

**Instructions:** Use the following checklist to ensure your payment requests are processed as timely as possible.

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**All payment requests:**

Area Agency on Aging (AAA) program Budget approved by the California Department of Aging (CDA)

Contract is fully executed

Expenditure Reports that are currently due are approved by CDA

**Area Plan payment requests:**

Area Plan or Area Plan Update and signed Transmittal Letter submitted to and accepted by CDA

Payment request is within the maximum approvable and available contract balance amount for each funding source

- Maximum approvable amount for advances is:
  - For July 1 – September 30, 1/3 of the three-month contract allocation
  - For October 1 – June 30, 1.5 times your AAA's monthly average expenditures less cash-on-hand
- Maximum approvable amount for reimbursements is the monthly expenditure amount
- Available contract balance amount is based on:
  - For July 1 – September 30, your AAA's program Budget
  - For October 1 – February 28, the contract budget display from the contract amendment until the transfers are approved by the Administration for Community Living (ACL)
  - For March 1 – June 30, your AAA's program Budget submitted with the contract amendment (assuming ACL has approved transfers) unless your AAA provides an updated program Budget by January 15

**Non-Area Plan payment requests:**

Payment request is within the maximum approvable and available contract balance amount for each funding source

- Maximum approvable amount for advances is 1/12 of the contract or the average monthly expenditures whichever is greater until the maximum is reached for that specific funding source
- Maximum approvable amount for reimbursements is the monthly expenditure amount