or 65% if you have the special training option. As we move into the final quarter of PY14 we want you to take a close look at your finances and specifically the ratio of participant wages and fringe benefits as well as the administrative figures and monitor them throughout the final quarter so that you are aware of your current position and make any necessary steps to meet the requirements that are set forth in your grant award. We will be offering some more information as the quarter moves forward, but we want you to start thinking about that now, because this has been an issue in the past and we don't want you to run into that problem for PY14.

State Plan Modification Approvals

Irene Jefferson: Good afternoon, everyone. I'm going to first talk about the state plan modification approval letter update. Those letters are complete, so you should have received an email copy of the letter although the original has been sent to the governor of your state, if you have not gotten an email copy of the approval, you can send a message to the SCSEP national mailbox and we'll get one out to you, the one that was released to your governor.

PY 2015 Planning Guidance

Irene Jefferson: The second thing is the PY 2015 Planning TEG. Yes, you guys, you've been hearing it. That is still in departmental clearance. We expect this to go out next week if not the week after, so we're still waiting like you are. This is what you can look forward to with the planning guidance, and something that you can be doing in the meantime. First of all, the indirect

cost agreement, please, please, please make sure that you have the updated indirect cost agreement or you have requested one from the agency of your choice that is still in effect and will be in effect. The grant officer will not consider your indirect costs if you do not have one in place beyond 90 days after the award. I tell you guys this every year. I told you in February, but you really need to have these. We do consider having a placeholder, because we know sometimes these agencies can move slowly. If your letter is dated early enough we'll use that letter as a placeholder until the actual one comes in, but that will only occur if you've done it by now, so if you haven't done it, do it now.

One of the things you'll see in the allocations page of the 2015 TEGL is your match. The match has already been calculated based on your award. So you won't have to do a calculation of the match unless you just want to double check it, but we will have that along with your award amount so that it makes your job a little easier. What you could be doing now, right now you should consider what type of special options requests you'd like to do. That's the extra 13.5% to 15% administrative costs, the extra 10% for training and supportive services, OJE, those type of requests. You should be considering them now, completing your request accordingly so that you'll be ready when it's time to make your document submissions. This is also based on your spending and looking at your trends and see how if one of those waivers are really good for you at this point.

You can also look at your budget for next year. If your allocated amount is not going to change that much, so you may want to go ahead and prepare your 424 so that it's - if it takes a long time for it to go through the process you'll at least have it started. It's very little, the change in the allocations from last year to this year. The best thing about that is that I can adjust your 424, but I can't on your 424A, so you can at least start getting the 424 available.

Training & Technical Assistance

Jennifer Pirtle: So we have this kind of as a placeholder here. If we have some training to give you, we will go ahead and give it to you at this time, but we just want to remind you that we do have subject matter experts and technical assistance available if you need it. If you're having issues with any aspect of your grant, administrative or fiscal program or performance related, we do have the experts to provide assistance. We want you to be successful and we are here to help, so let us know if you need assistance and have questions.

SPARQ Update

Simi Atolagbe: I've announced previously the PY14 quarter three close is scheduled for Wednesday, April 15th, which is two weeks from today. As you know the quarter three QPR is to be coming grant baseline performance and establish proposed goals for the next program year. Therefore it is essential that the data be as free of rejects as possible. The rejects for missing quarter three hours begin to trigger today. We have scheduled all QPRs to run tonight, so the DQRs will also show those messages tomorrow. If you would like to see those messages sooner, you can as always generate your QPR yourself. If you need help resolving any rejects, please contact SCSEP help as soon as possible. The address is help@scsep-help.com.

As always, we would like to remind you to check the user's accounts page for locked accounts.

As a reminder, locked means there were three consecutive login attempts with an invalid password and expired means the password has not been changed for more than 90 days. Please check your account on a routine basis and address any accounts that are locked or expired. If you have not already done so, please let your subgrantees and local projects know that users can now reset their own passwords when their accounts are locked. If you would like another copy of the email in which the new feature was announced, you should contact BCT now. I've announced on previous all grantee calls, please copy the national office on all correspondence. That address is scsep.national@dol.gov. Thank you. Terry?

Terry Cram: That's actually it for us this month, not too much. I just want everybody to concentrate on resolving those rejects and let us know if you need help.

Employer Surveys

Bennett Pudlin: Good afternoon, everyone. Just wanted to call your attention to, if you haven't yet seen it, the last release of SPARQ a couple weeks ago presented a brand new management report called Pending Employer Survey Report, and this report is designed to give you a list of those employers who need to receive the employer survey from the subs during the time period when the survey should be delivered. So an employer will not show up on that list if the employer has had a prior survey within the last 365 days, and the employer will only stay on the list until 100 days after the placement that triggers the need for the survey. We don't want the survey delivered after that because it's too remote an experience, and we want to capture the employer's impression of the hiring process and your involvement with them.

So this will be a tool that the subgrantees can use as an action report, letting them know what surveys have to be delivered and when, and that grantees can use to provide support and oversight to the subgrantees. The same release also included a couple of new edits. The most important one is a warning, so whenever an employer qualifies for this survey and shows up on that report, you will also get a warning on the participant record for the individual whose placement caused the employer to be on the report. That warning advises you to check the report so you'll see exactly what the details are, when the survey has to be delivered by. That warning will go away as soon as you deliver the survey and enter the survey number and date into SPARQ, and if for some reason you don't do it the warning will go away by the 100th day. We hope that would never happen, but you won't have to live with it forever.

The other edits are designed to ensure the quality of the data that you put into SPARQ so there are edits on the survey number field to make sure you just put in the last five digits of the survey number. Some of the old surveys have letters. Some don't. It doesn't matter the five digit number at the end is unique, that's all we want. And also in edits it says if you put a survey number into SPARQ, you also have to put the date you delivered the survey. If you put the date you have to put the survey number. We've had a lot of instances where we got one and not the other, and we can't use that information without having both fields, so all designed to make your life easier and to help ensure that we get enough employer surveys delivered so that we're able to give each of you your own employer survey report so you can get direct feedback from your customers about what they think of the program and the quality of participants that they're hiring through us.

SCSEP 50th Anniversary Conference

Sally Boofer: I wanted to give an update on what's going on with the conference. As of yesterday we have 211 people that are registered for the conference. The registration is still open until April the 7th, so there is still time to register. We left that registration fee at the early bird price and basically that registration fee pays for the meals during the conference.

So we've pretty much solidified the conference agenda and registration team has been working with others very hard to make sure that we have all of the information required in the offered pamphlets or booklets, so we 8 traction workshops, during the workshop sessions there will be eight going on at once. We have several plenary sessions.

We're fortunate that the Assistant Secretary of Employment and Training Administration, Portia Wu, will be attending and she'll be talking about the value of the workers and SCSEP and she also will be recognizing a participant, a host agency, and a business during that time. Also we have the Assistant Secretary for the Administration on Aging, and she's also the Administrator for the Administration for Community Living who will be there to talk about the Older Americans Act, along with several other great presenters as well as the President of the AARP Foundation and the CEO of AARP will be speaking. And then on Thursday night we are planning on the 50th anniversary reception celebration of this milestone for the SCSEP.

As of yesterday the rooms were released back to the hotel, so if any of you have not registered or registered at the hotel when you do contact them let them know that you are with the SCSEP 50th anniversary conference, to see if you'll still be able to get the rate that we arranged with them.

WIOA Update

Jennifer Pirtle: I just wanted to give you a quick WIOA update. Over the past month there's been a couple of updates. You can find the latest information about the workforce innovation and opportunity act on DOL's Web site, www.doleta.gov/wioa. The latest fact sheets have been added to the site. And they include the topics of governance and leadership, one stop career centers, and the youth programs. There's also information on the practitioners page located at WIOA.workforce31.org. This includes a WIOA 101 resources, promising practices covering a variety of topics and several quick start action planners covering partnerships and state leadership and governance. There are plans for additional QSAPs including one stop service design, youth service and strategies, and local leadership and governance, so if you check back those should be ready pretty soon.

Q&A

Man: **Yes, I have a question, the DOL or any other grantee regarding the Affordable Care Act (ACA). I got the guidance from DOL back in January of '14 stating that we should contact the IRS for more information about our status under the employer mandate, and I was just curious if DOL would have heard any guidance issued or heard about any guidance issued from the IRS or if any other grantees are aware or contacted the IRS and**

received any guidance regarding whether participants are employees for the purposes of ACA.

Jennifer Pirtle: Thanks for the question. We have received that and we have posed the question to the IRS but we have not received an answer either way. I suspect that it's because they don't want to make some sort of blanket statement about participants for an entire program that covers every state in case state laws may be different. In addition I don't think they want to make a blanket statement that could cover any other programs. So I think that's why we haven't heard anything yet. I will still try to get an answer out of them, but I don't know if it's going to be coming. So if anyone has been successful we would like to know about it.

Ryan Kibby: **Thank you. Hi, my question is for Sally. I wanted to know about the 50th anniversary conference. Are there still plans in the works to have that be streamed or posted online for those of us who aren't able to get to DC?**

Sally Boofer: We're not going to stream that. It just was too expensive, but what we will do is we've asked the presenters to provide us with their power point presentations and we plan on posting those and we'll send that out to you all.

Ryan Kibby: Oh, great. Thanks Sally. I wish we could attend, but that'll be great.

Conclusion

Jennifer Pirtle: Well, if there aren't any more questions, then I thank you guys for joining us today. The next call will be Wednesday, May 6th, at 3pm eastern and we'll talk to you then.