

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 18-15	
SUBJECT: Health Insurance Counseling and Advocacy Program Contract (HI-1718) Amendment #2 Budget and Reporting Information		DATE ISSUED: November 16, 2018	
		EXPIRES: June 30, 2020	
REFERENCES:		SUPERSEDES: PM 17-13	
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> FA <input checked="" type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input type="checkbox"/> SNAP-Ed <input type="checkbox"/> Title III-E <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/SCSEP <input type="checkbox"/> Other:		

Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your Health Insurance Counseling and Advocacy Program (HICAP) Contract HI-1718, Amendment 2.

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

Funding

The Administration for Community Living has issued a revised Notice of Award that increases the 2018 federal State Health Insurance Program (SHIP) grant by \$131,328. CDA is allocating this entire amount for local assistance while continuing to operate with a reduced State Operations budget as identified in Contract Amendment 1.

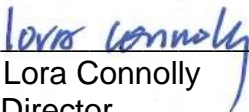
This Contract Amendment also reflects a carryover amount of \$441,115 of federal funds from State Fiscal Year (SFY) 2017-18 to SFY 2018-19 based on submitted monthly expenditure reports.

CDA has included estimated funding based on the 2017 federal SHIP grant for the period April 1, 2020 – June 30, 2020 that was previously not included in the contract.

Any additional changes to the federal funding budget award amounts based on the 2019 or 2020 SHIP grant or changes to the State budget will be included in a contract amendment once actual funding information becomes available.

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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 .
Request for Funds and Expenditure Reports	<p>Use the HICAP Request for Funds (CDA 245) form to request funds. For form instructions, refer the HICAP Request for Funds Instructions (CDA 245i).</p> <p>Use the HICAP Expenditure Report (CDA 255) form to report monthly expenditures. For form instructions, refer to the HICAP Expenditure Report Instructions (CDA 255i).</p> <p>CDA will not process payments for these reallocated or additional funds until the AAA's amended HICAP Budget (CDA 229) is approved and the Contract Amendment is fully executed.</p> <p>All contract-related fiscal forms, including the HICAP Request for Funds (CDA 245) and the HICAP Expenditure Report (CDA 255), can be found under the HICAP Documents section of the Fiscal Forms and Documents page on CDA's website.</p>
Deadlines	<p>AAAs must submit the amended HICAP Budget (CDA 229) as soon as possible, but no later than 30 days from the date of this PM. Additionally, all other contract-related documents identified in the Local Assistance Contract Checklist (CDA 9007) must be returned as soon as possible to fully execute the Amendment.</p> <p>Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.</p>
Contract Language Updates	All contract language updates are identified in the Contract Summary of Changes for HICAP Amendment 2 HI-1718-A2 found on the Area Agencies on Aging – Contract Summaries of Changes page on CDA's website.
Inquiries	<p>For programmatic and data inquiries, email: HICAPAnalysts@aging.ca.gov.</p> <p>For program fiscal inquiries, email: FiscalTeam@aging.ca.gov.</p> <p>For payment inquiries, email: CDA.Accounting@aging.ca.gov.</p>
Director's Message	The Department appreciates your on-going efforts to assist Medicare beneficiaries in making informed choices in selecting their Medicare coverage options and long-term care insurance plans. We look forward to our continued collaboration with you in supporting the valuable services that HICAP provides.


Lora Connolly
Director