

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCY ON AGING DIRECTORS	NO.: PM 07- 08 (P)
SUBJECT: Revised Title V Senior Community Service Employment Program Monthly Expenditure Report and Request for Funds (CDA 29)	DATE ISSUED: 03/30/07
REVISED:	EXPIRES: Until Superseded
REFERENCES:	SUPERSEDES: PM 02-19 (P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input 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>Revised Form and Instructions</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned Area Agency on Aging-Based Team Fiscal Specialist	

This Program Memorandum (PM) transmits the Title V, Senior Community Service Employment Program (SCSEP) Monthly Expenditure Report and Request for Funds (CDA 29), revised March 2007, and provides instructions for completing the redesigned form. CDA 29 is used for reporting program expenses and requesting funds for Title V SCSEP.

CDA 29 changes include:

Enrollment

Section B. Enrollment was removed. Area Agencies on Aging (AAA) will discontinue the monthly reporting of enrollees on CDA 29 as this information is already collected in the SCSEP Performance and Results Quarterly Progress Report system.

Project Administration

A column has been added for reporting Project Administration costs separate from AAA Administration Costs. This change allows AAAs to report expenditures consistent with their approved Title V Budgets. Project Administration costs should not include AAA Administration costs or Direct SCSEP Administration costs.



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To learn more about saving energy, visit the CDA web site at www.aging.ca.gov

Federal 502(e) Share

We removed the 502(e) Federal Share line from the form as no federally funded 502(e) projects are currently funded.

This policy will become effective with the April expenditures, due May 15, 2007. AAAs must make an adjustment to AAA Administration if previously reported AAA Administration costs also included Project Administration costs. Make the adjustment on the April Expenditure Report by reducing AAA Administration costs and reporting Project Administration costs.

Simultaneous with the distribution of this PM, the Fiscal and Contracts Team will e-mail an electronic master copy of CDA 29 (Rev. 3/07) in Excel format to all AAA Fiscal Officers.

Original Signed By:

Lynn Daucher
Director

Attachments