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PROGRAM MEMO

TO: Area Agencies on Aging (AAA)

NO: 20-22

DATE ISSUED: November 12, 2020

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: Area Plan (OAA)/FFCRA/CARES funding

SUPERSEDES: N/A

SUBJECT: Guidance for the reporting of supplemental State Performance Report (SPR) data for Area Plan, Older Americans Act (OAA), Families First Coronavirus Response Act (FFCRA) and Coronavirus Aid, Relief and Economic Security Act (CARES) Act funding for Federal Fiscal Year (FFY) 2020.

Purpose

This Program Memo (PM) provides information on reporting requirements and delivers the data collection tool for completing your required supplementary SPR data reporting for FFY 2020. These requirements were outlined in [PM 20-08](#), [PM 20-13](#) and also described in "[Frequently Asked Questions - #6 Guidance for Area Agencies on Aging for Coronavirus Disease 2019 \(COVID-19\)](#)," Questions 4 and 5, released April 20, 2020

Data to be reported to CDA

FFCRA and CARES Act funding was separate from all other Area Plan funding and must be tracked separately. Service data and expenses for this funding were not be tracked in/for the NAPIS/SPR systems. The Administration of Community Living, which provides federal oversight of this funding, requested that Area Agency on Aging (AAA)s and providers track the data and expenditures separately, "at a minimum and where possible, States should be recording the number of clients to whom service is provided, the name or category of services provided, the number of units of service provided, and the expenditures related to providing such services." **For this initial FFY 2020 SPR, this supplementary data should be reported through 9/30/20.**

Area Plan (OAA) Service data and expenses that were not be tracked in your NAPIS/SPR systems should be included in your supplementary report. Do not include or duplicate any data that was already submitted in your SPR. **For this initial FFY 2020 SPR, this supplementary data should be reported through 6/30/20.**

