



DATE: March 10, 2014

TO: Area Agency on Aging Directors

FROM: Brian M. Duke
Secretary

SUBJECT: **Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2013-14 Revision #2.**

Area Agencies on Aging (AAAs) are advised that the Department of Aging has prepared APD #14-01-05 "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2013-14 Revision #2". The APD is available to be electronically accessed on the AAAEXCEL drive.

Highlights of the changes for FY 2013-14 revision #2 include:

- An adjustment of \$1.46M of existing allocations to align the funding according to AAA reported need.
- Distribution of an additional \$433.5K in Other categorical allocations for Direct Careworker of the Year and several Apprise projects.

Questions regarding the allocations or completion of the Aging Services Block Grant budget documents should be directed to the Bureau of Finance, Contracting Division to the attention of Rob Heinlen (rheinlen@pa.gov or 717.772.0192) or Mike Fowler (mfowler@pa.gov) or 717.783.3471).

As always, thank you for your cooperation with meeting the budget submission requirements.

 <p>COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101</p>	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD #14-01-05	2. Disposition: Amends APD #14-01-01
	3. Issuance Date: March 10, 2014	4. Effective Date: July 1, 2013
	5. Program Area: AAA Administration	
6. Origin: Bureau of Finance	7. Contact: Contracting Division (717) 265-7888	

AGING PROGRAM DIRECTIVE

SUBJECT: 2013-14 AGING BLOCK GRANT REVISION #2: FUNDING ALLOCATIONS

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 PDAGRANTEES AND CONTRACTORS PA STATE ASSOC. OF COUNTY COMMISSIONERS
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FROM: 

Brian M. Duke
 Secretary
 Pennsylvania Department of Aging

PURPOSE: The purpose of this revision to the Aging Program Directive (APD) 14-01-01 is to delineate additional changes to the funding schedule for the FY 2013-14 Aging Services Block Grant Amendment Application and to transmit the FY 2013-14 amended funding allocation levels for each area agency on aging (AAA).

BACKGROUND: This APD revision in conjunction with APD #14-01-01 provides all key information required for the submission of the final FY 2013-14 Aging Block Grant Amendment Application. AAAs are advised to refer to APD #14-01-01 and this revision throughout the process for the development of these plans.

**FY 2013-2014
REVISED
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, Health Promotion, and Other.

**MINIMUM PROGRAM AND FUNDING REQUIREMENTS
FOR FY 2013-2014**

All requirements established in APD #14-01-01 continue to apply to this block grant revision.

1. REALIGNMENT OF FUNDS

In January 2014 AAAs were asked to notify the Agency of any underspending and overspending projections they would have for FY 2013-14. Based on each AAA's response allocation adjustments were made to redirect any anticipated unused funding. Reallocation increases in funding were evaluated on waiting list information reported within the Department's Social Assistance Management System (SAMS) and reported need. This realignment of funding is only applicable to FY 2013-14. The Federal Family Caregiver, State Family Caregiver, Health Promotion, and Other-Options Services allocations were affected.

2. OTHER CATEGORICAL FUNDS

This Amendment contains applicable additions for the Direct Careworker of the Year and several APPRISE allocations.

3. OPTIONS SERVICES ALLOCATION ADJUSTMENTS

For any agency whose Options Services allocation is being adjusted (increase or decrease) by this revision, an amended spending plan needs to be submitted. The revised plan should show all proposed expenditures of the total revised allocation amount. The revised plan should be submitted no later than **Wednesday, March 19, 2014**.

4. IN-HOME SERVICES PARAMETER

To further define the in-home service parameter, expenditures recorded in the Counseling and Guardianship cost centers have been included in the calculation.

5. SUBMISSION REQUIREMENTS

Revised program and fiscal documents of the Block Grant Application are due by close of business on **Friday, March 30, 2013**. Documents must be transmitted electronically to the Department in accordance with "Procedures for AAAs to Submit Program Reports to the Department". If technical assistance is needed for the electronic transmission of the Block Grant Application, AAAs should contact the Management Information Systems (MIS) Division of the Department.

The following documents must be submitted electronically to the Department by all AAAs:

ABG01-10	Cost Center Budget and Service Objectives (A0114XX.xls) submitted as a .prn file
LIB14XX <u>A</u>	Line Item Budget (Submitted as an .xls file)

Amended LIB and FRR documents can be located on the qage400 drive in the AAAEXCEL/AGINGAPD/APD 14-01-01 folder. Previous versions of these documents are obsolete and should not be used. All amounts reported should be rounded to the whole dollar.

6. TECHNICAL ASSISTANCE

Questions regarding the completion of the Aging Services Block Grant budget documents should be directed to the Bureau of Finance, Contracting Division to the attention of Rob Heinlen (rheinlen@pa.gov or 717.772.0192) or Mike Fowler (mfowler@pa.gov) or 717.783.3471).