



AGING PROGRAM DIRECTIVE

APD# 22-01-02	
Issuance Date: December 6, 2021	Effective Date: July 1, 2021
Program Area: AAA Administration	Disposition:
Origin: Bureau of Finance	Contact: Finance-Steve Aucott saucott@pa.gov 717.772.2529

Subject: AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE TITLE XIX AGREEMENT FOR FY 2021-22 REVISION NO. 1

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 update the Title XIX funding allocations for the Fiscal Year (FY) 2021-22; transmit program requirement changes as needed; and issue the reporting requirements for activities and expenditures.

Background:

This APD transmits, in one document, all key information required for the submission of the FY 2021- 22 Title XIX-Revision No.1. AAAs are advised to refer to this APD frequently throughout the planning process for the development of these plans.

The Federal subsidy affected by this APD is MA Support funding provided by the Center for Medicaid and Medicare Services. The Catalog for Domestic Assistance (CFDA) number is 93.778.

Administration and Support

At the request of the AAA network administrative costs have been divided into two separate columns (Administration and Support) in order to better track the expenditures. Costs that are recorded here include any expenditure not directly attributable to the Information and Referral (I&R) or Aging and Disability Resource Center (ADRC) functions but are necessary to support these activities. The net costs of the Administration and Support activities must not exceed **15%** of the total budgeted allocation.

Information and Referral**Allocations:**

This funding is based on the amounts within the Title XIX Agreement and adjusted per the revised Intrastate Funding Formula (IFF). The allocation should be used to assist consumers in communicating with the appropriate agencies or community resources for needed services. These funds may also be used for costs incurred while communicating information related to waiver programs and Community Health Choices.

Aging and Disability Resource Centers (ADRC)/PA**Link Funds:**

The ADRC program is designed to be a coordinated network of core and collaborative partner agencies which allows for the consumer to initiate contact with any Link network partner and experience the same intake to access information, assistance, and resources. A consumer should directly or seamlessly be connected to the information and services needed no matter the initial point of entry into the system. The “No Wrong Door” approach attempts to minimize duplication of efforts by consumer and providers. Core and collaborative partners work in conjunction for ongoing development of communication, cross-training and marketing/outreach. AAA’s may manage Link (ADRC) funds or may contract with another Link core partner to serve as fiscal manager following previously sent parameters for Link funding.

Allowable activities include: information referral and assistance, person-centered counseling, benefits counseling, application assistance, person centered transition support, partnership development, training, community outreach and education, and special projects. Reference APD# 18-01-05 for additional guidance.

**Contractor Rate
Increases:**

AAAs are authorized to provide contractor rate increases up to **4.5%** of their existing rates. The awarding of a rate increase given to a contractor is at the discretion of the AAA Director/Administrator.

**Program
Requirements:**

AAAs must comply with the requirements set forth in the Home and Community Based Services (HCBS) Procedure Manual and any other program directive provided by PDA.

Funds up to 10%/\$10,000, whichever is higher, may be moved between the administrative, support, and I&R cost centers without a budget revision or a waiver request approved by the Department. ADRC funds can only be spent on ADRC activities.

None of the funding covered by this APD is available as a resource for Assessment related expenditures.

**Budget
Submission
Requirements:**

Budget information should be entered into the AccuFund system within **30** calendar days of the issuance date of this APD.

**Fiscal Reporting
Due Dates:**

AAAs will enter their fiscal reporting information in AccuFund by close of business on the date(s) listed on the schedule below.

<u>Cumulative Through</u>	<u>Due Date(s)</u>
July	August 20 th
August	September 20 th
September	October 31 st
October	November 20 th
November	December 20 th
December	January 31 st
January	February 20 th
February	March 20 th
March	April 30 th
April	May 20 th

May
June

June 20th
August 15th

**Technical
Assistance:**

Questions regarding contents of this APD should be directed to Steve Aucott (saucott@pa.gov) at 717.772.2529, Zach Sensenig (zsensenig@pa.gov) at 717.783.3471, or Dawn Miller (Dawnemille@pa.gov) at 717.772.0189. Questions regarding data entry in the SAMS/OMNIA database should be directed to Ed Slavinsky at eslavinsk@pa.gov at 717.783.8663. Questions regarding the budgeting and expenditure of ADRC funding should be addressed to Patrick Lally at c-plally@pa.gov at 717.783.4502. If technical assistance is needed for the electronic transmission, please contact the Management Information Systems (MIS) Division of the Department of Aging, at (717) 783.3126.