**WorkforceGPS**

**Transcript of Webinar**

**Senior Community Service and Employment Program (SCSEP) National Grant Award Transition**

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GRACE MCCALL: And welcome to "Senior Community Service and Employment Program National Grant Award Transition." So without further ado, I'd like to turn things over to our moderator today, Michi McNeace, technical project lead Two Tech, Inc. Take it away, Michi.

MICHI MCNEACE: Thank you, Grace. Welcome back everyone, and good afternoon and good morning as well. Thank you for joining us today. As you can see, our presented lineup hasn't changed from our last webinar. They were so good that we asked them to come back and present again. So our presenters for today will be LaMia Chapman, unit chief for the older workers unit, Bennett Pudlin, Charter Oak Group, and Mark Amspoker with BCT Partners. And please ignore this background noise if there's any.

OK. So some of the materials and we'll cover today, maybe it was in the – they may be repetitive from the last webinar that we had along with the various email communications that you've received thus far. But our goal is to keep key activities and timelines with dates in the forefront. Also it's designed to have everything documented in one place and to give you chance to clarify anything that you are unsure of.

But today we're going to focus our attention on the core transition activities involving participants, host agencies, and grantees. And most importantly, what do we mean by participant centered? And what we want to ensure that you have a clear understanding of the requirements and expectations for the first 90 days post the transfer date of January 1, 2021.

You may find that we'll move quickly through some slides, and as always, we have built in time for questions and answers. Today's webinar is intended to be more interactive and to allow for discussion, especially about the – how the pandemic has affected the approach to transition. Therefore, in addition to typing your questions into the chat feature, we will also be opening the phone lines for more interactive and engaging dialogue session, and that'll happen towards the middle to the end of the webinar.

So with that being said, I would like to go ahead and hand the first part of today's webinar over to LaMia Chapman.

LAMIA CHAPMAN: Thank you so much, Michi. Welcome. Happy Friday and welcome national grantees and congratulations, once again. I'd like to start off with introducing our newest SCSEP grantee to our SCSEP community, and that is International Pre-Diabetes Center – IPDC. So welcome to our SCSEP community. I would also like to acknowledge if there – that NICOA, which is the National Indian Council On Aging has received a general grant. They have always been a set aside grant and now with them being a success as a set aside, has expanded their capacity to become a general grantee. So welcome. Thank you for both of you all and congratulations to everyone.

Transition planning and milestones. I like to talk about that. So in transition planning, we'll talk about meeting the transition milestones, where we are today, and where we're going next. These milestones that we have here – I want you all to please lock them into your calendar, make sure that you all adhere to these dates. Over the next three months, these dates – as we have gone over in our prior webinar, we want you all to adhere to the October dates, the November dates, and December dates. These are our last dates. I don't need to go through them. We have these – this webinar that you can refer to as well as the one that we had last week.

Now, for our milestones, after the official transfer date of January 1st, 2021 there's post transfer activities that will take place for the first six months. So we've grouped them from January to April 3rd, 2021. These post transfer activities will include context with any missing participants, if applicable. We hope that every – all participants will be present and accounted for once you get them.

Any correction of participant records is needed. The more favorable IDL policy applied during the first 90 days and right of first refusal. And also doing January through June, 2021, we want to make sure assessments and reassessments are done, IEP updates and developments, re-certifications as needed and all of our receipts of activities – MOUs, AJC partnerships – Hope they can see information – All of those things are intact.

Next, time for Q&A, please enter your question into the chat and because most of you all are veterans at this, I'm sure those of you – you don't have any questions. I don't see any, so we can go on. We want to focus now on participant centered transition activities and priorities. Key competition principles.

We are very, very centered on making sure that this competition is participant centered and we do no harm, a seamless transition, and no participant left behind. No harm, seamless transition, no participant left behind. Participants have the right of first refusal – meaning participants have 90 days to remain at the same host agency at the same rate of pay. The right to fair duration. That means participants will receive the IDL that is more favorable for the first 90 days that they're with you.

Again, this is all about during this transition – do no harm to the participants. No participant should be adversely impacted, dropped, lost, forgotten. All participants must be treated with dignity. They need to be helped throughout this process. We want to ensure timely, appropriate, and accurate communication and information flow to them. Seamless payroll transition, no skipped pay rolls, no loss of any income. And again, we stress no participants should be left behind.

What does right of first refusal mean? Participants have a right to rebate at the same host agency and community service assignment for the first 90 days after transfer. January 1 – plea transfers, they have the right to stay at the same host agency and community service assignment for the first 90 days after this transfer and that their wages and training hours remain the same with the caveat that some hours may be reduced if they are uniformly lowered for the recipients. They also have right to fair duration – meaning recipient grantees will apply the more favorable durational limit policy of either the donor grantee or recipient grantee for durational limits reach in the first 90 days after transfer.

So Bennett, you want to elaborate on this?

BENNETT PUDLIN: Sorry – yes, LaMia. Thank you. And good afternoon everyone. I'm sort of jumping ahead a little bit here. We have additional slides that are starting on page 19. So maybe LaMia, you finish this and I'll pick up on that a little later, or do you want me to do that now?

MS. CHAPMAN: Sure. Sure. Sure. I wanted to make sure that when we talk about the right of fair duration that any IDL extension granted prior to January 1, 2021, it still remains in effect and will be honored by the recipient grantee for the full year of the extension. And then –

MR. PUDLIN: You said it – and these are the rules that have been in place in prior competition. They're basically the rules that are in place – even on a traditional normal transfers that are initiated by the grantee. So there should not be any surprise here. And if folks have noticed on the main page at the bottom under file share along with a copy of today's PowerPoint, there's also a copy of the current grantee IDL policies.

I believe we promised that to the grantees on the last webinar. And those of you who are affected and are receiving those very few participants who have IDLs coming up between now and April 3rd, you can check on that attachment to see if the donor has an IDL policy more liberal than yours.

MS. CHAPMAN: Exactly. I think – I mean, as well, we want to also emphasize that the recipient grantee is responsible for continuing and implementing IDL transitional services – the assessments and reassessments as we talked about – ideal transitional IEPs, their employment focus, because again, all initial IEP should have an employment goal and a non-employment focus – goal and any additional supportive services that will help them attain their goals. Next one. What is IDL?

MS. MCNEACE: So we have –

MS. CHAPMAN: Yeah. Go ahead.

MS. MCNEACE: We have a poll right now. Let me answer.

MS. CHAPMAN: OK.

MS. MCNEACE: So the poll is asking what does IDL stand for? I guess we didn't poll anybody. Everybody got 100 percent.

MS. CHAPMAN: Veterans on the line with the exception of IPDC.

MS. MCNEACE: I know. They didn't think it was an international date. So that's a good thing. Or an individual drinking limit. So we're good. We're good. Veterans are on the line. So we'll go ahead and close the poll and move on to the next

MS. CHAPMAN: Great. Individual Durational Limit. Bennett, you want to go ahead and take 19?

MR. PUDLIN: Sure, LaMia. There's really not much to add. We are very fortunate because of the COVID extension that was granted to everyone active starting March 1st, we have very, very few participants on the transfer list who have IDLs that are going to be impacted. So I think this will be easy for folks to handle.

I don't think there's any donor that will have to be involved in issuing a 30 day termination letter because nobody has IDLs coming up in January. So that'll all fall to the recipient for those few that will be exiting – potentially exiting by April 3rd. But the one thing that is important to stress is that for those folks who are listed on the transfer list is having IDLs by April 3rd, as well as those who have IDLs coming up later, transition planning really needs to begin ideally 12 months out.

We hope it has begun for those folks. But for those that have approaching IDLs say within certainly three to six months of the transfer date, the donor should be beginning those activities now and should be sharing them with the recipient as part of the exchange of information and documentation that will be talked about a little later in the webinar. And just a reminder, Michi, if we can move up to slide 22 – what you already know about durational limit policies – there's no change here, but a reiteration of the existing rules.

Keeping participants informed if there are changes and by the way, the IDL lists that we attached to today's webinar is the latest – should have the latest approvals. If there are any – if you think there are any errors in that list, be sure to contact the national office and we'll get that clarified right away. So I think, LaMia, that – that essentially covers it unless there are questions specifically regarding IDL, I think it's uh back to you.

MS. CHAPMAN: OK. Although I do see a specific question, so I don't know if that's grantee specific with what if the grantee was giving indefinite extension to participants 80 years or older? So I see that one come in – so that's a question. I guess I don't –

MS. MCNEACE: LaMia, I'm sorry LaMia. Are we going to move to questions and answer right now?

MS. CHAPMAN: Yeah. I think –

MR. PUDLIN: Yeah. We can because there's really nothing else to cover in this section, Michi, that hasn't been provided. The – there are actually a couple of questions here. The one about 80 and over – the recipient is only required to honor the IDL policy that's more liberal if in fact it applies to the participants.

So if the donors an option three and only offers extensions to participants who are 80 and over and the participant that you're receiving as a recipient is not 80 or over, you can apply the policy, but it won't apply to that participant. So I think that's a nonissue. It doesn't matter what the policy is – if the donor has an approved policy that is more liberal and applicable to a given participant, then you apply it to that particular –

MS. MCNEACE: And to clarify – Bennett, to clarify, so they would apply that donor re- – policy for the first 90 days; correct? After transfer.

MR. PUDLIN: Well, they have to apply it if the IDL occurs in the first 90 days, and that's only the handful of people listed on the transfer list – as we discussed last time. Mark can confirm the count, but it's no more than I think eight people. So this is not going to be a big deal. If the IDL – if the durational limit date is reached in the first 90 days after transfer, that participant gets the benefit of the donor's policy if more liberal, and if it's applicable, then the person would get a 12 month extension. As of April 4th, that right of duration goes away and the recipient applies its own policy only starting April 4.

MS. MCNEACE: And so April 4th, the recipient grantee – where – would apply their IDL policy for any participants that have reached their IDL limit as of April 4th going forward; correct?

MR. PUDLIN: Correct. And as LaMia said, if the donor granted an extension under its own policy prior to January 1st, the recipient is going to have to honor that for the full 12 months, even if that extends beyond April four, we can't take away an extension that's already been given.

MS. MCNEACE: Perfect. Do we have any more questions? I don't –

MS. CHAPMAN: I see a question. It says that's the right of refusal also include the same number of hours per week? That's the first right – the first – yes, refusal also include the same number of hours per week?

MR. PUDLIN: Right. Although I sent you – you mentioned already that if there are – if there's a need for a reduction in hours that's applied uniformly, then that would be allowed. And the same issue came up in the prior competition. That if due to funding or other constraints, there has to be a reduction for everyone. You just can't single out the transferees and reduce their hours to bring them into conformity with everyone else in your project. Just like they're not going to be in conformity with the IDL for 90 days. They get to keep their hours even if they're – you give 18, but the donor gave 19 – you got to give the 19, unless for some reason that's not possible.

MS. CHAPMAN: Right. And typically most grantees do average 20 hours a week. The average is suggested around 20, so it shouldn't be exorbitant during the weeks' time that they get 20 to 25 at most during that week. Thank you. Michi, can we go to the next?

MS. MCNEACE: Sure. OK.

MS. CHAPMAN: So let's get started. Start planning – start your planning process. The donor recipient grantee should be discussing the transition process. You all should be established – establish the date, time, and location of your joint meetings, share relevant documents and information.

And be well on your way in validating and analyzing your transfer list. Sending detailed letters to participants – please make sure that the participants know that they will be exited – they will not. I'm sorry, will not be exited from the program and to include information on the right of first refusal and their individual durational limit requirements.

Please introduce yourself to the recipient – I mean, introduce the participant to the recipient grantee and include information on upcoming meetings. Next step is send detailed letters to the host agencies. And I think this is important. The purpose of the transition, what's going on – participants write a first refusal and individual durational limit, introduce recipient grantee, and informational upcoming meetings. Thank you. Next slide.

OK. Thank you – preparation. In doing so let's – you must remember to prepare essential transition documents for contesting meetings, either virtually or in person. Prepare participant transition documents, original copies of participant files, or electronically or hard copy. These files should consist of, but it's not limited to, the assessment and reassessment or IEPs and all updated IEPs, community service assignments with all relevant dates, documentation of other permissible training and supportive service activities, all case notes, documents, patient for validation, meaning the income, waiver factors, and other relevant documentation/information.

Your initial letter, should at least contain the full competition outcome and why they are being transferred, a statement ensuring that they will remain in the program with the grantee, because again, we're talking about no harm, the introduction of the precipitant grantee, date, time, and location, virtual small group of upcoming meetings, information as to what they should bring to the meeting, and who contact if the participant can't make the meeting, or if any assistance is needed to get or access the meeting.

Participant transition meetings – what should take place? The donor and recipient grantees really should work together to conduct this transition meeting. The materials should cover the purpose of the transition, again, thank you and reassure the participants. This is a rough time for everyone.

So you want the participants to know that they're not going to be dropped from the program. The transfer to the recipient, again, they're right of refusal. Information about the durational limit including the COVID extension. Information about payroll and time keeping requirements that there will be no interruptions in their pay. We get a lot of letters about that. So no interruption to that. Community service assignments that they will be able to stay – the information about the community service assignments where they have the right of first refusal and they'll be staying for the first 90 days.

Post transition meetings. These are important meetings as well. We give you a suggestion on what should be with your transition – meeting with your host agency. So here's the suggestion right here. Next. Bennett, you want to take this one for the recertification?

MR. PUDLIN: Sure LaMia. Again, no surprises here. Recip- – the donor grantee will handle all re-certifications that are due through December 31st and the recipient will be responsible for any certifications beginning January 1st, re-certifications that are not yet due do not have to be redone, should not be redone by the recipient, the recipient should honor the recertification done by the donor just as you would in any normal transfer. The participant does not change their status just because they've been transferred.

But again, if there is a reason unique to that participant that amounts to a substantial change in circumstance, then a recertification is always appropriate. And for those of you that do all your re-certs in the spring, again, the rule is the same as it is for normal circumstances. You can do a re-cert sooner than 12 months if necessary to get everyone in sync with your cycle for re-certifications. That covers that slide, LaMia.

MS. CHAPMAN: Thank you. Program file transfer. This is critical so that each – the recipient will be – have the necessary information. So the donors, please make sure when you do the program file transfer that you prepare files to be transferred to the recipient. Copies of files are acceptable. Electronic files are acceptable. Ensure safeguarding of PII – personally identifiable information. Contact us – the department immediately if there's a breach and follow your PII policy, as well as notifying your FPO and of course, special rules for medical records and/or anything pertaining to disability.

Participant documents to be transferred. So the donor grantee must provide the recipient grantee at minimum these items – the last three eligibility determinations, the original, and or re-certifications initial and last two assessments, the initial and last two IEPs, record of any additional paid training – and that's outside of the host agency, record of any disciplinary actions, all case notes, any documents relevant to special needs, or that may inform the service provider, current auto insurance and driver's license that's for those participants who are driving for a host agency, such as elder – the elders – the elderly agencies, and any pending complaints or grievances; OK? Next.

So there are additional documents to be transferred. So when we talk about the files – more documents to be transferred would be any durational limit notices that were sent out 12 months, 90 days, and 30 days participants approaching their durational limit. Those are important because there are backup documentation to inform the participants that we have let you know that you're coming up on your durational limit. And these are the activities that were taking place.

We want to have in those documents, any transition assessments and plans if applicable, correct community service assignment descriptions, and including current wages and hours, SCSEP release form for UE follow-ups. That's critical. Document of last offer of physical exam – they have a right to physical exam – a paid physical exam. Participants on approved breaks, provide the documentation of the start date, the reason, and expected date of return.

This is important for those participants who are currently are on approved breaks, and medical documentation or any other records related to disability. These must be handled in a secure manner – separate from all of the documents, it must be assembled by and delivered to only staff who have the need to access these documents. We also have in highlighted on this slide, the see doc – see topic 6984 of the participant form guide and the data collection handbook.

Transferring host agency files. Donors grantee must provide to the recipient grantee at minimum – this is not an exhausted this list – current host agency agreement and date of last renewal, current IRS 501(c)(3) exemption status, holiday schedules, list of supervisor who approved time sheets and supervise participants, participant time sheets, in kind match information, listing information of any satellite locations if the participant is off site, training description, and the last monitoring and safety review report – very important.

So what role will the states play in this transition? The state play an essential part of the SCSEP transition process. As the governor's representative, states should be prepared to respond to potential issues – reassuring participants who are fearful that they are losing their job or their position – their work experience position in this transition, working collaboratively with the national grantees in the states. You all should be developing a process for transitioning participants affected by ED requirements or swaps – discussing swaps with national grantees as necessary. So it's important for the states to be included. So now we're going to go to our next question.

MS. MCNEACE: We have a poll now – so we're prepared for another poll and the poll is where are you now? We want to find out – get a little insight as to where grantees are currently with their transfer lists, swapping, or are they starting to prepare letters? Things of that nature. OK. Looks like planning on some swaps has been – they're still working on their transfer list. So we're hoping that for those that are waiting for additional guidance, that active webinars that has guidance that they're looking for would be provided – that's our goal. So Bennett, LaMia, you guys went to –

MR. PUDLIN: Thanks.

MS. CHAPMAN: Yes. We're finished. We can move on.

MS. MCNEACE: OK. We're – OK. Thank you for that. And we got poll number two – transition planning. We want to know – do you need help with transition planning? Oh, you got to like a mixture of – we got this and we would love the help. So for those grantees that said we would love the help, we would suggest that if you need additional transition planning assistance, please email scseptransition@dol.gov; correct LaMia?

MS. CHAPMAN: Absolutely.

MS. MCNEACE: And let us – and let us know what helped you need and we will most definitely work with you. And OK – I think we'll close this poll and now we're going to open this time up for questions and answers, but we're also going to open it up for open discussion. So grantees will have an opportunity to either type their question into the chat box, or they can unmute their phone lines by hitting \*6 and voice your questions, comments, and let's have a more engaging conversation now. Bennett and LaMia are you ready for that?

MS. CHAPMAN: Absolutely. I do want to – if I can, can I see a question that came in that was typed in? Can we – can I address that one?

MS. MCNEACE: Yes. So we have two questions. One says, can you confirm the donor grantee sends the initial letter?

MR. PUDLIN: Correct.

MS. MCNEACE: Does the donor grantee – yes. That is yes. OK. Question for ending. Is there any update on when the two month transition period funding TEGL will be delete (sic)?

MS. CHAPMAN: That will be – that information will come out – we have an all grantee call scheduled for next Wednesday – that day is – let's see, that's Wednesday on the 21st. We'll have the additional information for you if you don't see it prior to that.

MS. MCNEACE: OK. Thank you. So grantees, this is an opportunity to have an open dialogue with LaMia and/or Bennett or any other member of the team. If you'd like to dial in, just unmute your phone by hitting \*6, or put your questions or comment into the chat box. We have one question that says, did you say that the donor grantee has to provide time sheets? Why? I don't recall – yeah.

MS. CHAPMAN: Yeah. That was in the past time sheets. I believe we mentioned that they had to show – I know for – if they're talking about the transition with the time sheet, I'm trying to find where we –

MR. PUDLIN: So we have payroll and timekeeping requirements –

MS. MCNEACE: Yeah. I don't recall time sheets. I think we –

MR. PUDLIN: Let's take a look.

MS. CHAPMAN: It said specific to time sheets with just the payroll information. Is that question?

MR. PUDLIN: I'm not seeing anything about time sheets – that would seem excessive.

MS. MCNEACE: Yes. I don't see anything about time sheets as well. So the answer would be –

MR. PUDLIN: Under the – under the host agency, we do have a list of supervisors who approve the time sheets and supervise participants.

MS. MCNEACE: Yes.

MR. PUDLIN: Oh, it does say participant submit time sheets – transferring host agency files.

MS. MCNEACE: (Inaudible.)

MR. PUDLIN: Wow. Yeah. So it does say – but it seems to me – I mean, that was on the list in 16 as well. And so I –

MS. MCNEACE: Yeah. It was. It was –

MR. PUDLIN: And so hearing from the grantees about that – it seems to me that since the sub-grantee is paying the wages, they're going to have payroll information that would be easier to provide than time sheets, which may or may not be in electronic format; right? I don't know what let's hear what – what was people's experience last time? And who wants to make a case for the actual time sheets? And if so, going back how far?

MS. CHAPMAN: I would think with it – at least with the time records for the grantees, it may be a point if they had to have it in 16, that they would want to get a gauge on the hours that were being worked – the average hours.

MS. MCNEACE: Yeah. So what per –

MS. CHAPMAN: Had those time sheets –

MS. MCNEACE: Yes. What's coming in on the chat is that one says you're correct. The paymaster has the payroll records. One grantee said, I don't think we should provide the time sheets. Another one said in 2016, donors did not have to provide time sheets. Another one says no to time sheets. There seems to be a consensus about no time sheet.

MS. CHAPMAN: Well, and I think that's a judgment call on that one.

MR. PUDLIN: Yeah. I do think though, if there's access to the time records, at least for say the quarter before the transfer in case there's some question or dispute that arises – I would think that the recipient would want some records to fall back on.

MS. CHAPMAN: And there was one comment said I would like to see some time records to see if there were attendance issues. Again, I find it to be useful, not only to see if there were attendance issues to gauge the hours – the average hours that the participant has.

MR. PUDLIN: Right. So there's another comment that says if we're going to be satisfied with the payroll records, we should move that bullet over to the grantee side rather than the host agency document. So does anyone think that – that – that would not be adequate getting the payroll records for the second quarter of PY 20?

MS. CHAPMAN: Because I think when you said second quarter, just saying, you just want to put the three months, there's a question that came in for how long – how far back.

MR. PUDLIN: Right. The three months prior to transfer, which would be the second quarter PY 20.

MS. CHAPMAN: Yes.

MS. MCNEACE: Yeah. I think that's pretty much – they're still typing in, but there was a question about grantee contact lists. One of the other grantees answered the question by saying the contact list is available while Workforce GPS – older workers community of practice. So thank you for that. That is where you would find the grantee contact list.

MR. PUDLIN: I don't quite get the next question – it's not –

MS. MCNEACE: Donors love input from recipients regarding which participant and donor case file should be transferred, or is it the donor's discretion?

MR. PUDLIN: Oooh –

MS. MCNEACE: So they're – they're asking does the donor have discretion as to what case file will be transferred?

MR. PUDLIN: Well, it's not clear whether they're talking just about case files or the actual participant transfer, but either event, the slide provides the minimum content that should be provided to the recipient. And beyond that, the donor and recipient should work it out. If there are additional things that the recipient would like to have, then I think that's a discussion.

MS. MCNEACE: Or the – or you can read it as does a donor get to decide if they want to send a case file of a participant or not?

MS. CHAPMAN: Nah, we don't read it like –

MR. PUDLIN: No. There's no – no.

MS. CHAPMAN: There's no way that can happen.

MR. PUDLIN: Right. That's why we have the slide. The slide reflects what we worked out in 16 as the basic requirement so that the recipient could continue to provide effective service to the participant. Without the background information, it's going to be really hard to do that.

MS. CHAPMAN: Exactly. To have any notification of how to catch who's the client, how to engage them, what was worked on before – that's really holistic services, providing that background – that basic information. So when they engage the participant in the project – in the program, they're able to ensure that their IEPs are at least towards the end goal of what the participant wants to accomplish while they're in the project.

MR. PUDLIN: Yeah. I think that if anyone thinks there's something on that list, maybe we should go back to it, Michi, and let them – because it's on multiple slides, so I'm not sure quite how we do that.

MS. MCNEACE: Just go through the slides.

MS. CHAPMAN: Right. So is it basically the host agency documents we're talking about or participant file document?

MR. PUDLIN: Sounds like both.

MS. CHAPMAN: OK.

MR. PUDLIN: So here's the first slide on grantee documents – documents in control of the grantee. And you all have access to these under file share down below. Here's another one – why don't we back up? Let's just stick on the first page. Does anyone have objection to having to provide anything that's here?

MS. CHAPMAN: Well, we need to add something that's not there that we haven't thought of.

MS. MCNEACE: And grant – grantees, please know if you would like to verbally share, just hit \*6 to unmute your phone line, or you can type it into the chat box.

MR. PUDLIN: Not seeing any comments – oop, somebody's typing.

MS. MCNEACE: OK. So the one who asked the question initially said, got it. Crystal clear. PowerPoint downloaded.

MR. PUDLIN: OK. Go to the next page. There's another three, six, seven bullets.

MS. MCNEACE: Yep. We see no issues with the list. We do have a comment that says, can you add to slide 31 payroll records that will allow the recipient grantee to enter Q2 our data into SPARQ?

MR. PUDLIN: Yeah. That's a good point. For payroll records, we have to go back beyond quarter two; right? Because if the pay period – the last pay period covering quarter one – I'm wondering if we don't need both quarter one and quarter two –

MS. CHAPMAN: Only if quarter one wasn't added; right? From the reject – I mean, from the list that we send out from SPARQ?

MR. PUDLIN: Right. That's – that's right. I guess that is – yeah. So yeah, we can do that. We'll add quarter two and any other records for quarter one that may not have been entered. Although those would result in a reject so there shouldn't be any, but we'll certainly add that and make sure that there's a revised version of the slides for folks. And we'll take off the time sheets then? Well, let's move here. Take a look at the host agency list. Is there anything – this is the only slide for host agency.

MS. MCNEACE: No, this is the – are you on the – I guess there's a delay in the slide –

MR. PUDLIN: Thirty three. So we're going to delete from here participants time sheets and add the payroll records on the prior slide.

MS. MCNEACE: OK. It seems like there's a consensus that they wouldn't like that to be done and we have one –

MS. CHAPMAN: And –

MS. MCNEACE: We have one – I'm sorry LaMia, you wanted to say something?

MS. CHAPMAN: No, ma'am, go ahead.

MS. MCNEACE: OK. We have one more question that says, are we still able to accept verbal permission signatures from participants?

MS. CHAPMAN: What does that mean? What does – what does that mean?

MR. PUDLIN: Yeah. Help us out. Regarding – permission for what?

MS. MCNEACE: It says verbal permission signature. Are they saying that in lieu of a signature that you would get verbal con- – permission?

MS. CHAPMAN: But on what document?

MR. PUDLIN: But on what though? What is – what is it they're looking – permission for what?

MS. MCNEACE: Yeah. They're typing – typing now – they're typing now.

MR. PUDLIN: OK. There is a DV. My recollection is that folks who were transferred will not be sampled for DV. Perhaps Mark can confirm that for us?

MS. CHAPMAN: Yeah. That's a good question.

MS. MCNEACE: I wonder if they're talking about electronic –

MS. CHAPMAN: That is correct.

MR. PUDLIN: Well, we've got tons of questions from Terry. Yeah. So anybody – even under normal transfer – those folks do not wind up in the DV sample.

MS. CHAPMAN: OK.

MR. PUDLIN: So we're waiting for clarification on what kind of verbal permission are you looking for?

MS. MCNEACE: And please know if you would like to get on the phone line (speaker breaking up) six –

MR. PUDLIN: Oh, we're getting – we're getting a update here.

MS. CHAPMAN: Are you guys shy? (Chuckles.)

MS. MCNEACE: I think this was kind of like back in 2016. They don't want to talk to us.

MS. CHAPMAN: Good questions coming through though.

MS. MCNEACE: All right. So we have one that says transfers not in the DV sample for both donor and recipient. That's the question.

MR. PUDLIN: Oh – no, they may be in the sample for the donor, I would think because you're looking back over – unless the donor has lost a whole sub work or state work. I would think just the individual one, but again, we'll have to get DCT to weigh in on that. I think it's the recipient that is exempted from DV.

MS. MCNEACE: OK. So the question about verbal permission – they wrote, participants aren't on site and are verifying training verbally, not signing time sheets.

MS. CHAPMAN: So when they say not on site, is it not on site with the host agency or not on site with the actual grantee?

MS. MCNEACE: Think they're working – some of them are being trained remotely, so they're not actually signing.

MS. CHAPMAN: What time sheet?

MR. PUDLIN: Or they'll get – (inaudible). Right.

MS. CHAPMAN: Yeah. Shouldn't it be a mechanism that they have to monitor or know if they're doing it? That would get kind of train – oh, how many are on COVID sick leave. Sick leave is different. I understand that one for the time sheets –

MR. PUDLIN: Yeah.

MS. CHAPMAN: But if they're training –

MR. PUDLIN: Yeah. Is there a reason that there couldn't be some sort of electronic confirmation from the participant?

MS. CHAPMAN: Right. If they're able to train at home, it would be with some remote access to something. Maybe Kate, we can take that off slide?

MR. PUDLIN: We have said – we have said, well, we've heard he said in the case of natural disasters, it is possible to take a verbal confirmation and then follow up with a written one when that's feasible. So I would think if there's somebody who is totally isolated and the only communication possible is by phone, that you could have the supervisor take the confirmation over the phone as a case note, and then get a signature at such time as you have a direct contact with the participant.

MS. CHAPMAN: She said, yes, that is the case. I had direct contact with the participant. I am interested in this type of training. So if we could have a side conversation that would be helpful, Kate. So I'll reach out to you on that one for that answer.

MR. PUDLIN: Right. I would think though, if it's going to be extended that you'd probably want to mail with a return on envelope with postage on it – some certification of the hours to have the participant sign rather than let it go months and months with no confirmation.

MS. CHAPMAN: Yeah. I think we could take that one offline, Bennett.

MR. PUDLIN: Yeah. OK.

MS. MCNEACE: OK. All righty. So back to – I don't see where we have any additional questions that has come through. So if there are no more questions, we can now move on to the next session, which is transferred and plots.

MARK AMSPOKER: OK. Everybody. This is Mark and good afternoon. I'll go over where we are with the transition lists and the transfers and then I'll hand it over to Bennett to talk about swaps. So what is happening with the transfer list? We sent out version one on September 25th, 2020. LA County grant – donor grantees and Senior Service America as a donor grantee were not included in that list. So we subsequently sent out two supplements. The one A – version one A on October 1st, and then one B was sent out to SSAI and AARP as a recipient on October 13th, 2020.

We also in this time sent a list of orphan counties to affected state grantees. And that went out on, uh, October 9th. Set aside grantees are working currently with the national office on any needed adjustments to their BYU 2020 awards. And then for all of these lists, they are due back to SCSEP help at Zendesk no later than October 30th, 2020 – as it says here on the slide, the sooner is better, please don't delay. We received as of this morning one submission. So we have some catching up to do.

Then we will compile all of the data. We will create a version two, which will be sent out to all national grantees on November 6th, 2020, and also the updated version of the orphan counties will be sent to the state grantees on that same day. And then this version – the second version will be due back to Zendesk no later than November 25th.

And then there will be a final version version three, which is going to be sent to the national grantees on December 4th. That version will be due back to Zendesk no later than the 18th of December and all of this – the transfers will be effective in SPARQ I believe 6:00 a.m. instead of here at 12:01 a.m. on January 1st, 2021.

So another view – we saw this on the last webinar last week, the participant transfer list update to the six columns to the right are the ones you were most concerned about. The recipient grantee column right there in the middle is what you will be in most cases, replacing – in many cases, replacing with a grantee acronym if it says TBD, that means that's the category to be.

And as an orphan counties, you're going to either – as donor grantee you'll put yourself over that replace TBD with your own acronym, if you want to keep the participant. And if you've made it – however you made arrangements with another recipient grantee who you feel, or both of you feel is in better position to serve that participant than you will put that recipient grantee over the TBD.

If you see two acronyms separated by comma, that's an indication that that's a category two A and then the donor grantee will be inserting one of the two. And then if you see just one grantee acronym, that is no – there's no option. That is the recipient grantee that will be taking over per category one – those participants.

You'll be drop – using the drop down in column K, where it's yellow cell there just to select your choice, you'd be adding any additional comments in column L and then to the far right those three columns are the 30 day to 60 day and the 90 day when our participants DLD may be hitting. Bennett asked earlier how many there were – I think I believe there are still five – one in the early days of March and then four more in – on or before April 3rd. And so that's a collective total of five.

And this is the – this is what you'll annotate column K and column – a little bit larger view of this carefully add into – insert all of your information regarding categories one, two A and two B. And return that to SCSEP help at Zendesk by October 30th. Now, if you do find errors in the list or in the underlying data in SPARQ, please correct that information SPARQ and also note on the list what changes you made and you can highlight that in yellow. You could even add that in the some comments.

Always just use the Excel file that was sent to you to return the information – use that template only to Zendesk and compile all of your information as to donor grantee no matter what the categories are in one file and send it back to us. And then we will process that and then create the version two from that.

And now onto swaps and Bennett I'll hand it over to you.

MS. MCNEACE: We also have a poll here about swaps.

MR. AMSPOKER: Ah, sorry – the poll.

MS. MCNEACE: And then we can – we – no worries. And what we're asking is grantees, are you contemplating any swaps?

MR. PUDLIN: OK, well this is consistent, I think, with what we saw in a prior poll. Several of you are thinking about it. And as you know, we've allowed the month of November for the nationals to talk among themselves about swapping positions. I think we're done with this poll, we can go to the next slide.

And then we allow the state grantees to get into the act on November 2nd. As we clarified on the last webinar, that doesn't mean you have to wait till November 2nd to be talking to states. If you are contemplating a swap with the state, you should begin those discussions now. Whether it's a national to national or national to state swap, we'd like to get them in as soon as possible so that DOL can review them and approve them as required by the regulation.

And BCT can incorporate the resulting transfers into the next version of the transfer list. That's one of the reasons for the pressure to get these done sooner rather than later. Also the grant's office is going to need to incorporate any swaps into your grant award. So for those reasons, we would encourage you that are – those of you that are contemplating it to get on it and please contact us if you've got any questions, otherwise just follow the instructions that were emailed to you – I believe the beginning of this month and DOL will try to turn it around your request as soon as possible. So I think – unless there's a question – that you – we can move on to the next poll.

MS. MCNEACE: Yeah. And it – well, and it's time for – if anybody has any questions about swaps or they're transfer list – I think there was another question that came in for the participant letter.

MR. PUDLIN: Yeah. Just seeing that now.

MS. MCNEACE: Yeah. Yeah. If DOL has not yet approved the slot, should our letters be vague or can the donor list – the expected recipient grantee pending swap approval?

MR. PUDLIN: So can the donor list be expected? Yes. I think that that's why we put that value in the dropdown. If you are serious about the swap, then there's no point in our assigning it to the currently listed recipient and you should let us know on the form that a swap is under consideration or pending. For the letters – wow. Yeah. So that's an interesting wrinkle. I'd be curious to know what people think about that.

The goal is to reassure participants that the recipient's going to take good care of them. If you don't know who the recipient is, it's a little harder to do and you don't want to tell them it's going to be grantee B and then tell them a week later it's actually a grantee N; you know? So that's another reason you might want to get the swap request in sooner rather than later. I'd love – be interested to hear from grantees that are contemplating swaps, how they think it would be best to handle that.

MS. MCNEACE: So again, if you would like to dial in, just press \*6 to unmute your phone and/or put it in the chat. I think their preference is to type it in the chat. So we have – they said we're planning to be reassuring and indicate that they will hear very soon.

MR. PUDLIN: OK. Anyone else contemplating swaps? And if so, what are you going to do with the first participant letter?

MS. MCNEACE: Seems like somebody's typing in a question or response now. They plan to send a letter of reassurance.

MR. PUDLIN: Right. Is that without mentioning the name of the new likely recipient?

MS. MCNEACE: Yes.

MR. PUDLIN: Well, anyone else have a different approach?

MS. MCNEACE: Nope. We had another one so that they're not going to mention the name unless today you say they can.

MR. PUDLIN: Yeah. I think if we haven't even gotten the request, it would be premature. I guess here's my recommendation. If you're close to ready – would it make sense to hold off the letter until you submit your request and at least got some preliminary feedback so then you could be more specific? I'm not sure how reassuring it would be for a participant to hear – we're not going to serve you anymore and we'll tell you real soon who is, but don't worry, you'll be taken care of.

MS. CHAPMAN: That's true. I do believe maybe a preliminary – if that's the case, maybe a preliminary letter can go out to the participant to explain at least the first half that there was a competition and that this is what we are – this is our plan. And we will give you additional information in the next few weeks.

MR. PUDLIN: Yeah. So we got one reply that said maybe they'd be better off waiting and sending one letter rather than two –

MS. CHAPMAN: Two. Yeah.

MR. PUDLIN: Actually we got two – two people said that so far. Could we hear from somebody else? We had somewhere between six and eight grantees who said they were thinking about it. If so, then you all have to confront this issue that we're talking about. What are your thoughts on whether you want to send a vague letter now or wait a little bit until you have more certainty?

MS. CHAPMAN: Well, I would put myself in a participant's shoes and would want to know the outcome – at least what's going to happen to me. Where do I fit in this change in this competition that's going through this transition. So while it may be multiple letters, it may just be a letter of reassurance that everything is going to be fine. We're working out some last minute or some final details and we will let you know as soon as possible. But don't worry, your pay will be continued as well as you are still going to be in the program. And see if we can hear from DOL on the meeting.

MS. MCNEACE: I just responded and let them know that they said DOL will be reaching out to them soon.

MS. CHAPMAN: Yeah.

MS. MCNEACE: OK. So got it. That's transparent LaMia and works. So they liked your idea and your suggestion.

MS. CHAPMAN: I think having it go out so late when folks don't understand what really is behind this huge piece for all of us with this transition, just to let them know that while we may not have all the answers for you, we are keeping you in mind and don't worry about payment and don't worry that you won't get kicked out of the program. It's just – we're just – just a little reassuring.

I do understand though – not wanting to mention if we haven't done the final approval on what's going to take place or the suggestions that are coming through with the swaps. I mean, maybe two letters may be a lot, some – maybe a letter in the mail that's something happy to get maybe a postcard maybe a nice happy to see you card with that little letter inside or written note.

MR. PUDLIN: Yeah. So again, questions coming in about Los Angeles and we would just ask all the effective grantees there to hold off until there's a meeting with DOL – which will be forthcoming shortly.

MS. CHAPMAN: Yes.

MS. MCNEACE: OK. I don't see anything else coming in. So it appears that that's it. No more questions.

MS. CHAPMAN: See? They are veterans at this – been there, done that.

MS. MCNEACE: They are.

MR. AMSPOKER: They are. Yeah.

MS. MCNEACE: They are. They are.

MS. CHAPMAN: Yeah.

MS. MCNEACE: So we're going to go ahead and begin to wrap up today's webinar. And I just wanted to remind everyone that as you've been hearing all transfers are effective on January 1, 2021. Recipient grantees will assume responsibilities for the transfer participants in host agency.

Please make sure – as LaMia has said several times throughout the webinar that all participants are accounted for and that the payroll setup paychecks are on time. And if there are any questions or concerns or you need some technical assistance, please email scseptransition@dol.gov and we will get back to you quickly. LaMia has made the transition technical assistance a priority during this time.

MS. CHAPMAN: Can I ask a question?

MS. MCNEACE: Yes, ma'am.

MS. CHAPMAN: If – our – the suggestion was to change the PowerPoint to reflect that – will we give a different PowerPoint or sent out the change in the PowerPoint? Because I know that some will be using this as a – the PowerPoint as a guide.

MS. MCNEACE: We could – once we – we could update it and we can email it out and/or send an email that says the new PowerPoint is posted on CLP, but to get it up quickly we can email it out as soon as we update it.

MS. CHAPMAN: OK. Great. Yep.

MS. MCNEACE: OK. Wonderful. So what's next? We've had our webinar for today. There is a tentative webinar scheduled for October 27th. We will let you know if we are going to move forward with that webinar and any subsequent webinars after that – it will be dependent on how much more informations the grantee needs or should we condense it going forward?

And also we will schedule a virtual new grantee orientation – is tentatively scheduled for January 12th through the 13th. It might be later in the month and we'll notify everybody as soon as we lock down a definitive date and all grantees or all national grantees are required to participate in the NGO. We will also have an equitable distribution webinar for national grantees only in the late winter of 2021.

And again, if there are any technical assistance needs that you may have comments, questions, please email scseptransition@dol.gov. And with that being said, we want to say thank you all for joining us today. It was a great webinar. You had some great questions.

I hope we were able to answer those questions and we hope that today's webinar gave you a little more information about what you need to do during this time to get your transition taken care of and your transfers and swaps and all your answers or questions answered. Does LaMia and Bennett have anything they want to add before we close?

MR. PUDLIN: No. Just to have a great weekend and stay safe.

MS. MCNEACE: OK. Wonderful. Everybody have a great weekend, as Bennett said, stay safe – stay well. And we'll be seeing you guys again soon. OK. Thank you.

(END)