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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: May 31, 2019

NO: PM 18-03

PROGRAMS AFFECTED: FA

DATE ISSUED: March 23, 2018

SUPERSEDES:

SUBJECT: Financial Alignment Contract F2-1718 Closeout Reporting Instructions

Purpose

This Program Memo provides a closeout reporting overview, instructions and deadlines for your Financial Alignment (FA) contract F2-1718.

Overview

The FA closeout consists of the [FA Closeout \(CDA 230FA\)](#) form. Instructions are provided in the [FA Closeout Instructions \(CDA 230FAi\)](#).

The FA Closeout (CDA 230FA) and FA Closeout Instructions (CDA 230FAi) can be found on the Fiscal Forms and Documents page on the California Department of Aging's (CDA) website.

Deadlines

Your FA F2-1718 contract closeout is due to CDA no later than May 31, 2018.

By the due date, email your completed electronic copy of the FA Closeout (CDA 230FA) form along with a scanned copy of the signature page to FiscalTeam@aging.ca.gov. Original signatures are not required to be sent to CDA; however, they should be maintained in your files.

Inquiries

For closeout reporting inquiries, email: FiscalTeam@aging.ca.gov.



Lora Connolly
Director