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Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: July 31, 2019

NO: PM 18-07

PROGRAMS AFFECTED: Title III-E, Title III-B,
Title III-C1/C2, Title III-D, Title VII

DATE ISSUED: May 1, 2018

SUPERSED

SUBJECT: Area Plan Contract AP-1718 Closeout Reporting Instructions

Purpose

This Program Memo provides a closeout reporting overview, instructions, and deadlines for the Area Plan contract AP-1718.

Overview

The Area Plan closeout consists of the [Area Plan Closeout \(CDA 180\)](#) and the [Report of Property \(CDA 32\)](#). Instructions are provided in the [Area Plan Closeout Instructions \(CDA 180i\)](#) and [General Instructions for CDA 32 \(9/2013\)](#).

The Area Plan Closeout (CDA 180), Area Plan Closeout Instructions (CDA 180i), Report of Property (CDA 32), and the General Instructions for CDA 32 (9/2013) can be found on the Fiscal Forms and Documents page on the California Department of Aging's (CDA) website.

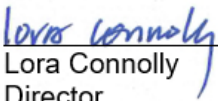
Deadlines

Your AP-1718 contract closeout is due to CDA no later than July 31, 2018.

By the due date, email your completed electronic copy of the AP Closeout (CDA 180) and Report of Property (CDA 32) forms 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, should be maintained in your files.

Inquiries

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


Lora Connolly
Director