

DEPARTMENT OF AGING

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PROGRAM MEMO (PM)

TO: Area Agencies on Aging (AAA) Directors	NO.: PM 04-08 (P)
SUBJECT: Revised Area Plan Budget (CDA 122) Forms and Instructions	DATE ISSUED: April 29, 2004
REVISED	EXPIRES: June 30, 2005
REFERENCES: PM 01-09 (P), PM 04-04 (P)	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> HICAP <input checked="" 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>Changes in budgeting requirements Consolidated Block Grant and Title III E</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned Fiscal Team Specialist	

The purpose of this Program Memo (PM) is to transmit master copies and instructions for completing the revised Area Plan Budget (CDA 122), based on the previously distributed Fiscal Year (FY) 2004/05 Planning Estimates. The California Department of Aging (CDA) incorporated into the Planning Estimate, funds previously allocated on separate Planning Estimates for Title III/VII, Title III E, and Community-Based Services Programs (CBSP) authorized under the Older Californians Act.

Changes to the CDA 122 include (1) elimination of the requirement for the Area Agencies on Aging (AAA) Director's signature, (2) incorporation of pages to budget the Title III E Family Caregiver Support Program, (3) addition of a page to budget Other State Funded Grants (formerly authorized CBSPs), (4) revision of the transfer section to add a line for General Fund reductions, and (5) other necessary adjustments.

Cover Page and Required Signatures

The cover page requiring the AAA Director's signature was deleted and the State approval block was moved to Page 1 of the budget. AAAs are required to email the completed Area Plan Budget to the Fiscal Team using an Excel spreadsheet file developed by CDA.



TITLE III E Family Caregiver Support Program

A separate Title III E budget (CDA 269) is no longer required. Title III E costs and funding have been incorporated throughout the revised CDA 122. The budget includes a separate page to document funds for Title III E Direct Services, a schedule for Title III E Contracted Services, and a page to identify Title III E Contractors. These same pages were included in the previous Title III E Budget (CDA 269).

Schedule of Other State Funded Grants (OSFG)

If a AAA decides to fund a program that is currently described in Chapter 7.5 of the Older Californian's Act (except HICAP), a AAA should indicate the budget amount on the appropriate line item on the "Other State Funded Grants" (OSFG) page. This page includes a place to budget costs, program income, non-match cash, non-match in-kind, state funds, match cash, and match in-kind. Federal funds cannot be budgeted for any OSFG. Authorized OSFG are Case Management (Linkages), Visiting Program (Senior Companion), Surplus & Donated Food (Brown Bag), Respite Purchase of Service (RPOS), and Specialized Day Care Service (ADCRC).

Minimum Matching Requirements

The minimum matching requirement section was expanded to include Title III E. Matching requirements for the Title III E program must be calculated separately from Title III B, III C, and III D. Overmatch from Title III B, III C, and III D programs cannot be used to meet the match requirement for the Title III E program.

Transfer of Funds Section

The transfer section was revised to accommodate changes on the FY 2004/05 Planning Estimate and/or Budget Display. State Funds categories now include State Admin, State Program, General Fund Reduction, State B Ombudsman, State VII Ombudsman, and State VII Elder Abuse Prevention. If the Planning Estimate or Budget Display includes an amount for General Fund reduction, the AAA must reduce State Admin and/or State Program to offset the General Fund reduction.

Monthly Reporting of Expenditures and Requests for Funds

Title III E

The monthly reporting requirements for Title III E have not changed. AAAs must continue to use the Title III E Monthly Financial Status Report/Request for Funds (CDA 268) to report expenditures and request funds for the Title III E Family Caregiver Support Program. The CDA 268 must be submitted electronically to the Fiscal team mailbox by the 10th of each month.

Title III/VII

The monthly reporting requirements for Title III/VII have not changed. AAAs must submit a monthly Detailed Expenditure Data File (SPR 107) and a monthly Request for Funds Data File

(SPR 108) by the 30th of each month. Reporting expenditures and requesting funds for OSFG will be incorporated into the monthly SPR 107 and SPR 108.

OSFG

OSFG must be funded with only State General Funds. Include on the SPR 108, your request for OSFG with other State General Funds for Title III B Supportive Services. OSFG monthly expenditures should be reported on the SPR 107 under the NAPIS service category "15" Other, using funding source "02" III B Supportive Services.

Area Plan Budget Due Date

AAAs must use the revised CDA 122 form to complete the original budget for FY 2004/05. The revised CDA 122 form is available in Excel spreadsheet format and will be emailed to all AAAs simultaneously with the distribution of this PM. **The Area Plan Budget for FY 2004/05 is due to CDA on the same date as the Area Plan Update, June 1, 2004. Submit the budget electronically to the Fiscal Team, using the Title III Fiscal mailboxes.**

Original Signed by Lynda Terry

Lynda Terry
Director

Attachments