



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: August 24, 2021

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Title V-Senior Community Service Employment Program (SCSEP) Remote Assignment Policy and Procedures

EXECUTIVE SUMMARY

This directive provides guidance to the Los Angeles County America's Job Centers of California (AJCCs) operating the Title V-SCSEP with direction from the Department of Labor (DOL) and the California Department of Aging (CDA) in relation to COVID-19 and Remote Assignments under the Senior Community Service Employment Program (SCSEP).

REFERENCES

- DOL SCSEP Data Collection Handbook Rev. 7 (March 2017)
- CDA Guidance for Area Agencies on Aging for Coronavirus Disease 2019
- LA County WDP D19-28 Title V SCSEP – Emergency Paid Sick Leave Policy and Procedures

BACKGROUND

On March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California because of the threat of COVID-19. On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. In response, on March 15, 2020, Governor Newsom ordered adults 65 years of age and older and those with underlying conditions to self-isolate. On March 19, 2020, Los Angeles County Board of Supervisors announced the Safer at Home Order widening the impact of the Governor's directive.

In response to the pandemic and related safety directives, CDA, following guidelines from DOL, authorizes SCSEP projects to follow specific guidelines to develop Remote Assignment opportunities. This policy is designed to protect our communities and the older adults we serve by limiting the risk to SCSEP Participants' health and safety while simultaneously minimizing disruption to their pay.

Starting in March 2020, the California Department of Aging (CDA) began releasing COVID-19 Frequently Asked Questions (FAQ) (Source: [Guidance for Area Agencies on Aging for Coronavirus Disease 2019](#)) to guide local areas in transitioning to remote operations. Considering the CDA's recent update to their SCSEP COVID-19 FAQs, WDACS is issuing this guidance on remote community service assignments. The purpose of this directive is to provide the policy and procedures on Remote Assignments for SCSEP participants.

This Remote Assignment policy is effective immediately upon release and will remain in effect until further notice from LA County.

REMOTE ASSIGNMENT POLICY & PROCEDURES

Title V SCSEP AJCCs and Host Agencies are required to adhere to the guidelines below to develop Remote Assignment opportunities, as follows:

AJCCs must:

1. Assess all current and new Host Agencies and Community Service Assignments (CSA) which may be conducive to remote work, utilizing **Attachment I: SCSEP Host Agency Remote Assignment Questionnaire**. Remote assignments most frequently involve duties that are performed by computer and/or telephone, require little face-to-face interaction, and do not require special tools, equipment, or supplies.
2. Assess all current and new Participants for Remote Assignments based on their skills, Individual Employment Plan goals, and their established ability to work remotely. Please utilize **Attachment II: SCSEP Participant Remote Assignment Questionnaire**.
3. Match each Participant to a Community Service Assignment, based on their IEP and remote work capabilities.
4. Complete **Attachment III: SCSEP Remote Community Service Assignment (CSA) Description and Assurances form** to collect information about each assignment.
5. Ensure that the Host Agency representative answers the questions in Attachment III related to what equipment and supplies will be necessary for the Participant to obtain before they begin their remote work assignment. The AJCC representative will need to coordinate with the Host Agency representative with deciding on who will provide the required equipment and supplies for the Participant.

6. Ensure that Participants complete **Attachment IV: SCSEP Participant Remote Work Self-Assessment Form** and **Attachment V: Participant Remote Assignment Safety Self-Attestation Form**.

SCSEP Participants must not be required to purchase equipment to perform remote CSA work. If the Host agency is not able to provide the equipment necessary for the Participant to work remotely, the AJCC shall seek community resources, including through co-enrollment in other programs, before choosing SCSEP as a source of funding to provide supportive services (please refer to the SCSEP DC Handbook Topic 122 *Revised Participant Form* pg. 76-77). Because funding is so limited, AJCCs are not required to directly pay for supportive services and are encouraged to use partner resources for these services whenever possible. There is no SCSEP rule dictating what percent of allowable costs the AJCC should pay. Although you are permitted to pay the entire cost, you should be careful not to establish a precedent that you may not be able to afford in the future, or that can give rise to claims of unequal treatment. (SCSEP Data Collection Handbook Topic 7 UE Form Pg. 11).

Every time there is a change in Community Service Assignment, the Participant's IEP must be updated to include the new assignment. (Please refer to the SCSEP Data Collection Handbook).

Attachment I: SCSEP Host Agency Remote Assignment Questionnaire Instructions

This form must be completed in [MS Forms \(link\)](#) for each existing Host Agency at least once every quarter, until notified otherwise by LA County. The form must be completed more frequently, as changes occur. It should be completed for new Host Agencies as soon as the Host Agency information is entered into SPARQ. Each of the questions in this attachment must be answered by the AJCC for each Host Agency.

Attachment II: SCSEP Participant Remote Assignment Questionnaire Instructions

This form must be completed in [MS Forms \(link\)](#) for each current and new Participant not assigned to a remote CSA at least once every quarter, until notified otherwise by County. Supportive services and training must be provided as identified in this form. Each of the questions in this attachment must be answered for each Participant assigned to your AJCC.

Attachment III: Remote Community Service Assignment (CSA) Description and Assurances Form Instructions

This form must be completed for each remote CSA request. The form includes sections to be completed by the Host Agency and by the AJCC. This form must be signed by Host Agency supervisor, AJCC SCSEP case manager and Participant prior to commencement of the Remote Assignment.

Host Agency Information Section: Each of the questions in this section must be answered by the Host Agency representative for each CSA opportunity. AJCCs are required to collect the information listed in this form for all active Host Agencies with currently assigned Participants or with available Remote Assignment opportunities.

AJCC Information Section: In this section the AJCC Representative must answer the following questions making sure that Attachments IV and V have been completed with an official assignment start date and Participant information.

This form must bear SCSEP Participant, SCSEP Case Manager, and Host Agency Supervisor signatures and dates, and be reviewed by all parties as described below.

Attachment IV: SCSEP Participant Remote Assignment Work Self-Assessment Form Instructions

This Self-Assessment tool must be completed by each Participant assigned to a remote CSA, before the assignment start date. This form can serve as a basis for discussing the Participant's Remote work Assignment potential with the Host Agency Supervisor.

Attachment V: Participant Remote Assignment Safety Self-Attestation Form Instructions

The success of a Remote SCSEP Assignment depends on a realistic assessment of the overall safety of the Participant's approved alternate workplace. This checklist is required to make the Participant aware of the need for a safe workplace that is conducive to productive work.

The SCSEP Participant being assigned to work remotely must read and complete the checklist regarding the designated work area, discuss any concerns with his/her SCSEP AJCC Case Manager, and always report accidents or injuries immediately to his/her Host Agency Supervisor and AJCC Case Manager.

Note: This form must be updated annually and every time the Participant there is a change of remote work assignment location. Please follow the training site safety checklist guidelines from the SCSEP Data Collection Handbook, including the provision that these attachment forms are required to be signed annually.

Requirements for both Forms (Attachment IV & V)

- Both forms must be reviewed and signed by the Case Manager and Participant before the remote work assignment can begin.
- These two forms must be finalized after the Host Agency has thoroughly filled out their sections in Attachment III.

Renewal Requirements for Attachments

Attachments I and II must be renewed every quarter while Participants are on Emergency

Paid Sick Leave (EPSL), until further guidance from LA County is provided to lift this renewal requirement. Attachment III - the remote work agreement between the three (3) parties is completed and signed once at the beginning of the assignment. Attachment IV - Participant self-assessment of their ability to conduct remote work should only be updated if there's change in assignment. Attachment V, the Participant Safety Self-Attestation form is required to be completed once every 12 months.

Participant Agreement and Final Signatures

Once Attachment III – V has been completed and signed by all parties, a copy of all forms must be provided to the Participant, Host Agency, and AJCC to store in their Participant files. Attachments I and II also need to be kept in the Participant file. The Host Agency and the Case Manager should host an orientation on the first day of the assignment to go over each of the acknowledgments and telework provisions of all the attachments.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to SCSEP@wdacs.lacounty.gov

Irene Pelayo

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[Attachment I: SCSEP Host Agency Remote Assignment Questionnaire](#)

[Attachment II: SCSEP Participant Remote Assignment Questionnaire](#)

[Attachment III: Community Service Assignment Description for Remote Assignment Form](#)

[Attachment IV: SCSEP Participant Remote Assignment Self-Assessment Form](#)

[Attachment V: SCSEP Participant Remote Assignment Safety Self-Assessment Form](#)