

## **Instructions for Completing CDA 245FA**

The Request for Funds form (CDA 245FA) is designed for submitting requests for funds (RFF) or reimbursement for the Financial Alignment (FA) Program. All requests for funds or reimbursements entered into the CDA 245FA should be rounded to the nearest dollar.

### **HEADER SECTION:**

Enter the following information:

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

### **REQUEST FOR FUNDS:**

Enter the month and year for which funds are being advanced or reimbursed. Reconcile Advances with Expenditures reported to determine actual Cash on Hand, and estimate Cash need. Enter Federal Funds requested for Program and Administration. For Reimbursement payments, enter exact amounts from the CDA 255FA Contract Expenditures line.

### **FOR STATE USE ONLY:**

This section is to be completed by CDA staff.

### **SUBMISSION DUE DATES:**

The completed CDA 245FA must be sent as an e-mail attachment to the [Fiscal Email Address](mailto:FiscalTeam@aging.ca.gov): FiscalTeam@aging.ca.gov. Signatures of the AAA director and staff are not required.

In your email subject line, please identify your PSA ##, Program, and Current Month Report being submitted (Example: PSA [34](#) FA [10](#) RFF FY [1819](#)).

Once approved, you will receive a signed copy of the CDA 245FA, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.