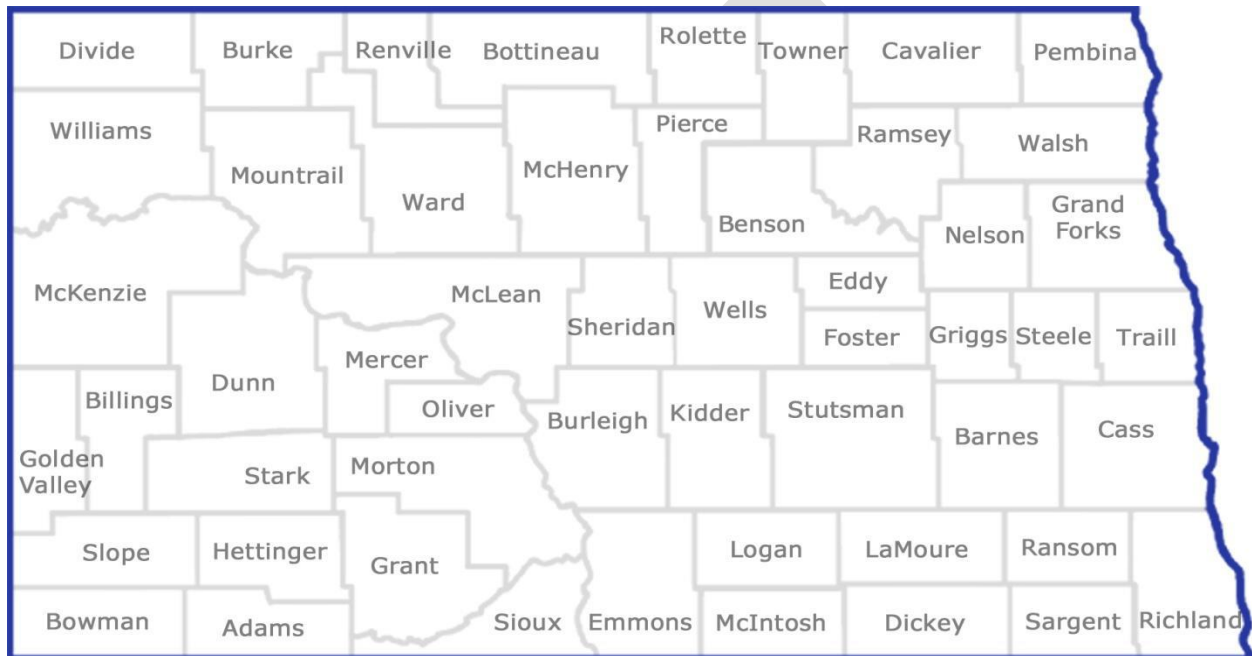




**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
STRATEGIC FOUR-YEAR STATE PLAN
JULY 1, 2016 – JUNE 30, 2020**



State of North Dakota
Doug Burgum, Governor

North Dakota Department of Human Services
Chris Jones, Executive Director

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DRAFT

DELEGATION OF RESPONSIBILITY

The North Dakota Department of Human Services, Aging Services Division, hereby submits the Senior Community Service Employment Program State Plan for the period July 1, 2016, through June 30, 2020, including the required modifications for the two-year period July 1, 2016, through June 30, 2018. Aging Services Division has been given the authority by the Executive Director of the North Dakota Department of Human Services and the Governor of the State of North Dakota to develop and submit the Senior Community Service Employment Program State Plan. The Plan, as submitted, will guide the strategic and ongoing operations of the Senior Community Service Employment Program within North Dakota.

Signed: _____ Date: _____
Nancy Nikolas Maier, Director
Aging Services Division

Signed: _____ Date: _____
Chris Jones, Executive Director
North Dakota Department of Human Service

Signed: _____ Date: _____
Doug Burgum, Governor
State of North Dakota

State Plan Purpose

The North Dakota Senior Community Service Employment Program (SCSEP) State Plan will guide the strategic and ongoing operations of the program in North Dakota. The Plan provides direction for coordination among organizations engaged in older worker activities that result in employment for the older workforce.

The North Dakota Department of Human Services, Aging Services Division, as the state grantee for SCSEP in North Dakota, will play a lead role in older worker initiatives and in the development and implementation of North Dakota's strategies to address the issues of older workers and workforce issues.

This Plan was developed by the North Dakota Department of Human Services, Aging Services Division, in accordance with the following:

- Section 503 of the 2006 Older Americans Act Amendments, Public Law 109-365, October 17, 2006;
- 20 CFR Part 641, SCSEP Final Rule, September 1, 2010;
- WIOA Public Law 113-128, July 22, 2014;
- Training and Employment Guidance Letter No. 14-15, WIOA State Plan Submission Requirements;
- Training and Employment Guidance Letter No. 16-15, Four-Year SCSEP State Plan Requirements for Program Years 2016-2019 (July 1, 2016-June 30, 2020); and
- Training and Employment Guidance Letter No. 11-17, Senior Community Service Employment Program State Plan Modifications

The Senior Community Service Employment Program

The SCSEP is a federally-funded employment training and placement program for eligible unemployed, low-income individuals age 55 and older. The purpose of SCSEP is to foster individual economic self-sufficiency, promote useful part-time training opportunities in meaningful community service work-based assignments, and increase the number of older persons who may obtain unsubsidized employment in the public or the private sector. In addition, the SCSEP seeks to fill the needs of the workforce.

The SCSEP is a short-term, work training program to be used as a stepping stone to employment with higher wages, benefits, and opportunities for advancement. While participants learn new skills, build confidence, and become job-ready in the community service work-based assignment under the supervision of a host agency, the SCSEP pays the participant's wages. The host agency where participants are assigned benefit greatly from the service they provide. The ultimate goal of the program is to assist participants to transition to unsubsidized employment, and for host agencies to increase their ability to deliver essential services through the assistance of the participants assigned to them.

Participants in these programs will be provided with a comprehensive assessment, career planning, skills training, a community service work-based assignment, and supportive services.

Eligibility criteria for SCSEP participation are:

- Be 55 years of age and older;
- Have an income of no more than 125 percent of the federal poverty level;
- Be unemployed and not job-ready; and
- Reside in North Dakota.

Priorities for selecting individuals for participation are:

- 65 years of age or older;
- Have a disability;
- Have limited English proficiency or low literacy skills;
- Reside in a rural area;
- Are veterans (or eligible spouses of veterans) for purposes of the Jobs for Veterans Act;
- Have low employment prospects;
- Have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or at risk for homelessness.

Aging Services Division contracts with a sub-recipient to carry out the SCSEP services in North Dakota.

Section I. North Dakota Economic Projections and Impact

A. Long-term projections for jobs in industries and occupations that may provide employment opportunities for older workers.

Long-term employment projections attempt to identify industries and occupations in which job openings are expected to occur and provide insight into the state's rapidly-growing, stable, or declining industries and occupations. These projections can be used for career planning purposes, assessing future training needs, aiding in workforce recruiting efforts, or analyzing industry and occupation demand trends.

The industries most likely to provide substantial employment opportunities for SCSEP participants in North Dakota are accommodation and food services, administrative and support, health care and social assistance, information, retail trade, and transportation and warehousing.

The most likely occupational opportunities are building and grounds cleaning and maintenance, community and social services, food preparation and serving-related, health care support, office and administrative support, personal care and service, and sales and related.

Job Service North Dakota's Workforce Intelligence Network (NDWIN) website at jobsnd.com shows the industries and occupations by projected growth for 2014-2024. Information provided in these projections as identified in the following tables will be used by the sub-recipient when working with the participants to develop the Individual Employment Plan and in selection of a community service work-based assignment.

Industry Projections (Long-term) for Multiple Industries in North Dakota in 2014-2024

Industry Projections Tables

The table below shows the long term industry projections for Multiple Industries in North Dakota for the 2014-2024 projection period.

Industry	Industry Code	2014 Estimated Employment	2024 Projected Employment	Total 2014-2024 Employment Change	Annual Avg. Percent Change	Total Percent Change
Total, All Industries	000000	513,582	534,208	20,626	0.40%	4.00%
Accommodation and Food Services	72	36,262	39,654	3,392	0.90%	9.40%
Administrative and Support and Waste Management and Remediation Services	56	14,301	15,278	977	0.70%	6.80%
Agriculture, Forestry, Fishing and Hunting	11	34,623	33,071	-1,552	-0.50%	-4.50%
Arts, Entertainment, and Recreation	71	6,278	7,157	879	1.30%	14.00%
Construction	23	34,921	33,024	-1,897	-0.60%	-5.40%
Educational Services	61	39,061	42,461	3,400	0.80%	8.70%
Finance and Insurance	52	17,768	21,806	4,038	2.10%	22.70%
Government	90	35,837	38,318	2,481	0.70%	6.90%
Health Care and Social Assistance	62	56,619	70,583	13,964	2.20%	24.70%
Information	51	6,738	6,493	-245	-0.40%	-3.60%
Management of Companies and Enterprises	55	5,141	6,683	1,542	2.70%	30.00%
Manufacturing	31-33	25,957	27,525	1,568	0.60%	6.00%
Mining, Quarrying, and Oil and Gas Extraction	21	30,391	20,405	-9,986	-3.90%	-32.90%
Other Services (except Public Administration)	81	18,637	19,701	1,064	0.60%	5.70%
Professional, Scientific, and Technical Services	54	16,701	19,566	2,865	1.60%	17.20%
Real Estate and Rental and Leasing	53	5,870	5,450	-420	-0.70%	-7.20%
Retail Trade	44-45	50,725	54,038	3,313	0.60%	6.50%
Self-Employed and Unpaid Family Workers (excluding Agriculture)	000670	20,379	21,085	706	0.30%	3.50%
Transportation and Warehousing	48-49	26,547	22,414	-4,133	-1.70%	-15.60%
Utilities	22	3,696	3,954	258	0.70%	7.00%
Wholesale Trade	42	27,130	25,542	-1,588	-0.60%	-5.90%

Source: Labor Market Information Center, Job Service North Dakota, Projections Unit

Occupational Projections (Long-term) for Multiple Occupations in North Dakota in 2014-2024

Occupational Projections Table

The table below shows the long term employment projections for Multiple Occupations in North Dakota for the 2014-2024 projection period.

Occupation	Occupation Code	2014 Estimated Employment	2024 Projected Employment	Total 2014-2024 Employment Change	Annual Avg. Percent Change	Total Percent Change
Total, All	000000	513,582	534,208	20,626	0.40%	4.00%
Architecture and Engineering	170000	6,712	7,286	574	0.80%	8.60%
Arts, Design, Entertainment,	270000	5,691	6,012	321	0.60%	5.60%

Sports, and Media						
Building and Grounds Cleaning and Maintenance	370000	17,992	19,669	1,677	0.90%	9.30%
Business and Financial Operations	130000	17,314	19,811	2,497	1.40%	14.40%
Community and Social Service	210000	7,083	8,149	1,066	1.40%	15.10%
Computer and Mathematical	150000	6,695	8,103	1,408	1.90%	21.00%
Construction and Extraction	470000	49,917	42,274	-7,643	-1.60%	-15.30%
Education, Training, and Library	250000	23,868	26,411	2,543	1.00%	10.70%
Farming, Fishing, and Forestry	450000	6,922	6,923	1	0.00%	0.00%
Food Preparation and Serving Related	350000	36,608	41,197	4,589	1.20%	12.50%
Healthcare Practitioners and Technical	290000	24,692	30,018	5,326	2.00%	21.60%
Healthcare Support	310000	13,379	16,110	2,731	1.90%	20.40%
Installation, Maintenance, and Repair	490000	25,810	25,521	-289	-0.10%	-1.10%
Legal	230000	2,812	2,879	67	0.20%	2.40%
Life, Physical, and Social Science	190000	3,810	4,139	329	0.80%	8.60%
Management	110000	50,933	50,732	-201	0.00%	-0.40%
Office and Administrative Support	430000	66,005	67,996	1,991	0.30%	3.00%
Personal Care and Service	390000	19,904	23,272	3,368	1.60%	16.90%
Production	510000	26,235	26,543	308	0.10%	1.20%
Protective Service	330000	6,740	7,408	668	0.90%	9.90%
Sales and Related	410000	45,053	47,726	2,673	0.60%	5.90%
Transportation and Material Moving	530000	49,407	46,029	-3,378	-0.70%	-6.80%

Source: Labor Market Information Center, Job Service North Dakota, Projections Unit

B. Long-term job projections in relation to types of unsubsidized jobs for which SCSEP participants are trained and types of skills training to be provided.

Many current and projected employment opportunities in North Dakota are more physical in nature such as construction, manufacturing, oil and gas extraction, and transportation and material moving, and tend to be difficult or not suited for most SCSEP participants. As the state's workers are attracted to the higher wages being paid in these areas, openings are created in the industries and occupations better suited for SCSEP participants.

A fundamental task of the sub-recipient is to understand their local and regional labor market demands. The sub-recipient is responsible to assist participants to find jobs and develop employer leads. The industry and occupational projections are used to develop training options and is essential in helping a participant develop a realistic goal. This drives the participant's Individual Employment Plan and community service work-based training assignment, and ensures participants are trained and placed in specific jobs where they live. A variety of methods will be used to achieve the placement of participants into unsubsidized employment:

- Intensify efforts to secure Workforce Innovation and Opportunity Act (WIOA) assistance for participants by co-enrolling participants;

- Participate in Job Club/Job Search Training, which can include resume preparation, interview skills, referrals, and basic computer skills training;
- Negotiate hiring contracts with current and prospective host agencies;
- Increase contact with private sector employers, trade groups, local economic development offices, etc.; and
- Register participants at the One-Stop Career Center.

The following table outlines the most likely long-term occupational opportunities for SCSEP participants in North Dakota, identifies the 2014-2024 percent of growth, and includes the types of skills training to be provided for each of these jobs.

Occupation	2014-2024 % of Growth	Types of Training to be Provided
Building, Grounds Cleaning, Maintenance Community and Social Services	9.30% 15.10%	Use of buffer, polisher, and solvents. Lawn care, grounds keeping, and landscaping, including use of equipment and chemicals. Sheetrock repair, plumbing repair, painting techniques, and heating and air maintenance. Client service and benefits assistance.
Food Preparation and Serving-Related Healthcare Support	12.50% 20.40%	Cooking, food preparation, dietary restrictions, portion control, cleaning, sanitization, customer service, and wait staff etiquette. CNA and Activities of Daily Living assistance.
Office and Administrative Support	3.00%	Computer software including operations and website navigation, multiple phone lines and phone etiquette, customer service, interpersonal skills, bookkeeping, filing and records management, case noting, time management, and scheduling.
Personal Care and Service	16.90%	Activities of Daily Living assistance, laundry, shopping, and scheduling.
Sales and Related	5.90%	Interpersonal communications, customer service, and marketing.

C. Current and projected employment opportunities and types of skills possessed by eligible individuals.

The industries most likely to provide substantial employment opportunities for SCSEP participants are accommodation and food services, administrative and support, healthcare and social assistance, information, retail trade, and transportation and warehousing.

The most likely occupational opportunities are building and grounds cleaning and maintenance, community and social services, food preparation and serving-related, healthcare support, office and administrative support, personal care and service, and sales and related.

Applicants for the SCSEP in North Dakota usually have the following types of skill levels and employment history:

- Multiple barriers to employment;
- Low levels of education (completed anywhere from 8th grade to high school);

- Skills levels that were acquired many years ago before the technological changes that come fast and furious to the workplace;
- Need to learn a skill, as well as assimilate to a workplace setting and the expectations of the workplace;
- A work gap from the time they were last employed and the time at which they seek to re-enter the workforce;
- Minimal employment history and experience;
- Experience cultural, social, or geographic isolation;
- Limited language skills; and
- Receiving public assistance.

The types of skills possessed by eligible individuals in the projected employment opportunities are limited; therefore, the SCSEP reaches out to them to assist with their skills training, a community service work-based assignment, and employment.

Section II. SCSEP Service Delivery and Coordination

A. Actions that will be taken to coordinate with other programs.

1) Coordination with WIOA Title I programs.

The Workforce Innovation and Opportunity Act (WIOA) Title I program is a federally-funded program which is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with skilled workers. In North Dakota, the WIOA programs and services are administered by Job Service North Dakota.

Job Service North Dakota is the One-Stop Career Center providing employment, education, training, and skill development resources. Services are available to find a job, improve skills, and move to a better job when the time is right.

Resource centers are located in each Job Service North Dakota office. Experienced staffs are on-site to provide assistance when needed in the following areas:

- Online applications, resumes, and cover letters;
- Access online career exploration information;
- Search local, state, and national job listings;
- Find occupational information, training and education sources; and
- Job search related workshops.

Resources available on Job Service North Dakota's website **jobsnd.com** include:

- An advanced job search tool;
- News events and upcoming job fairs;
- Labor market information; and
- Resume builder.

SHARE Network is also available through Job Service North Dakota's website jobsnd.com. This web-based resource and referral system lists hundreds of community agencies, services they provide, contact information, and online referrals that can lead to sustainable employment.

Aging Services Division and the sub-recipient will coordinate services with the WIOA programs and the One-Stop Career Centers. The One-Stop Centers provide a great opportunity for participants to explore the many options available to them. The sub-recipient will assist participants in closely working with the One-Stop Centers. The sub-recipient will also utilize the One-Stop system for outreach to ensure older individuals entering the One-Stop Centers are not automatically referred to the SCSEP because they are 55 years of age or older. The individual will have the opportunity to receive career services as well as training services as appropriate. The individual may also be co-enrolled and may benefit from the opportunity to receive older worker and WIOA services.

Opportunities to locate SCSEP offices and training assets within all American Job Centers (AJC) in North Dakota are being pursued. This will increase collaboration to tie SCSEP with WIOA and Wagner-Peyser services to greatly enhance participant employment possibilities such as resume building, application writing, and job seeking. This also will provide leverage of various programs and resources to meet the employment needs of North Dakota's older workforce.

2) Coordination with Older Americans Act programs.

Aging Services Division contracts for Older Americans Act services across the state. Contract services include nutrition, health maintenance, tribal home visits, senior companion, legal assistance, and assistive safety devices. The contract entities are a prime referral source for SCSEP as well as a source to disseminate recruitment materials. In addition, Older Americans Act contract entities are valuable host agencies. Participants can learn many skills for job opportunities in the identified long-term industries and occupations.

The sub-recipient will seek to partner with additional contract entities as prospective host agency sites. In addition, the sub-recipient will recruit by participating in the provider's community activities such as health fairs and wellness events. The sub-recipient will also increase collaborative efforts in entering into Memorandums of Understanding (MOUs) to facilitate referrals.

3) Coordination with other private and public entities and programs.

There are many entities that the Aging Services Division and the sub-recipient progressively build partnerships with that provide services to older North Dakotans.

Aging Services Division and the Division of Vocational Rehabilitation are under the same umbrella of the North Dakota Department of Human Services. The current collaboration between the Divisions is strong and greatly enhances the success of individuals. The sub-recipient refers participants to Vocational Rehabilitation to assist with disability evaluation and assessment and adaptation toward their recovery. Vocational Rehabilitation refers clients to the sub-recipient to assist with assessment of job skills and required training for employment in specific career fields. Other partnerships include North Dakota Senior Service Provider's Association, Independent Living Centers, Lutheran Social Services, transit providers, adult protective services, county social services, local veteran's service centers, adult education, AJCs,

homeless coalitions, housing authorities, tribal colleges, AARP, etc. The sub-recipient will increase collaborative efforts in entering into MOUs to facilitate referrals.

4) Coordination with other labor market and job training initiatives.

Aging Services Division will closely work with Job Service North Dakota as the One-Stop Career Center providing employment, education, training, and skill development resources.

North Dakota has four designated training institutions of higher education and five tribal community colleges that provides comprehensive workforce training to meet employer-defined needs. Aging Services Division and the sub-recipient will explore the training being provided by Lake Region State College, North Dakota State College of Science, Bismarck State College, Williston State College, Cankdeska Cikana Community College, Fort Berthold Community College, Sitting Bull College, Turtle Mountain Community College, and United Tribes Technical College to coordinate services and pursue leveraging of resources.

The North Dakota Department of Commerce, Division of Workforce Development develops linkages between partners of the State's system for workforce development, workforce training, and talent attraction, to assure coordination and non-duplication of programs and services provided in the state. Aging Services Division and the sub-recipient will align with current and projected employment opportunities determined by the Division of Workforce Development.

The North Dakota Department of Human Services, Division of Vocational Rehabilitation, has a training program for individuals with a disability. The current collaboration between the sub-recipient and the Division of Vocational Rehabilitation is strong and greatly enhances the success of individuals.

5) Coordination with the one-stop delivery system.

The one-stop delivery system provides a great opportunity for participants to explore the many options available to them. The individual will have the opportunity to receive career services as well as training services as appropriate. The individual may also be co-enrolled and may benefit from the opportunity to receive older worker and WIOA services.

Aging Services Division and the sub-recipient will coordinate services with the WIOA programs and the One-Stop Career Centers. The sub-recipient will assist participants with registration at One-Stop Centers.

Aging Services Division and the sub-recipient will work to enhance coordination with the WIOA programs and One-Stop Career Centers. Opportunities to locate SCSEP offices and training assets within all AJC locations are being pursued. Aging Services Division and the sub-recipient will encourage Job Service North Dakota to accept additional participants for community service work-based assignments.

6) Coordination with local economic development offices.

The local economic development offices and chambers of commerce provide valuable information related to key industries, job information, and business connections in the community.

Aging Services Division and the sub-recipient will work with the local economic development offices and chambers of commerce to keep abreast of the local and regional labor market demands. Labor market information will be used to map current activities and projections to understand the high-growth industries and occupations which will direct the skills needed for the future workforce. The SCSEP will promote and develop the workforce skills based on those needs.

The sub-recipient will contact the local economic development offices to assist participants to find jobs and develop employer leads. The sub-recipient will also contact the local economic development offices to assist participants who are interested in self-employment or who have entrepreneurial ideas.

Through the use of technology, the sub-recipient will visit the websites of the rural economic development offices and the chambers of commerce on an ongoing basis to learn of local business trends, job information, and job fairs. In addition, the sub-recipient will increase collaborative efforts in entering into MOUs to facilitate referrals.

B. Long-term strategy for engaging employers for placement of participants in unsubsidized employment.

Aging Services Division and the sub-recipient will increase access to new employers through leveraging of existing business relationships, use national employers to expand partnerships in all local areas where their businesses operate, participate in job fairs in local communities as well as make available SCSEP resources to employers holding job fairs, and identify industries and occupations for employment opportunities suitable for the SCSEP workforce. These efforts will have potential to produce significant SCSEP program benefits and will aid participants to gain skills to meet business needs.

The sub-recipient will be responsible to develop unsubsidized employment opportunities to assist SCSEP participants in securing employment. This will require the sub-recipient to develop employer leads by identifying and meeting with potential employers in communities throughout state.

C. Long-term strategy for serving minorities.

Aging Services Division has a long history of serving minorities in North Dakota. Based on the PY 2015 SCSEP Final Minority Reports provided by the U.S. Department of Labor, and the PY 2016 SPARQ Quarterly Progress Report (QPR), third quarter (Q3) data, there were slight increases and decreases between the minority populations; however, overall services to minorities in North Dakota remains at 19.0%.

The following table shows the increases and decreases.

	PY 15 Final Minority Report	PY 16 Quarter 3 SPARQ Data	Minority Enrollment Increase/(-Decrease)
Hispanic	1.10%	1.00%	-0.10%
African American	6.30%	8.00%	-1.50%

Asian	0.00%	0.00%	0.00%
American Indian	10.5%	10.00%	2.90%
Pacific Islander	1.10%	0.00%	-1.20%
Totals	19.00%	19.00%	0.00%

Every effort is made to address recruitment of minority participants. To reach minorities, Aging Services Division networks with providers who serve minorities such as North Dakota’s tribal entities, nutrition service providers throughout the state, Legal Assistance of North Dakota, Lutheran Social Services Senior Companion Program, and Lutheran Social Services New Americans Program for working with refugees. Special effort is made to reach potential minority participants by speaking at community events, job fairs, and senior expos. Neighbors, family, and friends who attend these events often pass along information to individuals who are eligible for SCSEP services.

The sub-recipient also spends a great deal of time and attention connecting with other agencies and programs that provide services to seniors who can assist with recruitment of minority participants through their own work. The SCSEP is a welcome resource for agencies and programs that are seeking to help their customers. Among these are organizations that advocate or serve ethnic and cultural groups, including individuals from other cultures with limited work skills and work history. Examples are senior centers, cultural/social groups, fraternal organizations, adult education, English-as-second-language, literacy programs, homeless shelters, food pantries, vocational rehabilitation sites, and rural home repair programs, to list a few. Other valuable partners are church and community leaders in minority communities who are involved with and trusted by individuals in need.

The North Dakota State Plan on Aging outlines its compliance with the requirement for coordination between Title III and Title VI of the Older Americans Act. Coordination includes setting aside funding for nutrition services on the reservations, funding factors to target services to low-income minorities, coordinating services to maximize service provision and avoid duplications, and inviting contract entity staff to serve on planning committees and attend trainings.

D. Community services and places where services are most-needed.

Community service work-based assignments arranged for SCSEP participants are as diverse as the people and locations served. The sub-recipient must have a working knowledge of local community needs and agencies and organizations that meet the requirements for being a host agency. The sub-recipient will work with the host agency to assure quality supervision and training is provided for the participant. To assure assignments are designed to address the skill and job readiness needed in the current climate, the sub-recipient reviews the assignments on an on-going basis. On-site visits will be conducted to determine if the assignment:

- Provides opportunities to learn job skills that match local job market demand;
- Offers meaningful training of essential community services;
- Provides a safe and beneficial working environment that supports a participant’s ability to carry out the SCSEP assignment and obtain employment;
- Involves staff committed to providing quality supervision;
- Involves staff committed to providing quality training; and

- Meets all other SCSEP requirements.

Recognizing the participant's needs and desired outcomes are significant. The sub-recipient strives to ensure the activities to which participants are assigned are representative of the diversity of the community, meet essential community needs, and are balanced between services to the general population and to the elderly population.

In addition to a community worked-based assignment, other community services often needed are housing, transportation, food, heating and cooling assistance, clothing, and health care. These are also essential items for a participant to gain meaningful employment. This need is statewide and is not specific to urban or rural locations.

Aging Services Division provides information to the sub-recipient on an ongoing basis regarding available community services. In addition, the Division maintains an online database of services and providers in North Dakota. This resource is available on the Department of Human Services' website www.carechoice.nd.gov.

The sub-recipient is familiar with the community services available and will make referrals as needed by a participant.

E. Long-term strategy to improve services.

Aging Services Division will continue to work to improve SCSEP services in the state. The Division has a close working relationship with the current sub-recipient and the national grantees, and will continue to work in collaboration and coordination to achieve the goal of the SCSEP. This will include:

- On-site contact with participants;
- On-site contact with host agencies;
- Increase the number of face-to-face meetings;
- Coordinate SCSEP staff-related trainings;
- Present at staff meetings and provider organizations to give an overview of SCSEP and request assistance in finding prospective SCSEP participants and host agencies;
- Maintain updated SCSEP information in information and referral databases and websites;
- Collaborate to advertise the value of older workers through news releases, participation in employment work groups, and any other opportunity to promote the program.

F. Strategy for continuous improvement in performance for participants to enter into unsubsidized employment.

Aging Services Division will continue to coordinate and collaborate with the SCSEP national grantees in North Dakota in the planning and development of continuous improvement towards the SCSEP participant's entry into unsubsidized employment. Strategies implemented will include:

- Engage and develop partnerships with employers, specifically those employers in

high-growth industries and occupations through state and local workforce and economic development and collaborations;

- Identify employment opportunities with established career ladders and ensure the sub-recipient provides skills training for participants that address the needed skills to enter the workforce; and
- Continue timely retention activities with participants and employers once the participant enters unsubsidized employment to ensure performance goals are met.

Section III. Location and Population Served, Including Equitable Distribution

A. Localities and populations for which services are most needed.

The U.S. Department of Labor provides states with the SCSEP Equitable Distribution based on the latest census data of SCSEP eligible population within each state. In North Dakota, for PY 2017, there are 254 SCSEP authorized positions of which 49 are state grantee positions and 205 are national grantee positions. Aging Services Division administers the state grantee positions and the U.S. Department of Labor selects national grantees to administer the national grantee positions in North Dakota. The state grantee provides services in 15 counties and the national grantees provide services in 38 counties.

The following tables show the counties served by the state grantee and the national grantees.

Counties Served by State Grantee						
Bowman	Burleigh	Cass	Divide	Dunn	Grand Forks	McKenzie
Mountrail	Richland	Sargent	Stark	Steele	Traill	Ward
Williams						

Counties Served by National Grantees						
Barnes	Benson	Bottineau	Burleigh	Cass	Cavalier	Dickey
Emmons	Foster	Grand Forks	Grant	Griggs	Kidder	LaMoure
Logan	McHenry	McIntosh	McLean	Mercer	Morton	Nelson
Oliver	Pembina	Pierce	Ramsey	Ransom	Renville	Richland
Rolette	Sheridan	Sioux	Stark	Stutsman	Towner	Walsh
Ward	Wells	Williams				

B. Counties where services will take place, authorized positions, and changes in positions.

The total authorized positions decreased by 21 positions in PY 2017. Of the 21, the state positions decreased by 5 and the national positions decreased by 16.

The following table outlines the PY 2017 Equitable Distribution authorized positions per county for the state grantees and the national grantees and shows the increase or decrease in each county from the PY 2016 Equitable Distribution.

NORTH DAKOTA EQUITABLE DISTRIBUTION							
	Total	State Grantee Authorized Positions			National Grantee Authorized Positions		
Counties	PY 17 ED Based on Census	PY 16	PY 17	PY16- PY17 Change	PY 16	PY 17	PY 16- PY17 Change
Adams	0	1	0	-1	0	0	0
Barnes	5	0	0	0	5	5	0
Benson	14	0	0	0	14	14	0
Billings	0	0	0	0	1	0	-1
Bottineau	4	0	0	0	4	4	0
Bowman	2	2	2	0	0	0	0
Burke	0	1	0	-1	0	0	0
Burleigh	22	4	4	0	21	18	-3
Cass	32	5	5	0	32	27	-5
Cavalier	2	0	0	0	2	2	0
Dickey	2	0	0	0	2	2	0
Divide	2	2	2	0	0	0	0
Dunn	2	2	2	0	0	0	0
Eddy	0	0	0	0	1	0	-1
Emmons	3	0	0	0	3	3	0
Foster	2	0	0	0	2	2	0
Golden Valley	0	1	0	-1	0	0	0
Grand Forks	18	5	5	0	14	13	-1
Grant	2	0	0	0	2	2	0
Griggs	2	0	0	0	2	2	0
Hettinger	0	1	0	-1	0	0	0
Kidder	2	0	0	0	2	2	0
LaMoure	3	0	0	0	3	3	0
Logan	2	0	0	0	2	2	0
McHenry	3	0	0	0	3	3	0
McIntosh	3	0	0	0	3	3	0
McKenzie	2	2	2	0	1	0	-1
McLean	5	0	0	0	5	5	0
Mercer	5	0	0	0	5	5	0
Morton	11	0	0	0	12	11	-1
Mountrail	3	3	3	0	1	0	-1
Nelson	2	0	0	0	2	2	0
Oliver	2	0	0	0	2	2	0
Pembina	3	0	0	0	3	3	0
Pierce	3	0	0	0	3	3	0
Ramsey	7	0	0	0	6	7	1
Ransom	3	0	0	0	5	3	-2
Renville	2	0	0	0	2	2	0
Richland	6	4	4	0	2	2	0
Rolette	9	0	0	0	10	9	-1
Sargent	2	2	2	0	0	0	0
Sheridan	2	0	0	0	2	2	0
Sioux	4	0	0	0	2	4	2
Slope	0	0	0	0	0	0	0
Stark	10	6	5	-1	5	5	0
Steele	2	2	2	0	0	0	0
Stutsman	10	0	0	0	11	10	-1
Towner	2	0	0	0	2	2	0
Traill	3	3	3	0	0	0	0

Walsh	5	0	0	0	5	5	0
Ward	14	4	4	0	11	10	-1
Wells	3	0	0	0	3	3	0
Williams	7	4	4	0	3	3	0
Total	254	54	49	-5	221	205	-16

C. Slot imbalances and steps to achieve equitable distribution of positions.

In North Dakota, for PY 2017, there are 254 SCSEP authorized positions of which 49 are state grantee positions and 205 are national grantee positions. The state grantee provides services in 15 counties and the national grantees provide services in 38 counties.

The following table outlines the PY 2017 authorized positions per county served by the state grantees and the national grantees and shows the enrollments and variances for each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES ALL COUNTIES SERVED								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%
Adams	0	1	1	0	0	0	1	0%
Barnes	0	0	0	5	2	-3	-3	-60%
Benson	0	0	0	14	8	-6	-6	-43%
Billings	0	0	0	0	0	0	0	0%
Bottineau	0	0	0	4	3	-1	-1	-25%
Bowman	2	1	-1	0	0	0	-1	-50%
Burke	0	0	0	0	0	0	0	0%
Burleigh	4	2	-2	18	8	-10	-12	-55%
Cass	5	10	5	27	18	-9	-4	-13%
Cavalier	0	0	0	2	0	-2	-2	-100%
Dickey	0	0	0	2	1	-1	-1	-50%
Divide	2	2	0	0	0	0	0	0%
Dunn	2	1	-1	0	0	0	-1	-50%
Eddy	0	0	0	0	0	0	0	0%
Emmons	0	0	0	3	3	0	0	0%
Foster	0	0	0	2	0	-2	-2	-100%
Golden Valley	0	3	3	0	0	0	3	0%
Grand Forks	5	0	-5	13	8	-5	-10	-56%
Grant	0	0	0	2	5	3	3	150%
Griggs	0	0	0	2	2	0	0	0%
Hettinger	0	2	2	0	0	0	2	0%
Kidder	0	0	0	2	1	-1	-1	-50%
LaMoure	0	0	0	3	2	-1	-1	-33%
Logan	0	0	0	2	0	-2	-2	-100%
McHenry	0	0	0	3	0	-3	-3	-100%
McIntosh	0	0	0	3	0	-3	-3	-100%
McKenzie	2	2	0	0	0	0	0	0%
McLean	0	0	0	5	4	-1	-1	-20%
Mercer	0	0	0	5	2	-3	-3	-60%
Morton	0	0	0	11	8	-3	-3	-27%
Mountrail	3	1	-2	0	1	1	-1	-33%
Nelson	0	0	0	2	0	-2	-2	-100%
Oliver	0	0	0	2	1	-1	-1	-50%

Pembina	0	0	0	3	1	-2	-2	-67%
Pierce	0	0	0	3	1	-2	-2	-67%
Ramsey	0	0	0	7	3	-4	-4	-57%
Ransom	0	0	0	3	1	-2	-2	-67%
Renville	0	0	0	2	0	-2	-2	-100%
Richland	4	2	-2	2	1	-1	-3	-50%
Rolette	0	0	0	9	13	4	4	44%
Sargent	2	0	-2	0	0	0	-2	-100%
Sheridan	0	0	0	2	0	-2	-2	-100%
Sioux	0	0	0	4	8	4	4	100%
Slope	0	0	0	0	0	0	0	0%
Stark	5	14	9	5	6	1	10	100%
Steele	2	0	-2	0	0	0	-2	-100%
Stutsman	0	0	0	10	7	-3	-3	-30%
Towner	0	0	0	2	1	-1	-1	-50%
Traill	3	0	-3	0	0	0	-3	-100%
Walsh	0	0	0	5	0	-5	-5	-100%
Ward	4	2	-2	10	12	2	0	0%
Wells	0	0	0	3	1	-2	-2	-67%
Williams	4	0	-4	3	2	-1	-5	-71%
Total	49	43	-6	205	134	-71	-77	

The following table shows that 37 counties in North Dakota are underserved and shows the enrollments and variances in each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES UNDERSERVED COUNTIES								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%
Barnes	0	0	0	5	2	-3	-3	-60%
Benson	0	0	0	14	8	-6	-6	-43%
Bottineau	0	0	0	4	3	-1	-1	-25%
Bowman	2	1	-1	0	0	0	-1	-50%
Burleigh	4	2	-2	18	8	-10	-12	-55%
Cass	5	10	5	27	18	-9	-4	-13%
Cavalier	0	0	0	2	0	-2	-2	-100%
Dickey	0	0	0	2	1	-1	-1	-50%
Dunn	2	1	-1	0	0	0	-1	-50%
Foster	0	0	0	2	0	-2	-2	-100%
Grand Forks	5	0	-5	13	8	-5	-10	-56%
Kidder	0	0	0	2	1	-1	-1	-50%
LaMoure	0	0	0	3	2	-1	-1	-33%
Logan	0	0	0	2	0	-2	-2	-100%
McHenry	0	0	0	3	0	-3	-3	-100%
McIntosh	0	0	0	3	0	-3	-3	-100%
McLean	0	0	0	5	4	-1	-1	-20%
Mercer	0	0	0	5	2	-3	-3	-60%
Morton	0	0	0	11	8	-3	-3	-27%
Mountrail	3	1	-2	0	1	1	-1	-33%
Nelson	0	0	0	2	0	-2	-2	-100%
Oliver	0	0	0	2	1	-1	-1	-50%
Pembina	0	0	0	3	1	-2	-2	-67%

Pierce	0	0	0	3	1	-2	-2	-67%
Ramsey	0	0	0	7	3	-4	-4	-57%
Ransom	0	0	0	3	1	-2	-2	-67%
Renville	0	0	0	2	0	-2	-2	-100%
Richland	4	2	-2	2	1	-1	-3	-50%
Sargent	2	0	-2	0	0	0	-2	-100%
Sheridan	0	0	0	2	0	-2	-2	-100%
Steele	2	0	-2	0	0	0	-2	-100%
Stutsman	0	0	0	10	7	-3	-3	-30%
Towner	0	0	0	2	1	-1	-1	-50%
Traill	3	0	-3	0	0	0	-3	-100%
Walsh	0	0	0	5	0	-5	-5	-100%
Wells	0	0	0	3	1	-2	-2	-67%
Williams	4	0	-4	3	2	-1	-5	-71%

The following table shows that 7 counties in North Dakota are overserved and the enrollments and variances in each.

NORTH DAKOTA AUTHORIZED POSITIONS, ENROLLMENTS, AND VARIANCES								
OVERSERVED COUNTIES								
Counties	State Grantee			National Grantees			Variance	
	Authorized Positions	Enrollments	Variances	Authorized Positions	Enrollments	Variances	#	%
Adams	0	1	1	0	0	0	1	0%
Golden Valley	0	3	3	0	0	0	3	0%
Grant	0	0	0	2	5	3	3	150%
Hettinger	0	2	2	0	0	0	2	0%
Rolette	0	0	0	9	13	4	4	44%
Sioux	0	0	0	4	8	4	4	100%
Stark	5	14	9	5	6	1	10	100%

North Dakota’s oil activity is on the rise resulting in changes to the available workforce. As the state’s workers are attracted to the higher wages being paid in the oil-related industries and occupations, openings are created in the industries and occupations better suited for SCSEP participants. This may cause slot imbalances.

D. Long-term strategy to achieve equitable distribution of positions.

1) Move positions from overserved to underserved locations within the State.

The U.S. Department of Labor at their website **SCSEPED.org** provides quarterly data that shows the number of authorized positions, the number of current enrollments at the end of the last quarter, and the variances in each county.

Aging Services Division and the sub-recipient will use this website and tool as a method to keep abreast and manage the slots to assure equitable distribution of positions. The sub-recipient will be advised to limit or stop enrollment of new participants in overserved counties and move current participants into unsubsidized employment. In addition, the sub-recipient will be advised to focus on recruitment in the currently underserved counties through increased coordination efforts with WIOA, Older Americans Act programs, private and public entities and

programs, labor market and job training initiatives one-stop delivery systems, and local economic development offices.

2) Equitably serves both rural and urban areas.

North Dakota is a rural state with the exception of Bismarck/Mandan, Fargo, and Grand Forks.

Of the underserved counties, four counties are in urban areas (Bismarck-Burleigh County, Fargo-Cass County, Grand Forks-Grand Forks County, and Mandan-Morton County), and seven are in the rural areas of the state.

Aging Services Division and the sub-recipient will use the website **SCSEPED.org** tools as a method to keep abreast and manage the slots to assure equitable distribution of positions in urban and rural areas. The sub-recipient will be advised to follow the authorized positions by county in order to maintain equitable distribution in rural and urban areas.

3) Serves individuals afforded priority for service.

When selecting participants from the eligible applicants, priority will be given to those individuals who have one or more of the following characteristics:

- 65 years of age or older;
- Have a disability;
- Have limited English proficiency or low literacy skills;
- Reside in a rural area;
- Are veterans (or eligible spouses of veterans) for purposes of the Jobs for Veterans Act;
- Have low employment prospects;
- Have failed to find employment after using services provided under the Workforce Innovation and Opportunity Act (WIOA);
- Are homeless or at risk for homelessness.

Aging Services Division and the sub-recipient will review participant characteristics on a regular basis to ensure targeted populations are being served and given priority. The sub-recipient will continue to select individuals with these priority characteristics. If a wait list becomes necessary, the sub-recipient will be advised that these individuals will maintain priority.

E. Ratio of eligible individuals to total eligible population.

Aging Services Division will use the Equitable Distribution as provided by the U.S. Department of Labor as the basis for assuring a ratio of eligible individuals in each county to the total eligible population in the state. Any new data that would require some changes in positions per county based on the previous year's equitable distribution figures will be reviewed and coordinated with the national grantees providing SCSEP in North Dakota. Any changes either with state grantee slots or national grantee slots will be addressed through attrition or transfer of participants to reach desired goal. No participant will be terminated due to equitable distribution.

Aging Services Division will also use the American Fact Finder as provided by the U.S. Census Bureau to monitor the movement of the aging population within North Dakota.

F. Relative distribution of eligible individuals.

Aging Services Division and the sub-recipient make every effort to serve individuals in North Dakota. These individuals reside in both urban and rural areas, have the greatest economic need, are minorities, have limited English proficiency, and have the greatest social need.

The following table shows the number of individuals in North Dakota who are 55 years of age and older. For many of these individuals, the SCSEP will be a valuable opportunity to receive skills training and a community service work-based assignment leading to unsubsidized employment in North Dakota.

55 Years of Age and Older	Total
55 to 64 years	94,184
65 to 74 years	56,596
75 to 84 years	32,599
85 years and older	18,086
Total	201,465

Source: 2015 Current Population Estimates July 1, 2015 (April 1, 2010 to July 1, 2015)

The following table, for urban, rural, and minority is based on the North Dakota 2010 census and for poverty is based on the 2015 Current Population Estimates.

NORTH DAKOTA					
COUNTIES	2010 CENSUS	URBAN	RURAL	MINORITY	POVERTY
	55+	55+	55+	55+	65+
Adams	960	-	960	13	54
Barnes	3,780	-	3,780	62	289
Benson	1,586	-	1,586	471	168
Billings	291	-	291	2	5
Bowman	1,147	-	1,147	50	110
Burke	743	-	743	7	34
Bottineau	2,455	-	2,455	16	160
Burleigh	20,897	-	-	750	956
Bismarck Urban		17,538	-	-	-
Burleigh Rural		-	3,359	-	-
Cass	29,959	-	-	1,227	1,225
Fargo Urban		26,240	-	-	-
Cass Rural		-	3,719	-	-
Cavalier	1,655	-	1,655	19	145
Dickey	1,826	-	1,826	32	158
Divide	900	-	900	11	35
Dunn	1,159	-	1,159	137	58
Eddy	954	-	954	29	100
Emmons	1,506	-	1,506	15	216
Foster	1,179	-	1,179	19	104
Golden Valley	610	-	610	12	32
Grand Forks	13,862	-	-	893	689
Grand Forks Urban		10,706	-	-	-
Grand Forks Rural		-	3,156	-	-
Grant	1,067	-	1,067	13	120
Griggs	1,079	-	1,079	15	116
Hettinger	1,009	-	1,009	8	74

Kidder	883	-	883	11	133
LaMoure	1,632	-	1,632	12	175
Logan	826	-	826	6	95
McHenry	1,922	-	1,922	33	168
McIntosh	1,311	-	1,311	22	179
McKenzie	1,720	-	1,720	284	89
McLean	3,542	-	3,542	193	215
Mercer	2,657	-	2,657	79	165
Morton	7,580	-	-	239	379
Mandan Urban		4,831	-	-	-
Morton Rural		-	2,749	-	-
Mountrail	2,059	-	2,059	442	107
Nelson	1,372	-	1,372	12	100
Oliver	659	-	659	14	66
Pembina	2,657	-	2,657	95	153
Pierce	1,628	-	1,628	30	172
Ramsey	3,609	-	3,609	176	274
Ransom	1,880	-	1,880	25	113
Renville	852	-	852	12	23
Richland	4,510	-	4,510	122	222
Rolette	2,802	-	2,802	1,927	375
Sargent	1,329	-	1,329	25	53
Sheridan	615	-	615	11	66
Sioux	606	-	606	476	108
Slope	271	-	271	3	20
Stark	6,715	-	6,715	219	489
Steele	739	-	739	13	33
Stutsman	6,509	-	6,509	137	403
Towner	923	-	923	21	43
Traill	2,577	-	2,577	44	173
Walsh	3,841	-	3,841	159	268
Ward	14,400	-	14,400	623	805
Wells	1,830	-	1,830	15	210
Williams	6,216	-	6,216	462	304
STATEWIDE TOTAL	179,296	59,315	119,981	9,743	11,026

Source: U.S. Census Bureau – Urban, Rural, and Poverty

Source: 2015 Current Population Estimates July 1, 2015 (April 1, 2010 to July 1, 2015)

1) Urban and rural areas.

North Dakota is a rural state with the exception of Bismarck/Mandan, Fargo, and Grand Forks.

2) Greatest economic need.

Many older individuals need to work in order to pay for the necessities of life: food, housing, transportation, and medical care. Social security benefits alone cannot meet their needs and they must subsidize this with employment. A large number of the participants are working to pay for prescriptions or to cover the cost of health insurance. The SCSEP assists these individuals with their necessities.

3) Minorities.

The following table shows the minority population in North Dakota eligible for the SCSEP based on years of age.

Years of Age	Race Alone				
	Hispanic	Black or African American	Asian	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander
55 to 64 years	344	725	482	3,050	27
65 to 74 years	102	223	408	1,425	10
75 to 84 years	99	72	74	633	8
85 years and older	21	17	48	131	0
Total	566	1,037	1,012	5,239	45

Source: U.S. Census Bureau, American FactFinder

North Dakota has been successful in serving low-income older North Dakotans among minority communities. Aging Services Division staff tracks the numbers of minorities served through the SPARQ Quarterly Progress Reports. Aging Services Division reviews participant characteristics and evaluates whether minorities are being served proportionately to their numbers in local areas. Corrective action and changes in outreach strategies will be implemented where minority services may be lacking.

4) Limited English proficient.

Participants are provided with English-as-a-second-language classes and assigned to community services work-based assignments that accommodate the language barrier. The challenges related to serving individuals with limited English are equally rewarding when they find successful unsubsidized employment.

5) Greatest social need.

As a rural state, isolation due to distance and the inability to access services is especially prevalent in the very rural, low populated areas. Coordination with local transit programs assists individuals in accessing participation in SCSEP. Recruitment for participants requires some different methods than those used in urban areas due to the distance factor between participants, community services assignments, and prospective employers; the high transportation costs, and increased time needed to serve the participants.

G. Steps to avoid disruption to participants when positions are redistributed, when new Census or other data becomes available, or when there is over-enrollment.

To the extent feasible, every attempt will be made to avoid service disruptions should there be a need to move positions related to equitable distribution. The sub-recipient will monitor monthly the distribution of participation and submit with the quarterly narrative report information on the current participation distribution. The state grantee will review census data, as available, to monitor changes and trends. Any new data requiring a change in positions per county will be addressed through mutual agreement with the state and national grantees and where possible, addressed through attrition or transfer of participants to reach desired goal. No participant will be terminated due to equitable distribution.

Aging Services Division will work closely with the U.S. Department of Labor and the national grantees in North Dakota to continue improving the equitable distribution of SCSEP positions within the state.

Section IV. Public Comment

A. SCSEP program and services.

In March-May 2014, Aging Services Division conducted 12 public input hearings for North Dakota's Federal Fiscal Years 2014-2018 State Plan on Aging in which the SCSEP is identified as a core service. The hearings were held in each of the state's eight regions and four American Indian Reservations. In addition, a survey soliciting comments was distributed through the North Dakota Department of Human Services website, as well as through senior centers, county social services, and direct mail. A total of 438 individuals attended the hearings and a total of 1,802 surveys were returned.

In February-March, 2018, Aging Services Division conducted 9 public input hearings for North Dakota's Federal Fiscal Years 2018-2022 State Plan on Aging in which the SCSEP is identified as a core service. The hearings were held in five regions and three American Indian Reservations. In addition, a survey soliciting comments was distributed through the North Dakota Department of Human Services website, as well as through senior centers, county social services, and direct mail. A total of 246 individuals attended the hearings and over 2,000 surveys were returned.

Aging Services Division continually seeks input to determine if individuals and service providers are aware of the SCSEP, if recruitment methods are working, and if the goals of the program are successful.

B. SCSEP State Plan.

The public comment period for the July 1, 2016 - June 30, 2020 draft SCSEP State Plan was open from April 19-28, 2016. Public comment was solicited as follows:

- The North Dakota Department of Human Services posted a news release and the draft Plan on the Department's website making it available to any interested entity and the public.
- The news release was e-mailed to all staff within the Department of Human Services, legislators, county social services, North Dakota SCSEP grantees, AARP, tribal entities, Older Americans Act service providers, Division of Vocational Rehabilitation, and Job Services North Dakota.
- Local newspapers printed the news release.
- Aging Services Division, during a regional staff meeting, requested staff to forward the news release to regional local entities that may have an interest in the SCSEP.
- Aging Services Division, at a North Dakota Senior Service Provider's Association meeting, requested service providers to review the draft Plan and provide input since many of the providers are current host agencies.
- The SCSEP Program Administrator at Aging Services Division was interviewed by the Public News Service, which is a statewide radio news wire service. The interview included the purpose of the Plan, number of individuals to be served, eligibility criteria, who could benefit from the SCSEP, and reason for public comment.

All comments received were considered in the finalization of the SCSEP State Plan.
North Dakota SCSEP State Plan