

DEPARTMENT OF AGING

1600 K STREET
 SACRAMENTO, CA 95814-4020
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2929
 FAX Only (916) 327-3661



PROGRAM MEMO (PM)

TO: Area Agencies on Aging (AAA) Directors	NO.: PM 05-11 (P)
SUBJECT: Fiscal Year (FY) 2004-05 HICAP Closeout Process	DATE ISSUED: 07/08/2005
REVISED	EXPIRES: 07/08/2006
REFERENCES: Older Californians Act, W & I Code 9100, et. seq. PM 05-04 (P), PM 05-03 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> HICAP <input type="checkbox"/> Other State-Funded Grant <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Other Specify: <u>Annual Reporting Requirements</u>	
INQUIRES SHOULD BE DIRECTED TO: Assigned AAA-Based Team Fiscal Specialist	

The purpose of this Program Memo (PM) is to transmit the new Health Insurance Counseling and Advocacy Program (HICAP) Closeout Report (CDA 230) form and instructions for its completion.

HICAP Financial Closeout Report (CDA 230)

The CDA 230 was developed to conform to the HICAP Budget document (CDA 229).

A Signature Document is included with the CDA 230. The signature document must be signed by the AAA director and returned with the completed CDA 230.

The new closeout format is three pages: Page 1 – Expenditure Summary, Page 2 - Contracted Services Expenditures, and Page 3 - Medicare Modernization Act (MMA) Expenditures. MMA expenditures must be reported on each page, as applicable. Page 3 provides detailed MMA expenditure information necessary for response to inquiries from the State Legislature, Department of Finance, and Centers for Medicare and Medicaid Services (CMS).

As part of the closeout review process, the California Department of Aging (CDA) will identify funds owed to CDA or due to the AAA. Funds due to the AAA will be processed by CDA following approval of the CDA 230. The information reported on the CDA 230 must be accurate, complete, and timely. It is subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.



Due Dates

One copy of the completed CDA 230, **with an original signature**, must be received by August 31, 2005, to allow sufficient time for review and approval. The signed copy should be submitted by the due date and addressed to your respective AAA-Based Team Fiscal Specialist and sent to **(please note new address)**:

**California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834**

To expedite processing, the closeout report must be e-mailed to the fiscal team public e-mail addresses. Computer files for the new CDA 230 will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of this PM.

(Original signed by Diane Paulsen)

Lora Connolly
Acting Director

Attachments (AAA's Only)