**WorkforceGPS**

**Transcript of Webinar**

**SCSEP National Grant**

**Final Transition to Boldly Go Where No Transfers Have Gone Before**

**Thursday, November 19, 2020**

*Transcript by*

*Noble Transcription Services*

*Menifee, CA*

GRACE MCCALL: Again, if you haven't already done so or you're just joining us, please introduce yourself in that welcome chat. We'll have that chat up throughout today's webinar. You can type in your questions or comments at any time.

And welcome to "The Final Transition: To Boldly Go Where No Transfers Have Gone Before." So without further ado, I'd like to turn things over to our moderator for today, Michi McNeace, technical project lead, TwoTech, Inc. Take it away, Michi.

MICHI MCNEACE: Thank you, Grace. Good afternoon, everyone, and happy Friday eve. Welcome back to our series of SCSEP transition webinars. I believe we are at the home stretch. Today is the fourth and possible final transition webinar.

And as in the previous webinar, our distinguished presenters are Jenn Smith, our acting unit chief for the Older Workers Unit, Bennett Pudlin, Charter Oak Group, and for those who were all on the grantee call yesterday afternoon, Bennett made a really very happy but sad announcement that he was moving on to a whole new world called retirement. I don't even know what that is. So I just wanted to say congratulations to Bennett again. And also, we have Mark Amspoker with BCT Partners.

Today's webinar will more likely be a shorter webinar than the 90 minutes we have scheduled it for today. Today we'll provide an update from DOL, quickly cover the grantees' roles and responsibilities, discuss any challenges and possible contingency plans that relate to ensuring that all SCSEP participants are accounted for and ready to transfer come January 1. Mark's going to go over the transfer list requirements, and then we'll talk about the first 90 days post-transfer and of course leave time for questions.

We have the phone lines open for this session for those who would prefer to use that method rather than the chat feature. As always, we do welcome the opportunity for an open conversation. So please feel free to use the phone line by pressing \*6 to unmute your phone – I'm sorry – to unmute your phone during the Q&A session.

So with all that being said, we will begin with the DOL administrative update with Jenn. So, Jenn, please take it away.

JENN SMITH: Thank you, Michi. Thanks, everyone, for joining us today. I just wanted to give a couple of quick updates that, of course, may not even be updates at all if you were on the grantee call yesterday or have been paying attention to your e-mail. But just some reminders then, if you will.

We sent the e-mail out on Monday afternoon regarding the availability of some limited funding for transition support for those extraordinary costs related to administrative efforts with the transition. And we have requested that you get back to us by the close of business next Monday, November 23rd, with those requests, which we will then try to turn around as quickly as possible with whatever approved funds we can come up with. So, again, please send that to the grants e-mail box there with a CC to your FPO.

And then also another reminder. These have been coming in pretty frequently, but if you have not had the chance yet for the – your new grant period that starts January 1st, we had requested to get the budget documents for that six months of funding from January 1st through June 30th, as well as your overall budget narrative for the program year and any optional special requests. And that's due by close of business tomorrow, again, to that same grants e-mail with a cc to your FPO. So please do keep those deadlines and requests in mind.

With that being said, I'm going to turn it back over to Michi.

MS. MCNEACE: Thank you, Jenn. We're going to start off with a poll, and our first poll is asking, have you completed your participant meetings? And go ahead and make your selection, which we have of course we did, halfway there, just started.

Well, it looks like they're moving along. They're getting it done. Great.

We're going to go to our second poll which asks, have you completed your host agency meetings? I like the first one, what? We were supposed to conduct a host agency meeting?

Well, Bennett and Jenn, it looks like our grantees are well on their way to meeting that –

MS. SMITH: Great news.

MS. MCNEACE: – January 1 transition or transfer date. Awesome. So we're going to go ahead and close the poll and go and talk about grantee roles and responsibilities. And Bennett and I will cover this slide together. Bennett?

BENNETT PUDLIN: Yes. Thank you, and good afternoon, everyone. Delightful to see you all here. As Michi said, this is really just kind of a summary of what we've been talking about. There's nothing new here, but we want to flag for you the critical work that has to get done sooner rather than later.

And I know it's going to be really difficult due to both COVID and the holidays, but those participant host agency meetings, good to see so much progress has been made. You got to push through and try really hard to get them done by the end of this month.

That needs to be followed by the transfer of the files. We've gone over those in quite a bit of detail, and if you haven't noticed, there are a couple of checklists posted with the file share down at the bottom of the screen. Those are lists of things we've been talking about in all our prior meetings. Again, nothing new there, but a reminder.

A focus on moving from the participant meetings to collecting all the information you need to get your transferred participants into your payroll system. Some of you were trying to do that at the participant meetings. Others were scheduling follow-ups. Whatever works, but, obviously, that's critically important.

And no participant left behind. So keeping in mind that January 1st date and figuring out what we have to do to reach participants who have not yet responded to your letters and potentially invitations to meetings.

As always, if any issues come up, especially involving data breaches, be sure to notify the program office.

There are three items at the bottom of the list here which we have touched on but they weren't a focus of the earlier meetings. So I just want to remind you about them. It would be really good for donor to provide recipient with a summary of the status of all the workers being transferred, who's on paid sick leave, who's able to return to work at the CSA either remotely or in person, who's training, and, again, remotely or in person and, if it's remotely, providing some of the information on that so there can be some continuation once the transfer is made.

Next item, something that SSA reminded us of a meeting ago, I think, that be really helpful for the donor to provide the recipient with any information about One-Stop MOUs and funding agreements. And something we have talked about more is the need for the donor to provide payroll records for the affected participants to the recipient, especially when people are going to be thinking about their end-of-year taxes and we know from experience that the recipient is likely to get a lot of calls about their pay from participants.

Excuse me. I think that does it for roles and responsibilities, and I think we have another quiz coming up – (inaudible) – that.

MS. MCNEACE: We sure do. We've got another poll. We're all about polls today. Our last poll is, have you transferred all your participant and host agency files to the recipient grantee?

Everybody's in process. Well, yes. Of course. Still looks good. Okay. They're in process or they have transferred or they're preparing the files for transfer. So that's good. No one is surprised about transferring of participant and host agency files. So this is good.

All right. Then we're going to move on to challenges and contingency planning. We just wanted to make sure that, if you have any challenges, if you have scheduled participant and host agency meetings and you've had to cancel the meetings due to unforeseen circumstances or participants didn't show up or host agencies didn't show up, if you're having difficulties with compiling the case files or the host agency files and getting them submitted to the recipient grantee, the transfer list issues, if there are any challenges out there, please let us know.

Or if you have a contingency plan, so what happens if a participant or a few participants didn't meet the meeting, what do you plan to do to ensure that they're informed and ready to be transferred on January 1? Same case scenario with host agencies. What is the contingency planning for if you're having difficulties getting these files together and getting them to the recipient grantee by January 1?

And hopefully, we'll be able to talk about some of those during the open Q and A session. So we just wanted you to keep that in the forefront. Keep that in mind. We're here to help you. If you have some situations that you just can't think to figure out how to get it done, we'll – we're here to help.

So do you have anything else to add, Bennett?

MR. PUDLIN: No. I think that's it until we hear from the grantees. I'm very curious to know what kind of attendance they've been having at their meetings and what luck they've been having in pulling in those participants who've gone missing on them.

MS. MCNEACE: Exactly. Especially with doing these meetings remotely, that will be an interesting topic to talk about as well.

So with that we're going to move to transfer list, and we're going to pass it over to Mark.

MARK AMSPOKER: Yes. Thank you, Michi, and good afternoon, everybody. Let me give you a quick update on the transfer list, where we are and what's required.

The version two was sent out to all of you on November 6, and this version we now include two state grantees. At the moment we've received reply – there were ten donor grantees who have action items in that version, and at the moment we've received replies back from four of you. So we still need to hear from six.

And just as a reminder, you will open up that version two. You will navigate to column E, which is – you'll find your donor grantee. Filter your acronym under the donor grantee column, whether it be the blue, the pink, or the green shading. And then for every row that comes up, which is a unique participant, you need to go over now to column N, which the annotations that you select from the dropdown for version two. Make one of those picks, and then in column O add any necessary comments for us to process that.

We've also processed an additional swap between a national grantee and a state in Iowa since version one. Also, some set-aside transfers that are being made to the states of California and New Mexico. And then, as well, we received some additional instructions for a few participants who were hold-outs we believe from transition 2016 who were in orphan counties and at that time the national grantee elected to keep serving those participants.

They have been orphaned through PY '19, but now they've popped up in PY '20. There's now a new recipient grantee, just a new grantee who will serve that county. And so those – if you could find those cases in SCSEP BD, that would be very helpful, those participants, and then reach out to the new recipient – the new grantee in that county, which you'll find in attachment B, and then make contact, get concurrence, and send us a list of those that we can add to version three. The version two responses are due back November 25th.

And just a reminder on the clarification rule for orphan counties, continuing to serve participants in orphan county is, be advised, a temporary commitment until the participants exit the program. The grantee that winds up serving an orphan county will not be penalized for violating ED. This is a mandate part of the transition, and the recipient grantee or the donor, if the donor keeps the county, should add a note to its ED report reminding the Department of Labor why they're serving a county that was not allocated to it that has no authorized positions in SCSEPBD.org.

That's – last day for submitting swap requests is tomorrow, November 20th, 2020. So that's all I have. Back to you, Michi.

MS. MCNEACE: Thanks, Mark.

MR. PUDLIN: Excuse me. This is Bennett. If I could just ask, there is yet another day, but it would be real helpful for us if anyone has a swap that they're currently working on because we have nothing in the pipeline that we know of, if you could just indicate that in the chat so we'll know to be on the lookout for it tomorrow.

Otherwise, I want to thank you all for having gotten your requests in early. We were able to stay on top of both state and national grantee requests, and everything that's been submitted has been approved by DOL. And much of it, as Mark said, has already shown up in version two. All of it will show up in version three, which will be our last chance to get it right. So thanks for your cooperation.

MS. MCNEACE: Perfect. Okay. Next slide. We're almost coming to the end.

The first 90 days. This is the first 90 days post the transfer date of January 1, so between January 1 to April 3rd, 2021. We want to make sure that grantees – recipient grantees that – and donor grantees have transferred all active participants. As Bennett mentioned earlier, no one is left behind. And that you guys are proactively contacting and confirming the status of any missing participants. Same goes with the host agencies that are being transferred as well.

And recipient grantees, the right of first refusal. Participants have 90 days to remain in their current status, what they're paid, the rate of pay, the hours, whatever their situation is when they transfer over to you.

And then of course right to fair – the right to fair duration. Participants receive the most favorable IDL for the 90 days. Recipients, you honor all extensions given by the donor through December 31st, 2020 until the 12-month expires. And I'm going to go ahead and ask Bennett, do you have anything else you want to add to the IDL right to fair duration?

MR. PUDLIN: No. I think that's pretty straightforward. We know that the COVID extension that was given to folks who were active in that six-month window from March 1st through August 31st has taken a lot of the pressure off, but there will be people who would be coming due even with that. And so we want you to please be aware of that, and I'm sort of jumping to your next bullet here, Michi, but –

MS. MCNEACE: Oh, please.

MR. PUDLIN: Use – as of January 1st, all of those transfer records are in the control of the recipient. You have full access to them. Run your management reports and identify anybody with an IDL coming up three to six months out so that you can begin your preparation for transition, if you're not offering extensions or if you think they're not likely to qualify for one.

We've been working on a very abbreviated timeline here on IDL because of the pressure of the transition, but as you know, ideally, transition planning with participants starts a year out, not three months out. So get as much ahead of it as you can once you have access to the data.

And just the last bullet here is a reminder that you've got to allow for the 30-day termination letter. That's all going to fall to the recipients. We ascertained, I think, that there was at most one that the donor had to be involved with. So normal rules apply. It shouldn't be a challenge for you, but we just didn't want it to fall through the cracks.

MS. MCNEACE: Exactly. Thank you, Bennett. So we're getting through this rather quickly.

Next steps. Next steps is during the Q and A we would like to see if there is any unanswered questions that you have that we have not answered, whether it was through webinars or anything that may have been sent through the SCSEP transition box.

And going forward, the final transition webinar, touch-base follow-up type meetings. December 4th we did have on the calendar as maybe a quick touch base before the holidays and before the actual transfer date. We haven't decided as to whether or not we're going to do a quick follow up on December 4th. Bennett?

MR. PUDLIN: Let me – let me suggest that I think we have to, even if it's just by phone.

MS. MCNEACE: Okay.

MR. PUDLIN: But here's the problem. We're going to be right up against the holidays, and BCT has very limited time to perfect those transfer lists and make sure that they're going to be done and sparked through a batch process. Got to – if there's something amiss, it's going to be really difficult to get it fixed during the holiday period. So December 18th is, for practical purposes, our drop-dead date.

MS. MCNEACE: Okay.

MR. PUDLIN: So I would touch base on December 4th. Everything's fine, we'll be off in ten minutes, but I think it's prudent to keep it.

MS. MCNEACE: Okay. Awesome. And then we anticipate maybe mid- to late-January a post-transfer type meeting. It may not be a webinar. We may do it during the all-grantee call or schedule, like Bennett mentioned earlier, a quick meeting, a conference call, team call.

And then mid-April post-90 days, if needed, as well.

Anything else you want to add, Bennett?

MR. PUDLIN: I think you got it. Let's open it up.

MS. MCNEACE: All right. Jenn, you want to open it up? Okay.

MS. SMITH: Yeah. Let's do it.

MS. MCNEACE: All right then. Open it up for questions. We may have the answer.

MR. PUDLIN: Well, I have a question.

MS. MCNEACE: Please feel free to call in. Go ahead.

MR. PUDLIN: Yes. Do we have the phone number up? Yes. We do. Okay. Please don't hesitate to jump on the phone or use the chat.

We're really curious to know how your meetings are going and if participants are showing up or at least responding to your letters. Is there any problem, systematic problem, systemic problem that you're encountering? Anything that we should be concerned about?

MS. MCNEACE: No. We see a couple typing in.

CRYSTAL: Hi. Can we start with our updates? Is it open?

MS. MCNEACE: Yes.

MR. PUDLIN: It is.

CRYSTAL: All right. Good morning. Good afternoon. This is Crystal from Easter Seals. We have commenced our meetings and all the rest of the stuff. Just wanted to give updates on behalf of the donor, and we're at a really, really good pace with that. We plan on meeting the deadlines, and we've had all the meetings already with the participants and host agencies.

As far as the recipient, we've had meetings as well, and we are waiting just as updates as far as the other – (inaudible) – as it relates to getting the files and all the other documentation. So just kind of ironing out the kinks with that, but we still plan on – communication is the key. So we've been really communicating now, and we feel like that's the recipe that should have a – with a successful outcome. So that's it for Easter Seals. Thanks.

MS. MCNEACE: Thanks, Crystal.

MR. PUDLIN: Yeah. That's great news. Thank you.

MS. MCNEACE: We did have where NICOA said they are – half are showing up. Said, already making plans to either have another meeting or addressing one on one.

And then we have one from Operation ABLE. "There was talk about two-day national grantee orientation the week of January 11th. Is that still a likely possibility?"

We will have the NGO, but it probably would be later in January, not so much in the middle, and we're working out those particulars now. So, hopefully, we'll have a firm date, and we will send that out to all of the national grantees. And also keep in mind that the national grantee orientation will be a mandatory requirement for all nationals to participate in.

MR. PUDLIN: So NICOA reported only about half their participants showing up. Is that the experience the rest of you are having or different experience? Let us know, please. And how you're going to reach those who don't show up. That's a real concern.

MS. MCNEACE: We have some folks typing in now. And you're welcome, Dave.

We have – where – we have one that said, "We have 50 percent attendance. We are doing one-on-one follow-up with those that are absent." And I don't know which grantee this one is with. Mary. Okay. She's from A4TD.

And we have one from AARP. "We have just started meeting this week. We've had moderate attendance, but we have many, many days of meeting options open for those who missed it." And then they will do one-on-ones.

MR. PUDLIN: Great. Yeah. It sounds like one-on-one is going to be required across the board.

MS. MCNEACE: Yes. And that the grantees are prepared to do those. So that's good.

MR. PUDLIN: One thing that we haven't really talked about a lot is, recipient grantees, have you all been following up the donor letters with your own welcome letters either before or after the participant meetings? I'm curious to know how that stands, if anyone has been working on that.

MS. MCNEACE: Recipient AARP, yes. They have. NICOA said they're also recording their meetings to share. And A4TD said they are asking host agency supervisors for their help with participant paperwork that's needed.

MR. PUDLIN: Oh, that's a good idea. Wow. I haven't heard that before, but that's great.

MS. MCNEACE: Yes.

MR. PUDLIN: Excellent. Anyone else have some tips that they can share?

MS. MCNEACE: So A4TD commented that, "I believe asking host agency supervisors to help, it works for participants who have low literacy," which is awesome that they have someone that can help with that.

Does anybody want to get on the phone line? It might be easier on the fingers. You don't have to type it out. \*6 to unmute your phone.

MR. PUDLIN: Oh, wow.

MS. MCNEACE: AARP said that they partnered with the One-Stop. They have a staff person at all of the offices that has agreed to help complete forms and make copies, if needed. That's pretty cool.

MR. PUDLIN: Yeah. That, of course, assumes you're in a location that our participants feel comfortable going out in. I'm hearing reports from all over the country that places are shutting down, and much more difficult to get anything done in person.

For those of you who can't do anything in person, are you just using sending out reply envelopes for forms or asking people to take pictures with their phone? What are you doing to facilitate collecting the necessary paperwork?

MS. MCNEACE: National ABLE said they're doing a lot by mail and then follow-up phone calls for just that reason.

A4TD said that they are mailing everything out, and they can mail it back or scan it back. Another reason it helps to leverage host agency assistance for scanning.

I don't see – I see one typing in.

MR. PUDLIN: Yeah. Let me just say it's a little quieter than we thought. I take that as good news, but if anyone is experiencing any kind of problems, especially as we move into the holiday season next week, please don't hesitate to reach out to the national office. We really want to do everything we possibly can to make this easier for you, and the sooner we jump on problems, the easier they'll be to resolve.

MS. MCNEACE: Yeah. So true. We ditto that, Bennett.

So it doesn't look like we have any more questions coming in, and we actually 37 minutes in to the webinar and we're done.

MR. PUDLIN: Well, we still got one coming in. Let's give her a moment.

MS. MCNEACE: I think that one's been – well, we got another one coming in.

Okay. We have one from our new national grantee, IPDC. They wrote, "We are new and we have received tremendous support from Fair Adaca [ph] and we've been really grateful and pleased with the progress we have made. The transition has moved smoother. We have begun meetings with transfers from the both donor grantees but still have upcoming meetings today and tomorrow. For donor grantees who included our welcome package, and we will send out our welcome package for the others after the participants."

MR. PUDLIN: Great.

MS. MCNEACE: Great to hear. And we have one here, "The budget narrative due tomorrow covers the whole 12 months. The other forms cover six months; correct?" Would that be Jenn?

MS. SMITH: Yes. Mark, you are correct. Yeah. I mean, we know that there's been sort of some confusion and frustration over these little bits and pieces of funding, and so at this time we do need to have the budget, the 424A, if you will, for just those six months from January 1st through June 30th.

And then the budget narrative will be – you can look backward, and it can be for the whole program year. And then after we get these processed, we will go back and do an overhaul modification to bring all the 424As into one budget document as well. So we'll eventually get there and to unify pieces, but yes. Your question is completely accurate.

MR. PUDLIN: Last call.

MS. MCNEACE: Oh, one more. Here comes one. "Budgets for general and set-aside; yes?"

MS. SMITH: Yes. That's correct.

MR. PUDLIN: And no one indicated that they have a swap still coming in. We will wait until tomorrow closes and then finalize the swaps with the grant office. As I think we've informed those of you who have submitted, it will probably mean a modification to your paperwork. At least it has in the past, but we will get instructions from the grants office for you and get that out to you right away.

MS. MCNEACE: Okay. Well, I think that's all we have for questions and answer.

So what we would just like to say is thank you all again for joining us today, and we can give you back almost a whole hour of your time. And if you have any questions regarding the transition activities, please e-mail scseptransition@dol.gov. And we look forward to hearing from you and talking with you soon in the future.

Thank you all, and have a wonderful rest of the day. And we won't be talking to you before, but have a wonderful Thanksgiving as well.

MS. MCCALL: All right. I'd also like to thank all of our participants and presenters on today's webinar.

(END)