

DEPARTMENT OF AGING

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PROGRAM MEMO

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|--|------------------------------------|
| TO: AREA AGENCIES ON AGING (AAA) DIRECTORS | NO.: PM 04- 17 (P) |
| SUBJECT: Fiscal Year (FY) 2003/04 Title III/VII, Title V, Title III E, and Community-Based Services Programs (CBSP) Closeout Process | DATE ISSUED: August 4, 2004 |
| REVISED | EXPIRES: Until Superseded |
| REFERENCES: PM 01-13 (P), PM 02-16 (P), PM 02-18 (P), PM 02-20 (P), and PM 03-14 (P) | SUPERSEDES: |
| PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____ | |
| REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Annual Reporting Requirements</u> | |
| INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist | |

The purpose of this Program Memorandum (PM) is to provide the due dates for submitting all closeout reports and related forms for FY 2003/04 to the California Department of Aging (CDA).

Due Dates

The following forms, **with one original signature**, must be received by **August 30, 2004**, to allow sufficient time for review and approval:

| <u>Program</u> | <u>Form #</u> |
|----------------|---------------|
| Title III/VII | CDA 180 |
| NSIP | CDA 279 |
| Title III E | CDA 270 |
| Title V | CDA 90 |
| CBSP | CDA 246 |
| Property | CDA 32 |



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Title III/VII Financial Closeout Report (CDA 180)

The CDA 180 has been revised to incorporate the Nutrition Services Incentives Program (NSIP) changes that were implemented during FY 2003/04. AAAs are no longer required to include meal counts on the CDA 180. The CDA 180 was revised to eliminate the per meal reimbursement calculation on Page 3, Section C. Minor changes were also made to update the form to specify the NSIP rather than refer to the US Department of Agriculture. All NSIP funds allocated on the Title III/VII Budget Display must be reported as spent on the CDA 180. The revised CDA 180 is attached.

Expenditures reported on the CDA 180 will be used to calculate unearned federal funds and determine possible funding available for One-Time-Only (OTO) allocations. The OTO calculations will be completed by September 30, 2004. **CDA 180s submitted after the due date will result in a AAA being closed out to the latest executed contract as fully expended, which may result in a loss of federal OTO funds.**

As a reminder, CDA is no longer processing revised closeouts for Title III/VII or Title III E. Final adjustments to these closeouts will be completed during the audit resolution process.

NSIP Adjusted Meal Count Schedule (CDA 279)

NSIP funding to AAAs is based on the number of meals served in the prior year in proportion to the meals served statewide. Therefore, it is critical to future statewide funding that AAAs report all eligible NSIP meals. The CDA 279 has been revised to allow AAAs to report corrected meal counts for July, August, and September, as well as October through June. Complete the CDA 279 (Rev 7/04) to document any changes to the meals for July 2003 through June 2004. **The AAA director and fiscal officer must sign the CDA 279 certifying the total eligible meals served.**

For FY 2003/04, the CDA 279 with **final meal counts for each month is due to CDA by August 30, 2004.** A corrected SPR 107 file is required for each month and for each program where changes in meals are reported. AAAs must **e-mail separate SPR 107 files with corrected meal counts to their assigned AAA-Based Team's Title III Fiscal public e-mail address. All corrected files must be received by August 30, 2004,** and will serve as the **final changes to NSIP meal counts for FY 2003/04.**

Title III E Financial Closeout Report (CDA 270)

The figures reported on the CDA 270 will be used to record revenues and expenditures, calculate unearned federal funds, and determine possible Title III E funding available for OTO allocations. Master copies of the CDA 270 were transmitted with PM 03-14 (P) and should be used to report Title III E expenditures for FY 2003/04.

Title V Financial Closeout Report (CDA 90)

The CDA 90, Page 7, identifies funds owed to CDA or due to the AAA. These figures will be verified during the closeout review process. Funds due to the AAA will be processed by CDA following approval of the CDA 90.

CBSF Financial Closeout Report (CDA 246)

The CDA 246 expenditures will be used to calculate unearned State funds for all programs and to calculate unearned federal Health Insurance Counseling and Advocacy Program (HICAP) funds. Master copies of the CDA 246 were transmitted with PM 01-13 (P) and should be used to report expenditures for FY 2003/04. Unspent FY 2003/04 HICAP federal funds will be re-allocated to the originating AAA on an amended FY 2004/05 HICAP Planning Estimate.

Performance Actuals (page 4) must be submitted with the CDA 246. Please involve program and data staff in the completion of the CDA 246 to ensure accuracy of the data submitted.

Report of Property Furnished/Purchased with Agreement Funds (CDA 32)

AAAs are required to use the CDA 32 to report all property furnished/purchased with agreement funds and to submit the completed CDA 32 with the financial closeout reports. The CDA 32 is cumulative and must identify the current and complete inventory of all property furnished or purchased with funds awarded under the Standard Agreements.

General Instructions

Signed copies of the financial closeout reports, NSIP meal counts, and property lists should be submitted by the due dates and addressed to your respective AAA-Based Team Fiscal Specialist and sent to:

California Department of Aging
1600 K Street
Sacramento, California 95814

Computer files for revised forms will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM. To expedite processing, the closeout reports may be e-mailed, as attachments to the team public e-mail addresses.

All financial closeout reports must be accurate, complete, and timely. These reports are subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

Original Signed by Lora Connolly for

Lynda Terry
Director

Attachments