

Instructions for Completing CDA 255

The HICAP Expenditure Report form (CDA 255) is designed for reporting monthly expenses for the Health Insurance Counseling and Advocacy Program (HICAP). All reported costs entered into the CDA 255 should be rounded to the nearest dollar.

HEADER SECTION:

Enter the following information:

- Planning and Service Area (PSA) number [assigned two digit contract extension]
- Fiscal Year – State Fiscal Year
- Contract number will auto-populate once the PSA# is entered
- Date – Date the report is being submitted

EXPENDITURES:

Enter the month and year for which expenditures are being reported. For each column, enter:

- Total Expenditures (Total costs expended during the reporting month)
- Program Income
- Other Funds
- Contract Expenditures will auto-calculate (Total Expenditures minus Program Income minus Other Funds=Contract Expenditures).

FOR STATE USE ONLY:

This section is to be completed by CDA staff.

SUBMISSION DUE DATES:

The completed CDA 255 must be sent as an e-mail attachment to the [Fiscal Email Address:](mailto:FiscalTeam@aging.ca.gov) FiscalTeam@aging.ca.gov and is due by the last business day of each month. Submit Expenditures for the month ended 30 days prior (example: September expenses are due the last business day of October). Signatures of the AAA director and staff are not required.

In your email subject line, please identify your PSA ##, Program, and Current Month Expenditure Report being submitted (Example: PSA [34](#) HI [09](#) EXP FY [1819](#)).

Once approved, you will receive a signed copy of the CDA 255, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.