

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING (AAA) DIRECTORS	NO.: PM 05-10 (P)
SUBJECT: Fiscal Year (FY) 2004-2005 Title III, Title VII, and Community-Based Services Programs (CBSP) Closeout Process	DATE ISSUED: 07/08/2005
REVISED	EXPIRES: 07/08/2006
REFERENCES: Older Americans Act (OAA), amendments of 2000, Older Californians Act (OCA), Welfare and Institutions Code 9100, et seq.; PM 04-04 (P), PM 04-22 (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 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: Annual Reporting Requirements	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memorandum (PM) is to transmit Title III, Title VII, and CBSP closeout instructions for FY 2004/05, the Nutrition Services Incentive Program (NSIP) Adjusted Meal Counts Schedule form (CDA 279), and the Title III/VII Financial Closeout Report form (CDA 180), for submission to the California Department of Aging (CDA). The CDA 180 has been renamed the "Financial Closeout Report" and instructions have been revised to include the Family Caregiver Support Program (Title III E) and Community-Based Services Programs (CBSP).

Changes to the CDA 180 include: (1) a separate signature page, (2) incorporation of pages for reporting Title III E, (3) incorporation of pages for reporting CBSP, (4) revision to the section on matching requirements to include Title III E and CBSP, (5) reduction in the required reporting of Nutrition costs, (6) and other minor adjustments.

Signature Document

A signature page is part of the CDA 180. It must be signed by the AAA Director with the appropriate box checked on the page denoting the CDA 180 and returned to the Department with the completed Financial Closeout Report.



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TITLE III E Family Caregiver Support Program

A separate Title III E Closeout (CDA 270) is no longer required. Title III E costs and funding have been incorporated throughout the revised CDA 180. The revised closeout document includes a separate page to document Title III E Direct Services, Title III E Contracted Services, and Title III E Contractors as was previously required on the Title III E Closeout. Summary pages (page 1 and 3), Matching Contributions (page 4), One-Time-Only (page 16), and Federal Share of Costs (page 17) have been revised to include Title III E.

Community-Based Services Program (CBSP)

A separate CBSP Closeout (CDA 246) is no longer required. CBSP costs and funding have been incorporated throughout the revised CDA 180. The Closeout document includes a separate page to document CBSP Direct and Contracted Services and a page to identify CBSP Contractors. Summary pages (page 2 and 3), Matching Contributions (page 4), and Federal Share of Costs (page 17) have been revised to include CBSP.

Nutrition Costs

The Schedule of Nutrition Costs previously used to report requirements for Activities (Meals, Program Management, Other and Home Delivery) has been eliminated. The detailed reporting of nutrition costs by program and cost category has been condensed and is included on page 7, Schedule of Nutrition (III C-1 & III C-2) & Disease Prevention (III D) Programs.

NSIP Adjusted Meal Count Schedule (CDA 279)

Nutrition Services Incentive Program (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.

Complete and submit the CDA 279 (Rev 7/04) with the CDA 180 no later than August 31, 2005, documenting any changes to the final meal counts for each month beginning with July 2004 through June 2005. **The AAA director and fiscal officer must sign the CDA 279 certifying the total eligible meals served.** A corrected SPR 107 file is required for each month and for each program where changes in meals reported on the CDA 279 occurred and must be **e-mailed to your assigned AAA-Based Team Title III Fiscal e-mail address.** All corrected files will serve as the final FY 2004/05 NSIP meal counts.

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

AAAs are required to submit a CDA 32 annually, reporting all property furnished/purchased with agreement funds. 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. **The CDA 32 must be submitted concurrently with the Financial Closeout Report (CDA 180).**

Due Dates

To allow sufficient time for review and approval, copies of the completed CDA 180, CDA 279, and CDA 32 **with an original signature(s)** must be sent by **August 31, 2005**, to your respective AAA-Based Team Fiscal Specialist at **(please note new address)**:

**California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834**

To expedite processing, AAAs must e-mail a copy of the closeout report to their assigned CDA AAA-Based Fiscal Officer for the Title III program. Computer files for the new CDA 180 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

As part of the closeout review process, CDA will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 180. The information reported on the CDA 180 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

Expenditures reported on the CDA 180 will be used to calculate unearned federal funds and to determine possible funding available for One-Time-Only (OTO) allocations. Unearned federal funds will be applied as an advance against FY 2005/06 funding and OTO calculations will be completed by September 30, 2005. **Submission of the CDA 180 after the due date will result in CDA closing out the AAA as fully expended, which would result in the AAA not participating in the allocation of OTO funds in FY 2005/06.**

As a reminder, CDA is no longer processing revised closeouts. Final adjustments to the closeouts will be completed during the audit resolution process.

(Original signed by Diane Paulsen)

Lora Connolly
Acting Director

Attachments (AAAs only)