



AGING PROGRAM DIRECTIVE

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

SUBJECT AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND AGING SERVICES BLOCK GRANT FORMAT FOR FY 2021-2022-REVISION #1

TO Executive and Management Staff
Administration on Community Living
Area Agencies on Aging
PA Association of Area Agencies on Aging
Office of Long-Term Living
PA Council on Aging
Comptroller

FROM _____
Robert Torres
Secretary

PURPOSE The purpose of this Aging Program Directive (APD) is to: (1) delineate financial requirements for FY 2021-22 Area Agency on Aging (AAA) program; (2) provide procedures for the development and submission of the FY 2021-2022 Aging Services Block Grant Revised Budget No. 1; and (3) transmit the FY 2021-22 funding allocation levels for each AAA.

This policy is not to be substituted, rewritten, or replaced by AAA or county-based policy.

BACKGROUND

This APD transmits key information required for the submission of the FY 2021-22 Aging Block Grant Revised Budget No.1. The AAAs are to refer to this APD frequently throughout the planning process for the development of these plans.

Federal funding included within this APD incorporate grants provided by the Administration for Community Living:

<u>Grant No.</u>	<u>CAN</u>	<u>FAIN</u>	<u>Award Date</u>	<u>Subaward Period</u>
Title III	2101PAOASS-01	93.044	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOACM-01	93.045	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOAHD-01	93.045	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAOAPH-01	93.043	10/01/20-09/30/22	07/01/21-06/30/22
Title III	2101PAO AFC-01	93.052	10/01/20-09/30/22	07/01/21-06/30/22
Title VII	2101PAOAEA-01	93.041	10/01/20-09/30/22	07/01/21-06/30/22
Title VII	2101PAOAOM-01	93.042	10/01/20-09/30/22	07/01/21-06/30/22
NSIP	2101PAOANS-01	93.053	10/01/20-09/30/22	07/01/21-06/30/22
SHIP	905APG0059-02	93.324	04/01/20-03/31/25	07/01/21-03/31/22
2101PACMC6-00	2020,299CVCM	93.045	04/20/21	03/20/21-09/30/22
2101PAHDC2-00	2020,299CVHD	93.045	12/20/20	03/20/21-09/30/22
2101PASSC6-00	2020,299C3SS	93.044	04/20/21	03/20/21-09/30/22
2001PASHD3-00	2020,299C3HD	93.045	04/20/21	03/20/21-09/30/22
2101PAFCC6-00	2020,299C3FC	93.052	04/20/21	03/20/21-09/30/22
ADRC	90NWC50029-01	93.048	04/30/21	04/01/21-09/30/22

BLOCK GRANT

The funds distributed through the Aging Block Grant include Regular Block Grant, State Caregiver Support Program (SCSP), Federal Caregiver Support Program (FCSP), Nutrition Services Incentive Program (NSIP), PA MEDI, Health Promotion, and other categorical funds.

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

All AAAs will be organized in a manner which avoids conflicts with the mission and responsibilities of an AAA. At a minimum, the AAA Director and all subordinate staff should 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 able to financially benefit from favorable decisions by an AAA.

MINIMUM PROGRAM AND FUNDING REQUIREMENTS
FOR FY 2021-22

**IN-HOME SERVICE
PARAMETER**

The Pennsylvania Department of Aging (PDA) has established a minimum parameter of **60 percent** of funding levels for the provision of in-home services. The In-Home Services Parameter schedule identifies the minimum amount each AAA should expend on in-home services for the FY 2021-22. The calculation base for the parameter is the Block Grant allocations for the Regular Block Grant, State Caregiver Support Program, Federal Caregiver Support Program, Nutrition Services Incentive Program, categorical allocation OPTIONS Services, and categorical allocation Block Grant Supplement.

The following cost centers have been identified as in-home services for the purpose of meeting this parameter: Home Delivered Meals, Passenger Transportation, Home Health, Personal Care, Environmental Modifications, Medical Equipment/ Supplies/Adaptive Devices, Home Support, Adult Day Care, Care Management, Protective Services, and Guardianship.

**ADMINISTRATIVE
COSTS**

No more than **10 percent** of the funds allocated in the Total Aging Block Grant (*less Health Promotions and OPTIONS Services funding*) may be budgeted and expended in the AAA Administration cost center. Health Promotions or OPTIONS Services funding cannot be used for administration costs.

AAAs should adhere to the requirements of APD #05-01-10, "Indirect Cost Policy for Department of Aging Contracts". This directive states the maximum indirect costs for direct service contracts with public or private providers shall be the actual indirect costs or **2 percent** of the agency's total direct service costs, whichever is lower. Indirect Costs are only reported in the AAA's Administrative cost center.

**FEDERAL
FUNDING**

As a result of the change in the Intrastate Funding Formula (IFF), each AAAs' federal funding allocations within their Cooperative Block Grant Agreement has been adjusted accordingly. At a minimum the IFF change effects each AAAs' allocation for Titles IIIB (Supportive Services), IIIC1 (Congregate Meals), IIIC2 (Home Delivered Meals), IIID (Health Promotions) and IIIE (Caregiver Services).

**CAREGIVER
SUPPORT
PROGRAM (CSP)**

The CSP allocation can only be budgeted and expended on CSP and FCSP activities and program administration costs. Requirements stipulated for the FCSP allocation are also applicable for the CSP program.

**FEDERAL
CAREGIVER
SUPPORT
PROGRAM (FCSP)**

FCSP funding can be expended on CSP activities and program administration costs if federal match requirements are maintained.

AAA administration costs charged to the FCSP allocation should not exceed 10% of the FCSP allocation. The maximum monthly care plan cost cap for Caregivers enrolled in the CSP is **\$600**, subject to the Caregiver's determined reimbursement percentage. Justification of the approved CSP monthly care plan cost cap shall be documented in the Caregiver's record in SAMS. Per policy requirements with the passage of Act 20 of 2021, the \$300 aggregate average monthly reimbursement cap for all CSP cases was eliminated. AAAs may authorize CSP care plan amounts up to a maximum of \$600 per month based on identified need and are no longer required to adhere to the aggregate average requirement. At least 55% of the allocated CSP funding should be budgeted and expended for reimbursement to Caregivers for caregiving-related services and supplies. Of this amount, no more than **20 percent** of the amount budgeted and expended for financial assistance to Caregivers may be budgeted and expended for home modifications and assistive devices.

There is a **\$5,000** lifetime cap per Caregiver for the purchase of a home modification or assistive device, which is subject to the Caregiver's determined reimbursement percentage.

Per the Older Americans Act (OAA) as amended and reauthorized in 2020, there is no longer a requirement to limit CSP spending on Grandparents/Other Older Relative Caregivers of Children and Older Relative Caregivers of an Adult with a Disability to 10 percent of the overall CSP funding allocation. AAAs will no longer need to track CSP expenditures to ensure funding for these Caregivers is below a specified percentage.

With the passage of Act 20 of 2021, AAAs may use both state and federal funding to serve Grandparents/Other Older Relative Caregivers

The Department of Aging defines eligible caregiving-related services and supplies as respite services, consumable supplies, supportive services supplemental services, home modifications, assistive devices, and services specific to Grandparents/Older Relative Caregivers.

In administering cost sharing for the FCSP, AAAs should comply with the requirements for determining the reimbursement percentage for Caregivers enrolled in the program (Section V. B. of the CSP Chapter in the Department's Aging Service Policy and Procedure Manual) using the CSP Reimbursement Percentage Guide (Appendix F.2 of the CSP Chapter in the Department's Aging Service Policy and Procedure Manual).

**U. S. NUTRITION
SERVICES
INCENTIVE
PROGRAM (NSIP)**

The allocation amounts are based on the number of eligible meals each AAA reported in SAMS as providing during FY 2019-20.

Please note that NSIP expenditures are included in the calculation to meet the in-home services parameter.

PA MEDI

APPRISE has been renamed Pennsylvania Medicare Education and Decision Insight (PA MEDI). PA MEDI allocations are being adjusted due to a reduction in federal allocation of SHIP Base Grant funding and new Interstate Federal Funding.

Funding for PA MEDI should be dedicated to training sessions, Medicare Part D enrollment and informational meetings, outreach and education efforts, equipment needs such as laptops, phones, headsets, and LCD projectors, and other activities related to Medicare benefits counseling, Medicare Advantage plan/Medigap 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. A minimal amount of funding should be designated to personnel cost.

AAAs should analyze its costs allocation methodologies associated with these funds. Funds for the Helpline should be expended on the daily operations of the Helpline; this money should not be utilized for other activities.

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

Funds for the AAA's PA MEDI should 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 Helpline and outreach should budget these funds in the information and referral cost center.

**HEALTH
PROMOTION**

Funds for the AAA's Health Promotion Program should be budgeted and expended on program allowable activities in the Senior Community Center Services cost center. The current allocations are based on the approved Health and Wellness plans each AAA submitted in the Spring of 2020.

Administrative costs are not an eligible use of Title III-D funding.

OMBUDSMAN

Each AAA should budget and provide monies for the local Ombudsman entity, or for a contracting provider of Ombudsman services including

recruitment, training, and volunteer management, to perform activities for the PA Long-Term Care Ombudsman Office subject to policies and reporting requirements contained in APD #16-10-01. All activities should be documented in the statewide reporting system, Ombud Manager, to include full-time equivalency staff and volunteers.

If the AAA utilizes a contractor to administer Ombudsman services, including staff, volunteers, and the Pennsylvania Empowered Expert Residents (PEER) program, the Volunteer/PEER allocation amount should be provided to the contractor in support of the Ombudsman Volunteer/PEER program.

Ombudsman allocations are performance based and subject to adjustment during the fiscal year to optimize the use of the funding.

Ombudsman Volunteer/PEER allocations are for the purposes of recruitment, retention, training, and management of volunteers performing activities as ombudsmen for the program.

Acceptable Use of Volunteer/PEER Funds include:

PEER Program:

- PEER recruitment
- PEER training costs
- Copying of PEER training materials
- Meals for PEERs
- Transportation for PEERs
- Any ADL support not provided by the facility for PEERs to attend PEER Training
- Equipment for use by PEERs only, such as laptops, tablets, and phones. This equipment would be the property of the PA Department of Aging Office of Long-Term Care Ombudsman.

Volunteer recruitment:

- Advertising
- Training costs
- Meals for volunteers
- Mileage for volunteers

Volunteer retention:

- Ongoing volunteer meetings
- Copying/printing of the ombudsman training materials
- Stipends
- Speakers
- Meals
- Mileage
- Recognition activities

Uses do NOT include:

- Staff costs of mentoring activities
- Meal provisions for certification trainings
- Equipment for staff and volunteers, such as laptops, computers, tablets, and phones
- Staff Time for acceptable use of Volunteer/PEER funds

Regional Ombudsman Contracts:

AAAs that have agreed to hold regional ombudsman contracts should budget these funds in the Ombudsman cost center. PDA will negotiate separate budget and reporting requirements with the AAAs that are hosting the regional ombudsmen. An annual spreadsheet of budgeted expenses should be supplied to the Department and approved prior to the fiscal year. This will also be supplied upon request at any time.

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

PASSENGER TRANSPORTATION SERVICES

AAAs that are not directly receiving Shared-Ride Program funds should 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 should be reported in the Passenger Transportation Services cost center. The funds used for co-payments should be reflected in the respective funding source such as Block Grant, local cash, etc.

The Department of Aging's intent is 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".

LEGAL ASSISTANCE

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

OTHER CATEGORICAL FUNDS

Allocations have been included for those agencies that were awarded additional categorical funds for community and other various grant projects. Specific programmatic and fiscal guidance can be found in the grant application's guidelines and procedures as well as the grant's award notification letter.

**CATEGORICAL
FUNDS-OPTIONS
SERVICES FUNDS**

Guidelines specific to the use of these funds are:

- To serve additional consumers and provide additional units of service to existing consumers
- Priority will be given to individuals on the waiting list and provision of protective services
- Funding is to be used for consumer direct services and reported in the following cost centers:
 - Home Delivered Meals
 - Home Health
 - Personal Care
 - Environmental Modifications
 - Medical Equipment/Supplemental Adaptive Devices
 - Home Support
 - Adult Day Care
 - Care Management
 - Protective Service Intake/Investigation
- Care Management cost center expenditures should be limited to the amount attributable to the increase in consumers being served because of this allocation
- Funding is available for providing contractor rate increases.
- The funding can be used to support information and referral costs associated with evidenced based programs. For guidance on allowable programs please refer to the Aging Technical Assistance Bulletin 12-04-01 "Older Americans Act Title IIID Funding for Evidenced-Based Programs".

Further guidance related to this allocation can be found in APD 16-01-02.

**CATEGORICAL
FUNDS- BLOCK
GRANT
SUPPLEMENT**

The allowable uses of the funds are:

- Contractor rate increases
- Supplement ongoing agency operations
- Hiring additional program staff

**AMERICAN
RESCUE PLAN
ACT (ARPA)**

The American Rescue Plan Act of 2021 provides additional relief to address the continued impact of COVID-19.

When developing a spending plan for the use of ARPA funds, AAAs should prioritize the following activities:

- Reduce and/or eliminate waiting lists

- Provide new or additional services that allow consumers to remain in their homes
- Attract and/or retain direct care workers
- Provide additional services and supports to caregivers

Suggested recommendations include, but are not limited to the following:

- Utilization of optional OPTIONS services* which AAAs may not normally provide to assist individuals to remain in their homes, such as:
 - Home Modifications for one-time expenses
 - Home Support activities such as lawn care and snow removal, minor home repairs, and heavier cleaning activities, if needed
 - AAAs may contract with entities other than home care agencies to provide these services. For instance, a lawn care company for lawn maintenance and snow removal or a cleaning company for housekeeping
 - AAAs have discretion in selecting specific Home Support activities it will offer in their Program Service Area (PSA)
 - Medical equipment, supplies, assistive and adaptive devices for either one-time purchases or supplies not usually provided
 - Emergent Services for services needed for a short duration to alleviate an emergency, such as lack of heating or cooling
- Increase the number of units of services being provided to consumers if there is an identified need
 - Increasing units of service may be an incentive to home care agencies to staff these cases by allowing additional hours of services for Personal Care and Home Support
 - Provide additional meals to in-home meal consumers and senior center participants

Upon expiration of the ARPA funding, if an AAA is not able to continue to offer the optional services due to inability to sustain the costs, the AAA is not required to issue appeal rights to consumers when ending these services.

**AGING DISABILITY
RESOURCE
CENTERS (ADRC)/
PA LINK VACCINE
SUPPORT FUNDS**

Funding is to be utilized to conduct the following activities for both aging and disability populations.

Vaccine Information, Referral and Support

To ensure that older adults and adults with disabilities are given equal access to current vaccine information, referral, appointment registration and receive the support services to be vaccinated. Recognizing the challenges associated with locating information on vaccine providers and available appointments via the internet or other technologies by older

adults and adults with disabilities, PA Link/ADRC partner AAAs will continue in its role of offering telephonic vaccine information and appointment registration for individuals who may need additional assistance.

Transportation Assistance

Transportation assistance continues to remain a critical component of ensuring equal access to vaccinations. This funding will assist with round trip transportation needs to vaccination sites and covers support during wait times at the vaccination site. This funding will also enable individuals to utilize both public and non-public transportation resources to help with scheduling and keeping their vaccination appointments.

In-Home Vaccination Assistance

A critical component is providing continued support for vaccine distribution to aged and disabled populations who are homebound. The funding will allow PA Link/ADRC partner AAAs to continue to assist with arranging in-home vaccinations and providing support in covering vaccination costs to homebound older adults and adults with disabilities. This work is in partnership with vaccine providers and pharmacies.

CONTRACTOR RATE INCREASES

AAAs are authorized to provide contractor rate increases up to **4.5 percent** of their existing rates. Funding that is available for the rate increase includes the Regular Block Grant, OPTIONS Services, and Block Grant Supplement allocations. Any rate increase given to a contractor is at the discretion of the AAA director/administrator.

LINE ITEM BUDGET

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

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 FY 2021-22 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 (<http://aspe.hhs.gov/poverty-guidelines>). The 2021 figures define poverty as being **\$12,880** for one person, with each additional person adding **\$4,540**. “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/OMNIA data base will be used to determine service levels and the numbers of consumers served.

The appropriateness of the Assessment expenditures to activity will include a review and analysis of SAMS/OMNIA reports of activity. This review will be part of an overall analysis for increased assessment allocations.

**ACCOUNTING
MANUAL**

AAAs should 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, etc.) in the utilization of Pennsylvania Department of Aging Block Grant agreement funds.

**PUBLIC
HEARINGS**

A public hearing should be held with the issuance of this APD.

**MANDATORY
RETIREMENT**

Neither the AAA nor any AAA vendor may apply a policy of mandatory retirement to positions funded under this Application for Support.

AMENDMENTS

As stated in the Cooperative Agreement, the Department of Aging 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 December 31, 2021. Amended allocations may also occur if additional funds are awarded during the year.

FIXED ASSETS

The definition of a fixed asset includes 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, programming, or accessories.

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

All proposed fixed asset acquisitions should be reflected in the budgeting module of Accufund. Acceptance of a proposed budget by PDA is considered approval for the purchase of fixed assets shown. For acquisitions of additional fixed assets during the year/after the final budget submission, the AAA should receive prior approval from PDA's Bureau of Finance through the submittal of an administrative waiver request. Waivers for fixed asset purchases should be submitted prior to April 30th.

When acquiring or disposing of assets, the AAA should list the following: Purchase/Anticipated Purchase Date, Asset Life, Disposal Date, and Residual Value (at date of disposal) as applicable.

All disposition of assets purchased with PDA-provided funding should be coordinated with the PDA Operations and Management Office, Kevin Atkinson (keatkinson@pa.gov).

PROGRAM INCOME

APD #05-01-11, "Area Agency 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, 2021, should be budgeted and expended during FY 2021-22.

Local Program Income – The June 30, 2021, balance of local program income generated from services funded by non-federal sources should not exceed 10% of the AAA's total Block Grant allocation for FY 2021-22 up to a maximum of \$400,000. These funds are to be budgeted and expended in consumer service cost centers.

OPTIONS State Cost Sharing Funds – The June 30, 2021, balance of OPTIONS State Cost Sharing Fund collections should be budgeted and expended during FY 2021-22.

Local fee scale funds received are reported as OPTIONS State Cost Sharing Funds.

Failure to comply with these policies may result in the reduction of Aging Block Grant funding to the AAA.

For FY 2021-22, seven (7) cost centers will contain Title III 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 can only be budgeted and expended in the seven (7) federally funded cost centers.

AAAs will comply with the provisions of APD #05-01-11 concerning excessive balances of program income collections. AAAs are advised that payments of funds on FY 2021-22 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 or OPTIONS State Cost Sharing Funds as of June 30, 2021 (Fourth Quarter FRR), its FY 2021-22 Block Grant monthly payment(s) may 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 should be included under "Other Resources".

**MATCH FOR
FEDERAL
DOLLARS**

AAAs desiring to use Block Grant funds as match for other federal funding should submit a written request to PDA's Bureau of Finance for authorization. On approval PDA will issue a statement to the AAA clarifying that only state funds are allowable for such a purpose.

**BUDGETING
FEDERAL FUNDS**

AAAs are strongly encouraged to budget and expend federal allocations and Federal Program Income funds prior to allocating other resources to a federal funded cost center. This will assist PDA in meeting federal spending parameters.

SENIOR CENTERS

AAAs will request and receive written approval from the Department of Aging's Bureau of Aging Services prior to implementing plans to open, close or relocate a senior center or a satellite senior center.

ASSESSMENTS

Block Grant funds should not be used for assessment costs.

**REPORTING
REQUIREMENTS**

AAAs are required to submit cumulative monthly expenditure data and/or trial balances to the Department via AccuFund according to the schedule shown below:

<u>Cumulative Expenditures Through</u>	<u>No Later Than</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 20 th
June	August 15 th

All quarterly reports need to report the application of revenue used.

Additionally, AAAs are responsible for maintaining profile information regarding their agency's operations in the Accufund reporting system.

**COMPLIANCE
WITH
COOPERATIVE
AGREEMENT**

The AAA should comply with all the terms and provisions identified in the Cooperative Agreement between PDA and the AAA.

**TRAVEL
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 Management Directives, Management Administration Support, and #230.10 Commonwealth Travel Policy. Please refer to the most recent revision for the approved rates.

**LINE ITEM
BUDGET**

PDA has developed "placeholder" budgets for the allocations noted in this APD. They will be supplanted when AAA budgets are submitted and entered 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 budget data and information upload into AccuFund. AccuFund inputs are due **30 calendar days** after the issuance date of this directive.

**TECHNICAL
ASSISTANCE**

Questions regarding contents of this APD should be directed to Steve Aucott (saucott@pa.gov) at 717.772.2529, Zach Sensenig (zswmsenig@pa.gov) or Dawn Miller (Dawnemille@pa.gov) at 717.772.0189.