



## AGING PROGRAM DIRECTIVE

<b>APD#</b> 21-01-04	
<b>Issuance Date:</b> March 4, 2021	<b>Effective Date:</b> July 1, 2020
<b>Program Area:</b> AAA Administration	<b>Disposition:</b>
<b>Origin:</b> Bureau of Finance	<b>Contact:</b> Bureau of Finance-Rob Heinlen

**Subject:** AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2020-2021-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 2020-21 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the FY 2020-21 Aging Services Block Grant Revised Budget No. 3; (3) transmit the FY 2020-21 funding allocation levels for each AAA; and (4) supplement the information previously provided in APDs 21-01-01 and 21-01-02.

**Background:** This APD transmits key information required for the submission of the FY 2020-21 Aging Block Grant Revised Budget No.3. The AAAs are to refer to this APD and APDs 21-01-01 and 21-01-02 frequently throughout the planning process for the development of the plan.

**Regular Block  
Grant  
Programs:**

In response to requests from the AAA network, Regular Block Grant funding needs have been identified and the appropriate adjustments are being made based on AAAs' projections through the end of the fiscal year.

**Federal  
Family  
Caregiver:**

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

**Other-Apprise  
Funds:**

Incorporated into this funding APD are several new allocations related to the Apprise program:

Apprise Telecenter – Funding is being provided to consolidate this program at the Blair AAA.

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-PHLP – The funds are provided for agreed upon Apprise outreach activities and low-income application assistance performed through Philadelphia Health Law Project.

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.

**Line Item  
Budget:**

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

**Budget  
Submission  
Requirements:**

AAAs must submit their **final FY 2020-21** budget information for upload into AccuFund within 30 calendar days of the Issuance Date of this APD.

**Technical  
Assistance:**

Questions regarding contents of this APD are to be directed to Rob Heinlen ([rheinlen@pa.gov](mailto:rheinlen@pa.gov)) at 717.772.0192 or Zach Sensenig ([zsensenig@pa.gov](mailto:zsensenig@pa.gov)) at 717.783.3471.