

 <p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA. 17101</p>	PENNSYLVANIA DEPARTMENT OF AGING	
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AGING PROGRAM DIRECTIVE

SUBJECT: AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR SFY 2007-08

TO: COUNTY COMMISSIONERS
COMPTROLLER
EXECUTIVE STAFF
AREA AGENCIES ON AGING
ADMINISTRATION ON AGING
PA ASSOCIATION OF AREA AGENCIES ON AGING

CHAIRPERSONS, NON-PROFIT AAA GOVERNING BOARDS
PDA GRANTEES AND CONTRACTORS
DPW, OFFICE OF PROGRAM DEVELOPMENT AND SUPPORT
PA STATE ASSOC. OF COUNTY COMMISSIONERS

FROM: 

William Johnston-Walsh
Deputy Secretary
Pennsylvania Department of Aging

PURPOSE: The purpose of this Aging Program Directive (APD) is to: (1) delineate minimum requirements for State Fiscal Year (SFY) 2007-08 Area Agency on Aging (AAA) program; (2) set forth procedures for the development and submission of the SFY 2007-08 Aging Services Block Grant Application; and (3) transmit for planning purposes the SFY 2007-08 funding allocation levels for each AAA.

BACKGROUND: This APD transmits, in one document, all key information required for the submission of the SFY 2007-08 Aging Block Grant Application. The AAAs are advised to refer to this APD frequently throughout the planning process for the development of these plans.

FY 2007-08

BLOCK GRANT: The allocations for the funds included in the Block Grant are segregated to denote Regular Block Grant, Medicaid Assessment (MA), State Family Caregiver Support Program (SFCSP), Federal Family Caregiver Support Program (FFCSP), Nutrition Services Incentive Program (NSIP), APPRISE Telecenters,

APPRISE Outreach, Medication Management, Attendant Care, Direct Care Worker, Ombudsman Peer Incentive and Regional Ombudsman Coordinator (ROC).

For the SFY 2007-08, the Pennsylvania Department of Aging (PDA) received a 2.97% increase in the PennCare Allocation including State and Federal funds. All AAAs have received a 2.97% increase over their PennCare Allocation in 2006-07. In addition to the increase in PennCare the following categorical programs also received an increase:

- A 2.42% increase in funding to all AAAs in the Federal FCSP; and
- A 3.9% increase in funding to all AAA in the State FCSP;

AAAs should continue to refer to APD #97-01-02, "Accounting Manual for Area Agency on Aging Programs", for definitions related to specific cost centers. Any fiscal instructions necessary to complete the contract process, and not included within the Accounting Manual, will be cited in this APD.

PDA is advising the aging network that PDA will not approve any "other" cost centers for the SFY 2007-08. AAAs that operate/fund mental health referral programs must now report these activities under the Information & Referral Cost Center. AAAs may only utilize the approved cost centers when preparing the budget.

The AAA must be organized in a manner which avoids conflicts with the mission and responsibilities of a AAA. At a minimum, the AAA Director and all subordinate staff must be free from any responsibilities for the oversight or operation of:

- Nursing facilities, personal care homes, home health agencies; and
- Any other organization which would be in a position to financially benefit from favorable decisions by an AAA.

MINIMUM PROGRAM AND FUNDING REQUIREMENTS FOR SFY 2007-08

The following requirements will apply:

1. IN HOME SERVICE PARAMETER

PDA has established a minimum parameter of 51.6% of funding levels for the provision of in-home services. The In-Home Services Parameter Schedule identifies the minimum amount each AAA must expend on in-home services for the SFY 2007-08. The calculation base for the 51.6% parameter was the total amount of the original individual SFY 2002-03 Block Grant allocations for the Regular Block Grant, MAs, SFCSP, FFCSP and Direct Care Worker Program plus the amount of the AAA's amended SFY 2002-03 Attendant Care allocation. The developed in-home services parameters for each AAA as shown on the In-Home Service Parameter Schedule is either the application of the 51.6% to the described calculation base or the total of the AAA's projected SFY 2000-01 in-

home service expenditures, whichever is less.

The following cost centers have been identified as in-home services for the purpose of meeting this parameter: Home Delivered Meals, Home Health, Personal Care, Personal Assistance Service, Attendant Care, Overnight Shelter/Supervision, Environmental Modifications, Medical Equipment/Supplies/Adaptive Devices, Home Support, Adult Day Care, Assessments, Care Management and Consumer Reimbursement.

2. PUBLIC HEARINGS

Public hearings must be held on the Aging Block Grant Application prior to submission of the final Application. Information provided to the public for such hearings must include: a clear statement of the AAA's financial and program intent, all major changes in service delivery patterns, location and/or method of service delivery and proposed cost center budgets. On request, the AAA must make available for public review copies of the draft Aging Block Grant Application, Supplement and the approved Comprehensive Four Year Plan. Budgets should be built reflecting the needs identified during the Four Year Plan planning process.

3. REIMBURSEMENT

Reimbursement may not be claimed for services rendered prior to final approval of the application by all necessary authorities. Where reimbursements are consumer specific e.g. Attendant Care the SAMS data base will be used to as the primary data source to determine service levels and allowable expenditures. AAAs must be prudent in the entry of all client and service delivery information in SAMs.

4. MANDATORY RETIREMENT

Neither the AAA nor any AAA subcontractor may apply a policy of mandatory retirement to positions funded under this application.

5. ADMINISTRATIVE COSTS

No more than 10% of the funds allocated in the Total Block Grant may be budgeted and expended on AAA Administration.

AAAs must adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for PDA Contracts". This directive identifies that the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or 2% of the agency's total direct service costs, whichever is lower. These costs are considered to be part of the AAA's administrative cost center. This 2% is to be considered a part of the overall 10% Administrative Cost.

6. MEDICAID ASSESSMENT

Each AAA received a Medicaid Assessment allocation based on the allocation for SFY 2006-07 and an increase based on the number of overall assessments

performed by the AAA in SFY 2006-07 which were eligible for federal financial participation (FFP). This increase is a portion of the 2.97% increase in the PennCare Allocation.

In addition, the Medicaid allocation includes a categorical allocation for Information and Referral that includes Medicaid's participation in the cost of providing the information and referral process at the AAA. This allocation is also a portion of the 2.97% increase in the PennCare allocation.

The amount of the Medicaid Assessment allocation must be budgeted and expended on Pre-Admission Assessment activities and Administration. The allocation for Information and Referral must be budgeted and expended on Information and Referral Activities.

AAA Administration costs budgeted and expended to the Medicaid allocation may not exceed 10% of the budgeted Medicaid allocation.

The Medicaid allocation is provided through the utilization of federal Title XIX funds and matching state share.

AAA Administration and Information & Referral are funded with 50% federal and 50% state funds.

Level of Care Assessments, including Personal Care Home and Domiciliary Care Home assessment and recertification are funded with 50% federal and 50% state funds except for that portion of the process that is provided by skilled professional and medical personnel which is funded at 75% federal and 25% state funds.

OBRA screens are funded with 75% federal funds and 25% state funds. AAAs must budget at least the amount of funding identified on the Medicaid assessment allocation schedule in the ABGATCHA.xls file. Reallocation of funds between the 75/25% and 50/50% federal financial participation categories is prohibited except with the express written consent of the Bureau of Program Integrity in PDA.

Agencies may move Medicaid assessment funds between AAA Administration, MA Assessments and OBRA Screens as long as the 75/25% allocation and 10% administration parameters are met.

AAAs are directed to follow the instructions in APD #03-01-06 "Home and Community Based Services Procedures Manual", any subsequent revisions, updates, and/or supporting APDs, amendments and other policy directives and clarifications issued by PDA.

7. STATE FAMILY CAREGIVER SUPPORT PROGRAM (SFCSP)

At least the amount of the SFCSP allocation must be budgeted on SFCSP activities including Administration. AAA Administration costs charged to the SFCSP allocation must not exceed 10% of the SFCSP allocation. At least 55% of the allocated SFCSP funding must be budgeted and expended for financial

assistance to caregivers.

Of the SFCSP allocation, no more than 20% of the amount budgeted and expended for financial assistance to caregivers may be budgeted and expended for home modifications and assistive devices.

The AAA may reallocate SFCSP funds between SFCSP budget categories in an amount up to 10% or \$10,000, whichever is greater. All reallocations of SFCSP funds between SFCSP budget categories in excess of 10% or \$10,000, whichever is greater, must receive prior approval from the Deputy Secretary and the Chief of Staff of PDA.

No reallocation of SFCSP funds shall be made that will result in non-compliance with the established minimal parameters.

In administering cost sharing for the SFCSP, AAAs must comply with the provisions of the SFCSP Cost Sharing Chart listed in the Family Caregiver Support Reimbursement Benefits Cost Sharing Guide.

The regulations governing the SFCSP were published in PA Code, Title 6, Chapter 20, effective July 11, 1992. Funds expended under the SFCSP allocation must be administered in strict accordance with those regulations.

8. FEDERAL FAMILY CAREGIVER SUPPORT PROGRAM (FFCSP)

The total FFCSP Allocation includes the federal dollar amount representing a maximum of 75% of each AAA's FFCSP budget and the 25% non-federal matching funds from the SFCSP allocation as required. Each AAA must ensure that the SFCSP match funds (identified on ABGATCHA - FFCSP Allocation Schedule) are utilized for consumers who meet the program requirements for both the FFCSP and the SFCSP.

Only the amount of the total FFCSP allocation must be budgeted on FFCSP activities, including Administration. AAAs are not permitted to exceed their budget funds in the FFCSP.

AAA administration costs charged to the total FFCSP allocation must not exceed 10% of the Federal allocation. Of the total FFCSP allocation, no more than 20% of the total allocation may be budgeted for Supplemental Services. PDA defines Supplemental Services as consumable supplies, home modifications and assistive devices.

The AAA may reallocate FFCSP funds between FFCSP budget categories in an amount up to 10% or \$10,000, whichever is greater.

All reallocations of FFCSP funds between FFCSP categories in an amount over 10% or \$10,000, whichever is greater, must receive prior approval from the Deputy Secretary and Chief of Staff of PDA. All reallocations of FFCSP funds shall comply with the established minimal parameters.

As always, AAAs are encouraged to budget categorical funds prior to the

utilization of local resources. AAAs should review the current caseload and/or waiting list for consumers who qualify for benefits in the FFCSP. The FFCSP allocation should then be applied to allowable costs associated with providing services to eligible consumers and their caregivers.

The policy governing the FFCSP is included in APD #01-01-05 and #01-01-02 issued on August 6, 2001, and April 13, 2001, respectively. Funds expended under the FFCSP allocation must be administered in strict accordance with these policies.

9. NURSING HOME TRANSITION PROGRAM

The NHT funding is no longer a part of the Aging Block Grant. All funding for this program is now found in the PDA Waiver Agreement.

10. U. S. NUTRITION SERVICES INCENTIVE PROGRAM CASH

The allocation for each AAA is based on the number of eligible meals served in the previous fiscal year. In recent years, the AAA network has reported a decrease in the total number of eligible meals served to consumers. This trend continued in the Federal SFY 2006-07 which has resulted in a \$1,000,000 overall decrease in NSIP funding to the network.

Please note that NSIP funds may be utilized to assist the AAA in meeting its in-home services parameter.

11. APPRISE

Funding for APPRISE must be dedicated to training sessions, Medicare Part D enrollment and information meetings, informational efforts, equipment needs such as laptops, and other activities related to Medicare benefits, Medicare Advantage plan selection Medicare Part D assistance, application for assistance and outreach to enroll people in the low Income assistance programs for Medicare premiums, and long-term care insurance. Federal funding for the APPRISE program requires that the program provide Medicare Part D assistance to the Medicaid/Medicare enrolled individual with a mental health diagnosis.

AAAs should carefully analyze its costs allocation methodologies associated with these funds. Funds for telecenters must be expended on the daily operations of telecenter activities; this money must not be utilized for other activities. PDA has established \$13,000 as the minimum funding level for each telecenter. These funds are included in the Block Grant Allocation for the effected AAAs.

Funding for the APPRISE Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide APPRISE Program services consistent with the established program requirements.

Funds for the AAA's APPRISE Program must be budgeted and expended on allowable activities in the Information and Referral and/or the Senior Community Center Services cost center(s). AAAs that receive funding for the telecenters

and APPRISE Outreach must budget these funds in the information and referral cost center.

12. HEALTH PROMOTION

Funding for the Health Promotion Program is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide Health Promotion Program services consistent with the established program requirements.

Funds for the AAA's Health Promotion Program must be budgeted and expended on allowable activities in the Senior Community Center Services cost center.

13. MEDICATION MANAGEMENT

Funding for Medication Management activities is part of the AAA's Health Promotion Program. Funding for this service is identified as a categorical allocation in the AAA's Total Block Grant. AAAs must continue to provide Medication Management program services consistent with the established program requirements. Funds for medication management screening and education to prevent incorrect medication and drug reactions must be budgeted in the Senior Community Center Services cost center.

14. OMBUDSMAN

Each AAA must budget and provide monies for the local ombudsman program, or contracting provider, for recruitment, training and management of volunteers to perform activities as ombudsmen for the Long Term Care Ombudsman Program subject to policies and reporting requirements contained in APD #98-10-01. The corresponding amounts identified by AAAs as displayed on the Allocation Schedule (ABGATCHA).

Fifteen (15) AAAs have received PEER funding that must be budgeted for the support and maintenance of the PEER Project for SFY 2007-08. If the AAA utilizes a contractor to administer the PEER Project, at least the amount of the PEER allocation must be provided to the contractor for the PEER Project. These funds must be over and above any other funds expended on Ombudsman activities and must be reported in the Ombudsman cost center. The corresponding amounts identified by AAAs as displayed on the Allocation Schedule (ABGATCHA).

AAAs that are assigned to provide the lead Regional Ombudsman Coordinator or Regional Ombudsman Coordinators (ROC) activities must budget these funds in the Ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the Regional Ombudsman Coordinators.

In addition, each AAA must budget an amount of funds equal to the AAA share of Ombudsman activities charged to Older Americans Title III funds in SFY 2000-01.

The Allocation Schedule (ABGATCHA) contains the minimum funds that must be budgeted for ombudsman activities.

15. ATTENDANT CARE

Attendant Care services must be reported for two groups of consumers:

1. Individuals who transitioned from the DPW Act 150 Program (which serves consumers between ages 18 and 59) to the Aging Services Network after July 1, 1995, and are still eligible for Attendant Care; and
2. Individuals who reach age 60 during this fiscal year and are receiving services through the DPW Act 150 Program prior to age 60.

For those consumers receiving service under categories one and two, the AAA will contract with the DPW Under 60 Program provider and continue to fund the care plan as developed by the DPW attendant care program provider.

PDA has allocated 50% percent of the AAA's anticipated SFY 2007-08 Attendant Care expenditures in the Block Grant allocation. PDA will reimburse the AAA for its allowable Attendant Care costs by issuing a second amendment to the AAA's Block Grant allocation in and around April 2008. **Final reimbursement will be based on service authorizations and service delivery as reported in the SAMS data base. AAAs must ensure that all care plan and service delivery information is entered in SAMS correctly to receive reimbursement.**

For budgeting purposes, AAAs must identify anticipated Attendant Care costs in the Aging Block Grant Application as follows:

- The Attendant Care funding allocated must be shown on line 67 of the Line Item Budget spreadsheet in the line item budget worksheet (LIB08XXY.XLS)
- The difference between the AAA allocation for attendant Care, which represents 50% of the project funding needed, and the AAAs projected cost of attendant Care must be shown on line 78 – Attendant Care (OTHER PDA GRANTS)

These entries together will identify the projected cost of the Attendant Care Program.

The AAA is not responsible for paying the DPW Under 60 Attendant Care providers for the cost of services received by Attendant Care Waiver consumers 60 years of age or older. The DPW Attendant Care providers will continue to invoice DPW directly for the cost of services provided to Attendant Care Waiver consumers, regardless of age.

16. PASSENGER TRANSPORTATION SERVICES

AAAs should continue to pursue funds available through Act 36-1991. AAAs directly receiving transportation funds (either operating or capital funds) must report these planned expenditures in the Aging Block Grant Application on the Line Item budget as follows:

- The projected revenue will be shown on line 95 of the Line Item Budget spreadsheet in the line item budget worksheet (LIB08XXY.XLS).

AAAs that are not directly receiving Shared-Ride Program funds must not report the funds received by other Shared-Ride Program providers. The amount the AAA plans to expend in co-payments for Shared-Ride service must be reported in the Passenger Transportation Services cost center. The funds used for co-payments must be reflected in the respective funding source that is Block Grant, local cash, etc.

The Shared-Ride Program provides on-going funding for the purchase of capital equipment. Funds are available to subsidize operating costs for shared-ride and demand responsive transportation services. (Allegheny and Philadelphia Counties are not eligible for these capital funds).

PDA reaffirms its intent to promote the coordination and integration of transportation services for older persons with other local transportation systems. AAAs should refer to APD #85-07-01, "Passenger Transportation Services".

17. LEGAL ASSISTANCE

In all subcontracts procured for legal assistance, the provider standards contained in 45 CFR Section 1321.71 (1988) must be addressed. PDA requires all AAAs to expend a portion of the AAA's Block Grant funds on legal assistance.

18. LINE ITEM BUDGET

PDA requires all AAAs to submit a Line Item Budget, which includes the display of the AAA's total projected annual expenditures from all resources. Block Grant resources must be identified separately as displayed on the Allocation Schedule (ABGATCHA). Projected expenditures must be listed by major and minor object for individual cost centers.

PDA will complete the Aging Block Grant Revenue Section of the Line Item Budget for each AAA. This information will be placed in the AAA's individual folder and used as the draft SFY 2007-08 Block Grant budget for the AAA. The Block Grant Budget Revenue Section and the distribution to service cost centers as prepared by PDA will be based on the application of available Block Grant funds for SFY 2007-08 to service cost centers in the same proportion as was budgeted by the AAA in its SFY 2006-07 Block Grant amendment. AAAs will be required to submit a revised SFY 2007-08 Aging Block Grant Amendment Line Item budget and Application for Support documents to the Bureau of Program Integrity by Wednesday, October 31, 2007. An APD will be issued at that time which will identify the AAA's allocations.

19. DIRECT CARE WORKER (SUES MEMO)

AAAs are required to follow the guidelines that were established in the SFY 2005-06 for the use of these funds. This information was detailed in a memo entitled "Direct Care Worker (DCW) Guidelines" that was issued on December 22, 2005, by the Office of Community Services and Advocacy. **THESE FUNDS CAN NOT BE SPENT UNTIL SEPARATE APPROVAL IS RECEIVED FROM PDA.**

20. DELIVERY OF SERVICES

The Older Americans Act of 1965, as amended, requires AAAs to give preference in the delivery of services to those older persons with the greatest social and economic need with particular attention to low-income minority individuals, low-income individuals and frail individuals (including individuals with any physical or mental functional impairment). In planning SFY 2007-08 program budgets, AAAs should be guided by this requirement as well as their individual goals and objectives in determining funding priorities.

"Greatest economic need" means the need resulting from an income level at or below poverty levels established by the U.S. Department of Health and Human Services as published in the Federal Register, Volume 72, No. 15, January 24, 2007, Pages 3147-3148. The 2007 figures define poverty as being \$10,210 for one person, with each additional person adding \$3,480.

"Greatest social need" means the need caused by non-economic factors which include physical and mental disabilities, language barriers and cultural, social or geographic isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks or which threatens such individual's capacity to live independently.

Service delivery information in the SAMS data base will be used to determine service levels and numbers of consumers served.

PDA will be reviewing its procurement requirements and the requirements for submitting a waiver request. A revised APD will be released for implementation for SFY 2008-09 contracting cycle.

21. ACCOUNTING MANUAL

AAAs must comply with the "Accounting Manual for Area Agency on Aging Programs", (APD #97-01-02) and applicable federal and state regulations (e.g., 45 CFR Part 95, Circular A-87, Circular A-122, etc.) in the utilization of PDA Block Grant funds.

22. AMENDMENTS

As stated in the Cooperative Agreement, PDA has the authority to amend the Aging Services Block Grant allocation on an as needed basis. This may occur if the AAA has not expended an appropriate level of its annual allocation by November 30, 2007. Amendments may also occur if additional funds are

awarded during the year.

23. FIXED ASSETS

The Commonwealth's Bureau of Administrative Services has revised the definition of a fixed asset to include property of a tangible nature with a useful life of more than one (1) year and an acquisition cost of \$5,000 or more. Acquisition cost is defined as the net invoice price of the article plus the transportation charges, installation or setup fees and the cost of any necessary modifications, attachments or accessories.

When procuring fixed assets or facility space, the AAA must make an appropriate cost analysis of the lease versus purchase alternatives, and the most economical cost alternative must be chosen.

All proposed fixed asset acquisitions must be reflected in the Line Item Budget fixed asset schedule. For acquisitions of additional fixed assets during the year, the AAA must receive prior approval from the Bureau of Program Integrity in PDA.

24. IN-KIND SERVICE VOLUNTEERS

Where applicable the value of In-Kind Service Volunteers should be shown in the Line Item Budget as local in-kind contribution.

The budgeted amount must not be distributed to the respective cost centers to which the volunteer services apply.

25. PROGRAM INCOME

APD #05-01-11, "Area Agency on Aging on Aging Program Income Policies", establishes the following policies for the retention of program income collections:

- Federal Program Income -- All program income generated from services funded, in whole or in part, by federal Older Americans Act funds that is on hand as of June 30, 2007, must be budgeted and expended during SFY 2007-08.
- Local Program Income – The June 30, 2007, balance of local program income generated from services funded by non-federal sources must not exceed 10% of the AAA's total Block Grant allocation for SFY 2007-08 or \$400,000, whichever is greater. These funds must be budgeted and expended in consumer service cost centers.
- Options State Cost Sharing Funds – The June 30, 2007, balance of Options State Cost Sharing Fund collections must be budgeted and expended during SFY 2007-08.
- Attendant Care and local fee scales are now identified as Options State Cost Sharing Funds.

The APD also states that failure to comply with these policies could result in the reduction of Aging Block Grant funding to the AAA.

For SFY 2007-08, seven (7) cost centers will contain federal funds and all program income earned in any of these cost centers will be considered Federal Program Income. The seven cost centers are Home Delivered Meals, Congregate Meals, Senior Community Center Services, Passenger Transportation, Information and Referral, Legal Assistance and Ombudsman.

Federal Program Income must be budgeted and expended only in the seven (7) federally funded cost centers.

AAAs must comply with the provisions of APD #05-01-11 concerning excessive balances of program income collections. AAAs are advised that payments of funds on SFY 2007-08 Aging Block Grant contracts will be contingent upon the compliance of AAAs with the federal and state requirements for program income and cost sharing fund balances.

If an AAA has excessive balances of Federal Program Income, Local Program Income, Options State Cost Sharing Funds or Tobacco/Bridge Cost Sharing Funds as of June 30, 2007 (Fourth Quarter FRR), its Block Grant payment for October 2007 and subsequent monthly payments will be reduced or withheld until the AAA achieves compliance with the established program income balance requirements.

Planned expenditures of accumulated, as well as anticipated, collections of program income and cost sharing funds must be included under "Other Resources".

26. MATCH FOR FEDERAL DOLLARS

AAAs that intend to use Block Grant funds as match for other federal funding must notify the Bureau of Program Integrity in PDA in writing. PDA will issue a statement to the agency clarifying that only state funds are allocated to the affected cost center(s).

27. SERVICE COSTS

PDA may require AAAs to justify costs, which appear to be significantly above or below statewide averages for approval of the Aging Block Grant.

28. BUDGETING FEDERAL FUNDS

Federal cost centers are Home Delivered Meals, Congregate Meals, Passenger Transportation, Information and Referral, Legal Assistance, Ombudsman and Senior Community Center Services. AAAs are strongly encouraged to budget and expend Aging Block Grant and Federal Program Income funds, prior to allocating other resources to these seven cost centers. This will enable PDA to meet federal spending parameters.

29. SENIOR CENTERS

AAAs are required to request and receive written approval from the Bureau of Home and Community Based Services in PDA prior to implementing plans to open, close or relocate a senior center or a satellite senior center.

30. CARRY OVER OF UNSPENT JUMP START FUNDS

APD #01-01-07, "2001-2002 Aging Block Grant Amendment: Jump Start Funds", states that AAAs will be allowed to carry forward into SFY 2002-03 and subsequent years any Jump Start funds which were not expended during SFY 2001-02.

AAAs are no longer required to meet the in-home services parameter prior to spending any Jump Start funds. Jump Start funds may be expended at any time only for in-home services.

Projected expenditures of Jump Start funds that have been carried over from SFY 2006-07 must be reflected as an "Other PDA Grants". Interest accrued on unexpended Jump Start funds should be treated as Local Program Income.

31. COMPLIANCE WITH COOPERATIVE AGREEMENT

The AAA must comply with all the terms and provisions identified in the Pennsylvania Department of Aging Cooperative Agreement between PDA and the AAA.

32. REIMBURSEMENT RATES

The Commonwealth of Pennsylvania's Office of Administration establishes travel, lodging and subsistence allowable maximum reimbursement rates. AAAs are able to access the most current information on the Office of Administration's web site at www.oa.state.pa.us. This information is found under Policies/Procedures, Management Directives, Management Administration Support, #230.10 Travel and Subsistence Allowances. Please refer to the most recent revision for the approved rates.

33. SUBMISSION REQUIREMENTS

Completed fiscal documents of the Amendment Block Grant Application are due by October 31, 2007. Documents must be transmitted electronically to PDA in accordance with "Procedures For AAAs To Submit Program Reports To The Department of Aging". If technical assistance is needed for the electronic transmission of the Block Grant Application, AAAs are instructed to contact the Management Information Systems (MIS) Division of PDA.

The following documents must be submitted electronically to PDA:

LIB08XXY Line Item Budget
GOVBD08 Governing Board Information

AAAs are advised that the Line Item Budget document has been expanded to

include additional information that was previously captured in the Block Grant Supplement pages. This format follows the format of the Financial Reporting Requirements document. AAAs must submit the Line Item Budget in the updated format or the document will not be accepted by PDA.

The Application for the Support Document, the Non-Profit Governing Board Listing and the County Commissioner Listing Sheets are included in Attachment B. One copy of ABGAPP-08 Application for Support for Area Plan on Aging (with original signatures), must be completed and mailed to the Bureau of Program Integrity by Wednesday, October 31, 2007.

All AAAs are required to submit governing authority information. On the Non-Profit Governing Board Listing Sheet, the non-profit AAAs will list the name, address, office held and date of appointment for each member of the AAA's governing board. Public AAAs must utilize the County Commissioner Listing sheet to identify the name and office address for each of the elected County Commissioners and identify the chairperson. **This information must be e-mailed to Leo LaPlante at llaplante@state.pa.us by Wednesday, October 31, 2007.**

Questions regarding the Line Item Budget workbook should be directed to Mr. Lou Sprague. Mr. Sprague can be contacted by telephone at (717) 783-6207 or by electronic mail at lsprague@state.pa.us.