



**DATE:** March 6, 2020

**TO:** Area Agency on Aging Directors

**FROM:** Robert Torres  
Secretary

**SUBJECT:** **Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2019-20 Revision #3.**

Area Agencies on Aging (AAAs) are advised that the Department of Aging has prepared APD #20-01-05 "Area Agency on Aging (AAA) Program Requirements, Planning Allocations and Aging Services Block Grant Format for FY 2019-20 Revision #3". It is available for electronic access on the PDA website.

Highlights of the changes in APD 20-01-03 include:

- An overall \$10.28M increase in adjustments to the Block Grant and Other allocations based on reported needs by the AAA network. Major portions of the changes include:
  - A \$8.4M increase in Option Services and Block Grant Supplement funding.
  - A \$1.45M increase in Protective Services funding.
  - An \$281K decrease in Caregiver Support funding based on reported needs by the AAA network.
  - An overall \$721K increase in several APPRISE funded programs.

Please forward questions regarding this information to Rob Heinlen. He can be contacted by telephone at (717) 772-0192 or by email [rheinlen@pa.gov](mailto:rheinlen@pa.gov). As always, thank you for your cooperation with meeting the financial requirements as outlined in the attached APD.



**AGING PROGRAM DIRECTIVE**

<b>APD#</b> 20-01-05	
<b>Issuance Date:</b> March 6, 2020	<b>Effective Date:</b> July 1, 2019
<b>Program Area:</b> AAA Administration	<b>Disposition:</b>
<b>Origin:</b> Bureau of Finance	<b>Contact:</b> Finance-Rob Heinlen

**Subject:** AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2019-2020-REVISION #3

**To:** Executive Staff  
Administration on Aging  
Area Agencies on Aging  
PA Association of Area Agencies on Aging  
Office of Long-Term Living  
PA Council on Aging  
Bureau of Home & Community Based Services  
DPW, Office of Program Development & Support  
Comptroller

**From:** \_\_\_\_\_  
Robert Torres  
Secretary

**Purpose:** The purpose of this Aging Program Directive (APD) is to: (1) delineate financial requirements for FY 2019-20 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the FY 2019-20 Aging Services Block Grant Revised Budget No. 3; (3) transmit the FY 2019-20 funding allocation levels for each AAA; and (4) supplement the information previously provided in APDs 20-01-01 and 20-01-03.

**Background:** This APD transmits key information required for the submission of the FY 2019-20 Aging Block Grant Revised Budget No.3. The AAAs are encouraged to refer to this APD and APDs 20-01-01 and 20-01-03 frequently throughout the planning process for the development of the plan.

**Family Caregiver Programs:** In response to requests from the AAA network, Family Caregiver programs funding needs have been identified and the appropriate adjustments are being made based on AAAs' projections through the end of the fiscal year.

**Health Promotions:** In response to requests from the AAA network, Health Promotions program funding needs have been identified and the appropriate adjustments are being made based on AAAs' projections through the end of the fiscal year.

**Allocation Adjustments:** The Department has received requests from AAAs to adjust their existing allocations to meet a variety of organization specific needs. Approved AAA requested alterations to their Block Grant, Options Services and Block Grant Supplement funds are summarized as adjustments to their Options Services (2) and Block Grant Supplement (2) allocations. Adjustments were also made to the Other Funds-Ombudsman Volunteers, Protective Services-Operating and Protective Services (2).

**Other-Apprise Funds:** Incorporated into this funding APD are several new allocations related to the Apprise program:

Apprise Operating- One-time funding is being provided to meet several requests from AAAs for operating expenditures related to their Apprise program.

Apprise MIPPA-AAA – Funds are provided to each AAA for Apprise MIPPA outreach activities. MIPPA funds may be used to cover costs related to program expenses such as personnel, travel, food for volunteer trainings and other approved events, equipment, supplies, contractual services, data processing and communications.

Apprise MIPPA-ADRC – Allocations are distributed to the ADRC 15 services areas for Apprise MIPPA outreach activities associated with outreach and education to low income beneficiaries and on preventative services.

Apprise MIPPA-BDT- The funds are provided for agreed upon Apprise outreach activities and low-income application assistance performed through Benefits Data Trust.

Apprise MIPPA Performance- Funding is provided to the AAA whose APPRISE program exceeded their MIPPA target number by the greatest percentage. Funding must be used for MIPPA activities and the same guidelines for the grant apply to the performance funding.

10 Keys for Healthy Living- Funding is provided to each AAA who conducts this disease prevention education workshop for older adults.

**Ombudsman  
Operating:**

One-time funding is being provided to meet several requests from AAAs for operating expenditures related to their Ombudsman program.

**Line Item  
Budget:**

PDA will develop “placeholder” budgets for the allocations noted in this APD which will be used until AAA budgets are submitted on the LIB20XXA.xls form and entered into the AccuFund reporting system. This is done to facilitate the payment process and ensure AAAs receive monthly payments until their budget documents are received and approved by PDA.

**Budget  
Submission  
Requirements:**

Upon receiving this APD AAAs are responsible for the development of their AAA Line Item Budget (LIB20XXA.xls) and uploading their information into Accufund. The AAA’s LIB20XXA.xls is due to the Department no later than **30 days** after the issuance date of this directive. AccuFund inputs should also be completed within the same time frame.

**Technical  
Assistance:**

Questions regarding contents of this APD should be directed to Rob Heinlen ([rheinlen@pa.gov](mailto:rheinlen@pa.gov)) at 717.772.0192, Diane Bressler

([dibressler@pa.gov](mailto:dibressler@pa.gov)) at 717.772.0189 or Zach Sensenig  
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