

## State of Nevada

### Senior Community Service Employment Plan Modification

#### Program Year 2014

##### **Section 1. Purpose of the State Plan Modification**

The State of Nevada Senior Community Service Employment Program (SCSEP) State Plan is required per: the enactment of Section 503 of the 2006 OAA Amendments, Pub. L. 109-365, October 17, 2006, 20 CFR Part 641, SCSEP Performance Accountability Interim Rule, 72 Fed. Reg. 35831 (June 29, 2007); 20 CFR Part 641 SCSEP Final Rule (September 1, 2010); the Training and Employment Guidance Letter (TEGL) 21-11, March 27, 2012 and Training and Employment Guidance Letter (TEGL) 8-14, October 1, 2014. The Nevada Governor has charged the Department of Health and Human Services, Aging and Disability Services Division to coordinate, write and submit the Plan (Appendix A). The plan describes how SCSEP and its partners meet the skills training, supportive services and unsubsidized employment needs of eligible seniors age 55 and older. In addition, it explains the role of the SCSEP and its partners in Nevada's workforce development system, relevant to community service and private employment. The Plan covers from July 1, 2012 to June 30, 2016. This is the two year modification of the original plan.

##### **Section 2. Involving Organizations and Individuals**

No modification

##### **Section 3. Soliciting and Collecting Public Comment**

The Program year (PY) 2014 State of Nevada SCSEP Four Year State Plan modification was posted for solicitation of public comment on November 3, 2014, on the State of Nevada Aging and Disability Services Division's Website, [www.nv.nvaging.net](http://www.nv.nvaging.net). A request for public comment was published in the *Las Vegas Review Journal*, *Reno Gazette Journal*, *Nevada Appeal* and *Elko Daily Free Press* newspapers on November 10, 2014. A public hearing was held during the Aging and Disability Services Division Commission on Aging Meeting on November 17, 2014. Public comment was due by November 21, 2014. The request for comment was emailed to the local Workforce Investment Boards, the Governor's Workforce Investment Board, the Economic Development Board, ADSD's Title IIIB, C, D, E, and Independent Living Grant sub grantees, SCSEP participants and host site agencies.

#### **Section 4. Increased Unsubsidized Employment and Employer Outreach (Section 11 of Original Plan)**

To increase participant placement in unsubsidized employment, the Nevada SCSEP grantees are focusing efforts on recruiting community service host site agencies and skills training based on the top occupations projected to have the most job openings during the next six years according to the *Nevada Workforce Informer, Data Analysis* (Appendix G). These are food preparation and serving related occupations, sales and related occupations, office and administrative support occupations, food and beverage serving workers, and retail sales workers.

The AARP Foundation is partnering for training opportunities with NV Partners and local Job Connect offices. The Reno office has worked with Truckee Meadows Community College and utilized it as a community service host site agency. AARP Foundation also uses outside training vendors such as New Horizons to assist with computer training for participants.

The State of Nevada SCSEP applied for and was awarded a Department of Labor Employer Engagement Demonstration grant in PY 2014. The grant allows Nevada SCSEP to hire an Employer Coordinator, develop outreach materials to Nevada employers, organize and hold two Clark County Senior Job Fairs with the goal of increasing employer awareness of SCSEP and increasing unsubsidized employment placements with private and host agency employers. In addition, it will help to reduce the SCSEP applicant wait list.

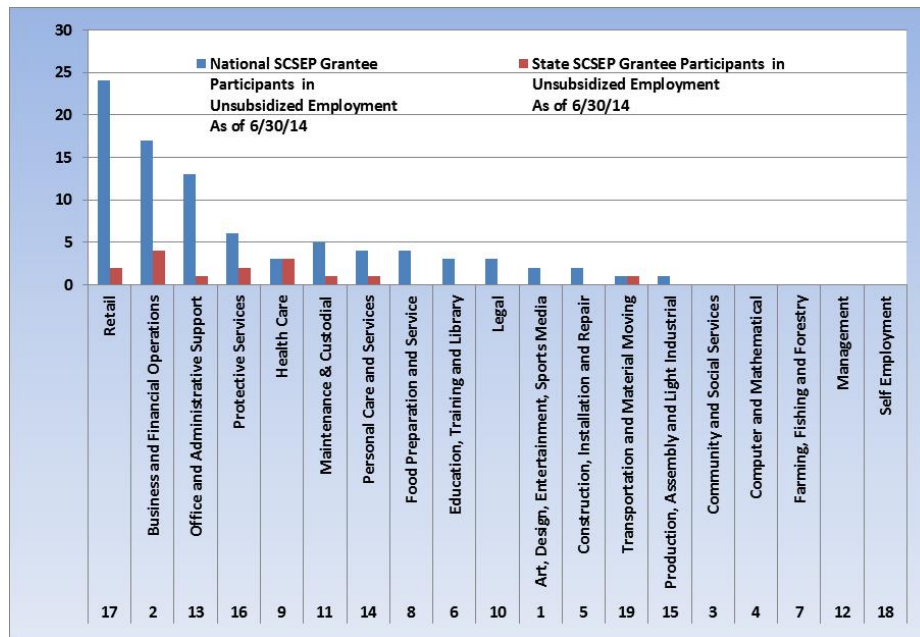
Table 5 illustrates that 83 percent of Nevada participants placed in unsubsidized employment in PY 2011 were placed in occupations requiring computer literacy. The Job Codes include Business and Financial Operations, Education, Training and Library, Food Preparation and Service, Legal, Office and Administrative Support, Protective Services and Retail.

AARP Foundation and the Nevada state sub-grantee met all negotiated goals for PY 2008, PY 2009 and PY 2010 with a score of 80 percent or above. Aggregated negotiated goals were met at 80 percent or above for PY 2011, PY 2012 and PY 2013. In order to continue to meet negotiated goals, SCSEP in Nevada will continue to: recruit community service host site agencies that train participants in food preparation and serving, sales and related occupations, office and administrative support and retail sales; provide relevant skills training in computers and customer service; and offer participants access to job search tools, so they may obtain information about available jobs and meet the employment needs of their community. Recruitment for community service host site agencies that provide training in protective services will be ongoing, as this has proven to be a high demand job for seniors in Nevada.

**Table 5. Unsubsidized Employment Placements by Job Code as June 30, 2014.**

Job Code	Job Description	Number of National SCSEP Grantee Participants placed in Unsubsidized Employment As of 6/30/14	Number of State SCSEP Grantee Participants placed in Unsubsidized Employment As of 6/30/14	Percentage of Participants in Unsubsidized Employment by Job Codes As of 6/30/14
1	Art, Design, Entertainment, Sports Media	2	0	2%
2	Business and Financial Operations	17	4	20%
3	Community and Social Services	0	0	0%
4	Computer and Mathematical	0	0	0%
5	Construction, Installation and Repair	2	0	2%
6	Education, Training and Library	3	0	3%
7	Farming, Fishing and Forestry	0	0	0%
8	Food Preparation and Service	4	0	4%
9	Health Care	3	3	6%
10	Legal	3	0	3%
11	Maintenance & Custodial	5	1	6%
12	Management	0	0	0%
13	Office and Administrative Support	13	1	13%
14	Personal Care and Services	4	1	5%
15	Production, Assembly and Light Industrial	1	0	1%
16	Protective Services	6	2	8%
17	Retail	24	2	25%
18	Self Employment	0	0	0%
19	Transportation and Material Moving	1	1	2%
	Total	88	15	100%

**Chart 4. Unsubsidized Employment Placements by Job Code as June 30, 2014**



## **Section 5. Community Service Needs**

No modification.

## **Section 6. Coordinating with Other Programs, Initiatives and Entities (Section 7, original State Plan)**

The Governor's Chief of Staff, Michael J. Willden, represents SCSEP on the Governor's Workforce Investment Board (WIB).

Nevada has two local Workforce Investment Boards: Nevada Works in Northern Nevada and the Southern Nevada Workforce Investment Board. Shirley Chantrill, Nevada Aging and Disability Services Division Resource Development Specialist, represents SCSEP on the Nevada Works board.

SCSEP grantee participants currently receive community service training at Clark County, Carson City, Lyon County and Washoe County "One Stop" Centers. AARP Foundation provides in-kind financial contributions to a One-Stop operational budget.

AARP Foundation coordinates with other WIA programs to provide classroom-training opportunities to build participant skills in the areas of computer training, and ESL training. AARP Foundation also utilizes its Job Search Workshops, which help to prepare participants for independent job searches.

Individuals age 55 and older who seek SCSEP services are referred by Nevada's One Stop Centers to the appropriate SCSEP provider in their area. SCSEP participants are required to co-enroll with local WIA providers. In addition, according to the Nevada Department of Employment, Training and Rehabilitation (DETR) Research and Analysis Bureau 34,216 individuals age 55 years and older obtained 128,283 services at Nevada's One Stop Centers in fiscal year 2010 (July 1, 2010 to June 30, 2011).

Nevada SCSEP providers are listed in Nevada's Aging and Disability Resource Center (ADRC) website and Nevada's 2-1-1 resource guide.

Nevada SCSEP participants fill community service training positions at a multitude of programs funded through Title IIIB and Title IIIC of the Older American's Act. Office and administrative workers train at Alzheimer's Association, Three Square Food Bank, Silver State Housing, Social Security Administration Clark County Whitney Senior Center, Las Vegas Urban League – MLK Senior Center, Salvation Army and the Jude-22 Senior Nutrition Program.

Computer training provided by The Learning Center during PY 2013 was funded from SCSEP supportive services.

AARP Foundation works with training providers such as the Washoe County School District, Child and Family Services, Nevada Partners and various host agencies, for training in basic computer literacy.

Non-federal match requirements are supportable and reasonable (29 CFR 97.24(b)(6)) and met through cash/in-kind contributions reported by Community Service host site training supervisors and subprojects. The State of Nevada, Aging and Disability Services Division provides cash match.

SCSEP is a vital resource for Nevada's economic development. Nevada SCSEP grantees provide community service and skills-based training to seniors so they can fill the employment needs of Nevada employers.

### **Section 7. Avoiding Service Disruptions**

No modification

### **Section 8. Improving SCSEP Services (Section 13 original State Plan)**

#### **Program Design**

The State of Nevada currently has two SCSEP grantees, the Aging and Disability Services Division and AARP Foundation.

In PY 2012 the State of Nevada SCSEP grant was opened for competition. AARP Foundation was selected as the Aging and Disability Services Division sub-grantee, beginning July 1, 2012. In addition, AARP Foundation received the national PY 2012 SCSEP award.

The selection of AARP Foundation as the state SCSEP provider has reduced overall administrative costs and allow for a cohesiveness to occur between the national and state SCSEP projects.

AARP Foundation and the State of Nevada ADSD will work together to satisfy the community service training and the unsubsidized employment needs of seniors age 55 and older in Nevada. This will occur through recruitment of community service host site agencies that can train participants for employment in four of the top five occupations projected to be hiring the most employees in the next six years according to the *Nevada Workforce Informer, Data Analysis*.

Through use of the SCSEP Performance & Results Quarterly Performance Report System (SPARQ), the grantee tracks community service assignments and unsubsidized employment placement in order to verify participants are being trained and placed in high employment areas.

### **SCSEP Performance & Results Quarterly Performance Report System (SPARQ)**

The State of Nevada currently has a 0 percent SPARQ records rejection rate for records submitted. AARP's SPARQ record rejection rate is also 0 percent.

The goal has and will be to maintain the records rejection rate at less than 2.5% of all records submitted.

### **Collaboration**

Nevada SCSEP grantee staff will communicate through emails, meetings and teleconferences as needed during the grant year. Equitable distribution of positions will be accomplished through teleconference and emails. State planning is accomplished through teleconferences or face-to-face meetings.

The SCSEP grantee has and will develop partnerships with community service host site agencies, and will sign agreements with those that agree to provide training to participants. Host Agency Training Site Agreements have been signed with 102 non profit or state agencies.

Grantees have also developed working relationships with local employers. AARP Foundation has developed a partnership with Allied Baron, Boyd Gaming, Dotty's Gaming, Las Vegas Review Journal, TJX Companies, Securitas and HR Plus where qualified applicants are referred to fill its job openings. AARP Foundation continues to utilize its new Work Search Assessment tool to help determine participant job readiness skills and then match those skills to job openings with national and local market employers.

The State of Nevada, Aging and Disability Services Division, through its sub-grantee has developed relationships with employers in Clark County, where qualified applicants are referred to fill job openings. These employers include: Catholic Charities of Southern Nevada, Clark County Parks and Recreation, Foundation for an Independent Tomorrow (FIT), Goodwill Industries and Shade Tree.

The State of Nevada grantee requested and received from DOL/ETA a special condition to provide On-the-Job Employment (OJE) training opportunities to state SCSEP participants to complement the OJE services now offered to national participants by AARP Foundation. AARP Foundation has OJE agreements in place with Nevada employers.

A Memorandum of Understandings (MOUs) has been developed with the Department of Employment, Training and Rehabilitation (DETR) to place participants in One-Stop Centers. Workforce Connections, the Southern Nevada Workforce Investment Board administrator, is an SCSEP host site agency. ADSD/AARP Foundation SCSEP is an Affiliate Member of the Southern Nevada One-Stop that opened in October 2012.

On July 1, 2014, the State of Nevada received an Employer Engagement grant from Department of Labor. This allowed the sub recipient, AARP Foundation, to hire an Employer Engagement Coordinator whose responsibilities include outreach to and education of Nevada employers in Clark County about SCSEP. In addition, the coordinator will organize two senior job fairs in November 2014 and April 2015. Job fair partners include the Southern Nevada One-Stop Center and the Reno Gazette Journal. Local employers who are on the organizing board include Las Vegas Review Journal, Dress for Success and the Learning Center

Nevada's SCSEP grantees will work to increase knowledge about SCSEP among Nevada's non-profit, public and private businesses to promote older-worker-friendly skills training and work environments among Nevada's employers through video and in person presentations, public service announcements, good customer service, brochures and SCSEP posters.

## **Section 9. Distribution of SCSEP Positions within the State**

### **A. Distribution of Positions**

Positions are defined as the number of Department of Labor (DOL)/Employment and Training Administration (ETA) grant awarded community service authorized training positions in the state. Nevada was awarded a total of 215 authorized positions in PY 2013 and 218 authorized positions in PY 2014. Nevada has two DOL grantees, with positions awarded as follows: the Nevada Aging and Disability Services Division, 47 positions and AARP Foundation, the national grantee, 171 positions. In PY 2012, after a competitive State application process, the State of Nevada SCSEP positions are managed by the AARP Foundation. Nevada's national SCSEP positions will also be managed by AARP Foundation.

It should be noted that authorized position funding is modified by several factors, including the state's minimum wage. The Nevada Aging and Disability Serviced Division PY 2014 modified positions total 41 positions and the AARP Foundation, the national grantee modified positions total 150 positions for a total of 191 modified positions.

Equitable distribution of Nevada's SCSEP positions has been achieved in Carson and White Pine Counties.

Clark, Churchill, Douglas, Elko, Humboldt, Lander, Lincoln, Lyon, Mineral and Nye counties are under-served.

Washoe County is over served.

Currently, the variance in many counties is due to the following:

- High turnover due to participants exiting for employment and other reasons.
- Many counties are very rural in nature and there are challenges with transportation, recruitment of participants and host agencies and a lack of employment opportunities.

No plan exists to move authorized positions at this time. If positions become vacant through attrition, the position will be filled from the current wait list. Funding is not available to fill all authorized positions.

In April 2014, AARP Foundation convened a meeting of rural service providers with effective practices in Washington, DC. The organization representatives shared their effective practices which are being incorporated into strategies that the Foundation will begin using this year to enhance services to rural communities. Effective practices and strategies such as locating participant ‘staff’ in these areas; segmenting and targeting outreach and recruitment activities to reach participants, host agencies, businesses, and other community partners; scheduling outreach time regularly in each county, and use technology when possible for training, etc... AARP Foundation SCSEP has updated the marketing materials to help advertise the program and reach more potential applicants, host agencies and employers. They are striving to initiate training opportunities for rural participants by enhancing their training venue relationships.

In southern Nevada, the Clark County office will be assisting in closer proximity counties to help advertise, locate potential host agencies and participants. Once enrolled and oriented, they will assist in assigning the participants.

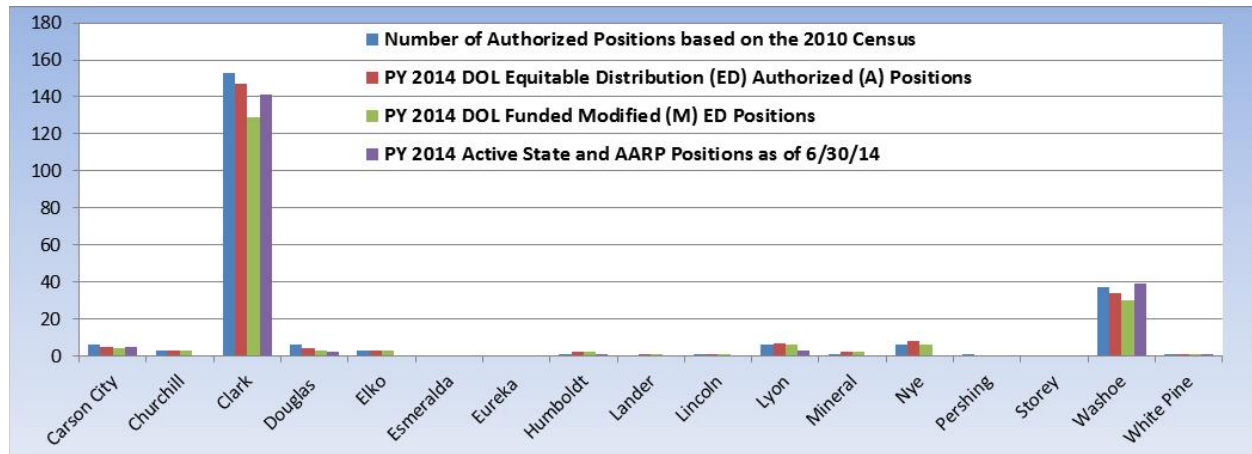
**Table 3** compares the number of potentially eligible individuals in each Nevada County according to 2010 Census data (Appendix C) vs. the US Department of Labor (DOL) /Employment Training Administration (ETA) *Program Year 2014 Equitable Distribution Report* authorized positions. It also lists DOL/ETA distribution of authorized positions according to the PY 2014 *Equitable Distribution Report*, funded modified positions vs. currently assigned AARP Foundation and State positions and the difference.



**Table 3. Comparison of potentially eligible individuals by Nevada County (2010 Census data)**

County	Eligible Individuals (55+) 2010 Census	Number of Eligible in State (55+) 2010 Census	Percentage by County	Number of Authorized Positions based on the 2010 Census	PY 2014 DOL Equitable Distribution (ED) Authorized (A) Positions	PY 2014 DOL Funded Modified (M) ED Positions	PY 2014 Active State and AARP Positions as of 6/30/14	Difference between Authorized ED, Modified ED and Actual Served	
								A	M
Carson City	16,738	639,858	2.62%	6	5	4	5	0	1
Churchill	7,011	639,858	1.10%	3	3	3	0	-3	-3
Clark	435,707	639,858	68.09%	153	147	129	141	-6	12
Douglas	17,478	639,858	2.73%	6	4	3	2	-2	-1
Elko	9,731	639,858	1.52%	3	3	3	0	-3	-3
Esmeralda	360	639,858	0.06%	0	0	0	0	0	0
Eureka	558	639,858	0.09%	0	0	0	0	0	0
Humboldt	3,804	639,858	0.59%	1	2	2	1	-1	-1
Lander	1,421	639,858	0.22%	0	1	1	0	-1	-1
Lincoln	1,692	639,858	0.26%	1	1	1	0	-1	-1
Lyon	15,599	639,858	2.44%	6	7	6	3	-4	-3
Mineral	1,901	639,858	0.30%	1	2	2	0	-2	-2
Nye	17,465	639,858	2.73%	6	8	6	0	-8	-6
Pershing	1,696	639,858	0.27%	1	0	0	0	0	0
Storey	1,602	639,858	0.25%	0	0	0	0	0	0
Washoe	104,198	639,858	16.28%	37	34	30	39	5	9
White Pine	2,897	639,858	0.45%	1	1	1	1	0	0
<b>Totals</b>	<b>639,858</b>	<b>10,877,586</b>	<b>100.00%</b>	<b>225</b>	<b>218</b>	<b>191</b>	<b>192</b>	<b>-26</b>	<b>1</b>

**Chart 3. Comparison of potentially eligible individuals by Nevada County**



**B. Rural and Urban Populations**

According to the *Equitable Distribution Report*, 83 percent or 159 SCSEP authorized positions are allocated to Nevada’s two largest urban counties. Seventeen percent or 37 of the remaining SCSEP authorized positions are distributed equitably in the remaining 15 rural counties.

## C. Specific Population Distribution

### Recruitment and Community Outreach

The purpose of recruitment is to maximize the number of eligible older individuals who will have an opportunity for SCSEP participation. The SCSEP grantee will make efforts to provide equitable services among the population segments eligible for SCSEP participation. These efforts include outreach to broaden the applicant composition pool to ensure inclusion of individuals that match the following priority criteria: age 65 years or older; individuals with disability; limited English proficiency or low literacy skills; rural area residents; veterans or spouses of veterans; individuals with low employment prospects; those who have failed to find employment after utilizing services provided under Title I of WIA; or those who are homeless or at risk for homelessness.

Recruitment activities are ongoing and include:

- Establishing collaborative relationships with agencies providing services to older persons, persons with low incomes, the disabled, veterans and to persons of various race/ethnic backgrounds.
- Notifying the State employment security agency/Job Service and/or One-Stop Career Center when vacancies exist.
- Placing of flyers, brochures, posters and other advertisements in public places and at One-Stop Centers where older individuals tend to congregate.
- Using low or no cost media advertising, such as public service announcements on radio and TV, community service announcements and human interest articles in local newspapers.
- Making presentations to groups of older persons and the general public to spread the word about opportunities available through the program; and
- Developing close working relationships with other employment and training programs, such as State and local programs under the Workforce Investment Act (WIA), the Carl D. Perkins vocational education programs, dislocated worker programs and adult education programs.
- Hire an Employer Enhancement Coordinator to conduct outreach to potential employers.
- Organizing and holding two senior job fairs in Clark County Nevada in November 2014 and April 2015.

**“Greatest economic need”** means a person with income at or below the poverty level established by the Department of Health and Human Services and approved by the Office of Management and Budget.

SCSEP served 376 unduplicated seniors in Nevada in PY 2013 (July 1 2013 – June 30, 2014). Of those, 327 or 87 percent were classified as having the greatest economic need. This number is in stark contrast to the potential population that could be helped in this category. For example, of the 639,858 Nevadans age 55 and older an estimated 5.7 percent

or 36,561 were at or below poverty level. In addition, of the 122,717 Nevadans for whom poverty status has been determined, 30% are seniors age 55 or older. (Appendix D).

**“Minorities”** means American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino American and Native Hawaiian or Other Pacific Islanders.

The Census tables in Appendix E provide information on the distribution of minorities by age. Approximately 21 percent or 134,531 Nevadans age 55 and older are classified as minorities. Of the 376 seniors served by SCSEP grantees in program year 2013, approximately 195 or 52 percent of participants were classified as minorities.

**“Greatest social need”** means needs caused by non-economic factors. It includes persons with physical and mental disabilities; language barriers; and cultural, social or geographic isolation, including isolation brought about by racial or ethnic status.

Of the 376 unduplicated seniors served by SCSEP grantees in the first nine months of PY 2013, approximately 274 or 73 percent were classified as having the greatest social need. This included those with disabilities, language barriers (limited English proficiency), low literacy skills and those with cultural, social or geographic isolation (rural).

### **Rural Areas**

With the movement of additional positions to Nevada’s urban areas because of the 2010 Census, it has become more challenging for SCSEP grantees to provide adequate amounts of staff and travel dollars to serve the more rural counties in Nevada.

Four of Nevada’s most rural counties, Eureka, Esmeralda, Pershing and Storey, together comprising a 14,057 square mile area, are without any SCSEP participants. Lander County, Lincoln County and White Pine County each have one SCSEP participant, which represent three (3) SCSEP participants in a 24,999 square mile area.

Nevada’s rural counties, comprising an area of 95,447 square miles, share only 37 (16.4 percent) of the allocated 218 Nevada SCSEP positions.

### **Veterans and qualified spouse of Veterans**

Of the 376 unduplicated participants served in the first nine months of the program year, 51 or 14 percent of those served are classified as a veteran or qualifying spouse of a veteran.

### **Individuals Eligible for SCSEP**

Candidates matching the following criteria will be accepted for participation in SCSEP: (1) age 55 or older; (2) a resident of Nevada; and (3) a member of a family, including a family of one, which during the preceding 12 month period, or at the option of the project, an annualized six month period, had an annualized income that did not exceed 125 percent of the Federal Poverty Level as established by the U.S. Office of Management and Budget. Participants are required to disclose family income and sign a statement affirming truth of the disclosure. Income is verified through proper interview techniques and documentation received from participants.

To the extent possible, priority for filling authorized slots will be according to the following criteria:

- Individuals 65 and older and/or:
- Has a Disability
- Has limited English proficiency or low literacy skills
- Resides in a rural area
- Is a veteran or spouse of a veteran
- Has low employment prospects
- Has failed to find employment through WIA Title I services
- Is homeless or at risk of homelessness

In addition:

- Meets the eligibility requirements related to age for, but does not receive benefits under Title II of the Social Security Act (42 U.S. C. 401 *et seq.*)
- Has a severe disability

SCSEP grantees work closely with the staff of senior services programs to assure information regarding SCSEP is readily available to all individuals. This is accomplished through presentations, distribution of brochures and media advertisement of the program.

### **Section 10. Copies of Public Comments**