

Instructions for Completing CDA 150

The CDA 150 is designed for requesting advance or reimbursement funds for all Federal Title III and Title VII, Title III State funds, Ombudsman Special funds, and NSIP funds for Area Plan. All requests for funds entered into the CDA 150 should be rounded to the nearest dollar.

HEADER SECTION

Enter the following information:

- Planning and Service Area (PSA) number [assigned two-digit contract extension]
Example (TV 18119-##)
 - Remit to Name will auto-populate once the PSA # is entered
- Fiscal Year - State Fiscal Year
 - Contract Number will auto-populate once the Fiscal Year and PSA # are entered
- Invoice Date - Date the report is being submitted
- Remit to Address – Enter the remit to address, which must be on file with CDA
- Invoice # and FI\$Cal PO # will be completed by CDA staff

ADVANCE or REIMBURSEMENT

- Enter the month and year for which funds are being advanced or reimbursed

PART I: Federal Funds Title III & VII

- Enter Federal Program and Admin amounts by Fund, where indicated
- Program and Admin Total will auto-calculate, where applicable

PART II: State Funds

- Enter STATE Program and Admin amounts where indicated

PART III: NSIP Funds

- Enter NSIP Program amounts where indicated

PART IV: Ombudsman Special Funds

- Enter Ombudsman Special Program amounts where indicated

FOR STATE USE ONLY

This section is to be completed by CDA staff.

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
AREA PLAN REQUEST FOR FUNDS INSTRUCTIONS
CDA 150i (REV 03/2020)



SUBMISSION DUE DATES

See contract language for due dates.

The completed CDA 150 must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov):
FiscalTeam@aging.ca.gov. Signatures of the AAA director and staff are not required.

In the email subject line, identify PSA ##, Program, Current Month and Report being submitted
(Example: PSA 34 AP OCT RFF FY 1819)

Once approved, an email will be sent with a signed copy of the CDA 150 including documentation reflecting any CDA adjustments. PSA records must be adjusted to reflect any CDA adjustments.