

Instructions for Completing CDA 255

The HICAP Expenditure Report form (CDA 255) is designed for reporting monthly expenses for the Health Insurance Counseling and Advocacy Program (HICAP). All reported costs entered into the CDA 255 should be rounded to the nearest dollar.

HEADER SECTION:

Enter the following information:

- Planning and Service Area (PSA) number [assigned two-digit contract extension]
- Fiscal Year – State Fiscal Year
- Contract number will auto-populate once the PSA# is entered
- Date – Date the report is being submitted

EXPENDITURES:

Enter the month and year for which expenditures are being reported. For each column, enter:

- Total Expenditures, Program Income, and Other Funds reported for the period
- Contract Expenditures will auto-calculate (Total Expenditures minus Program Income minus Other Funds = Contract Expenditures)

New: Report HICAP Augmentation funded costs for Volunteer Coordinator in the HICAP AUGM column

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

DUE DATES AND SUBMISSION:

The completed CDA 255 is due by the last business day of each month for the month ended 30 days prior and must be sent as an e-mail attachment to the [Local Finance Bureau](mailto:Finance@aging.ca.gov): Finance@aging.ca.gov. The CDA 245 requesting funds for the month 30 days in the future must also be included when submitting the CDA 255. (Example: October expenses are due the last business day of November along with the January Request for Funds). If reporting on Reimbursement Basis the CDA 245 must agree with the amounts reported on the CDA 255v (Example: Oct EXP = Oct RFF). Signatures of the AAA director and staff are not required.

In your email subject line, please identify your PSA ##, Program, and Current Month Reports being submitted (Example: PSA 34 HI OCT EXP/JAN RFF FY 2122). Once approved, you will receive a signed copy of the CDA 255, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.