

## U.S. Department of Labor

Employment and Training Administration  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

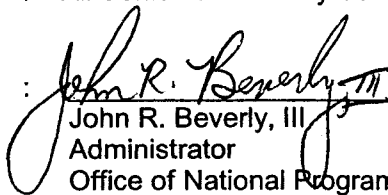
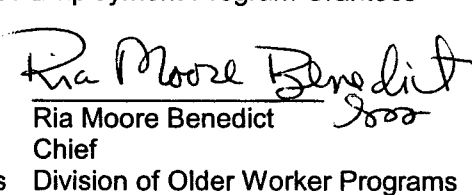


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| <b>EMPLOYMENT AND TRAINING<br/>ADMINISTRATION ADVISORY SYSTEM<br/>U.S. DEPARTMENT OF LABOR<br/>Washington, D.C. 20210</b> | <b>CLASSIFICATION</b>                 |
|   | <b>CORRESPONDENCE SYMBOL<br/>TDNO</b> |
|   | <b>DATE</b> <b>MAY 22 2003</b>        |

**ADVISORY :** Older Worker Bulletin No. 03-04

**TO :** All Senior Community Service Employment Program Grantees

**FROM :**

   
John R. Beverly, III      Ria Moore Benedict  
Administrator      Chief  
Office of National Programs      Division of Older Worker Programs

**SUBJECT:** Procedures for Recapture and Reobligation of Unexpended Program Year Senior Community Service Employment Program (SCSEP) Grant Funds

1. **REFERENCES:** 2000 Amendments to the Older Americans Act (OAA), P.L. 106-501.
2. **BACKGROUND:** Under section 515(c) of the OAA, the Department has the authority to recapture unexpended funds from SCSEP recipients at the end of the Program Year (PY) and reobligate such funds within the two succeeding PYs to be used for incentive grants, technical assistance or grants or contracts for any other SCSEP program.
3. **PROCEDURES:** The SCSEP grant closeout process will be used to identify and recapture unexpended funds for use in subsequent SCSEP grant cycles. The Department currently intends to recapture PY 2001 funds for use in PY 2003. Such funds may be used to support activities as authorized under section 515(c).
4. **ACTION REQUIRED:** The grant closeout procedures identified under 20 CFR 641.414 of the current regulations will govern this process, beginning with the now-expired PY 2001 SCSEP grants. All PY 2001 recipients who have not yet submitted their closeout packages must do so as soon as possible, consistent with the closeout procedures required at 29 CFR 97.50 (for States) and 29 CFR 95.71 (for non-profits). Failure to timely submit closeout packages is one of the grounds for finding a grantee non-responsible. The final Financial Status Report



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