

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO.: <b>PM 17-05</b>
SUBJECT:		DATE ISSUED: <b>April 12, 2017</b>
<b>Health Insurance Counseling and Advocacy Program Contract HI-1718 Budget and Reporting Information</b>		EXPIRES: <b>June 30, 2018</b>
REFERENCES:		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 VII <input type="checkbox"/> Title V <input checked="" type="checkbox"/> <b>HICAP</b> <input type="checkbox"/> Other:	

## Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your July 1, 2017 – June 30, 2020 State Fiscal Years (SFY) 2017-20 Health Insurance Counseling and Advocacy Program (HICAP) original contract (HI-1718).

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Aging Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

## Funding

The total HICAP contract funding amount for the three years is \$30,976,320. The State funding is based on the proposed 2017-18 Governor's Budget for the State HICAP Fund and the California Department of Insurance (CDI) Reimbursements Fund. The State Health Insurance Program (SHIP) federal grant funding is based on the grant application. If there are any changes to the federal funding budget award amounts for any of the years or changes to the state budget, contract amendments will be completed once actual funding information becomes available.

## Allocation Methodology

To determine each AAA's HICAP allocation, CDA used the methodology described in the HI-1718 Allocation Methodology document found on the [Area Agencies on Aging - Budget Displays page](#) of CDA's website. This document provides a description of the allocation methodology for federal SHIP funding and State funding.

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**Request for Funds and Expenditure Reports**

To request funds, AAAs must use the [HICAP Monthly Expenditure Report of Expenditures and Request for Funds or Reimbursement \(CDA 245\)](#).

For guidance on reporting expenditures, refer to the [HICAP Monthly Expenditure Report of Expenditures and Request for Funds or Reimbursement Instructions \(CDA 245i\)](#) instructions.

CDA will not process payments for SFY 2017-2018 until the AAA's original [HICAP Budget \(CDA 229\)](#) is approved and the Contract is fully executed.

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**Deadlines**

AAAs must submit the HICAP Budget (CDA 229) as soon as possible, but no later than 30 days from the date of this PM.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
  - Closeout Reports
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**Contract Language Updates**

All contract language updates are identified in the [SFY 2017-2020 HICAP Contract Summary of Changes \(CDA 9008\)](#). Use the "Reason for Change" column of this document to identify important contract language changes resulting from new or revised laws, policies, and regulations.

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**Inquiries**

For programmatic inquiries, contact your assigned CDA HICAP Specialist.

For fiscal and data inquiries, contact your assigned CDA Program Fiscal Team Specialist.

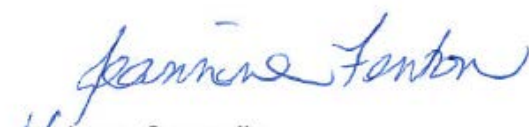
For payment inquiries, contact CDA Accounting Team at [cda.accounting@aging.ca.gov](mailto:cda.accounting@aging.ca.gov).

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**Director's Message**

The Department appreciates your on-going efforts to assist Medicare beneficiaries in making informed choices in selecting their insurance plan, understanding their rights, resolving issues that may arise, and in also providing education and counseling on long term care insurance options. We look forward to our continued collaboration with you in supporting the valuable services that HICAP provides.

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for Lora Connolly  
Director