

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 08-17(P)
SUBJECT: Revised Title V Senior Community Services Employment Program Budget (CDA 35) Forms and Instructions	DATE ISSUED: April 7, 2008
REVISED	EXPIRES:
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 checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Changes to CDA 35</u>	
INQUIRIES SHOULD BE DIRECTED TO: Your Assigned AAA-Based Team Fiscal Specialist	

This Program Memo (PM) transmits master copies of the Title V (TV) Senior Community Service Employment Program Budget (CDA 35), revised March 2008, and provides instructions for its completion.

There were several changes made to Page 1 of CDA 35. All column headings titled "Federal Match" have been changed to "Other Funds," as the Federal Match requirement is met at the state level and not passed down to Area Agencies on Aging (AAAs). This change more appropriately categorizes local funding contributions to the Program. Section B, Total Administration, has been divided into two categories: Total AAA Administration and Total Project Administration. This change ensures Project Administration is quantified separately from AAA Administration.

TV Budget Due Date

With the distribution of this PM, the Fiscal and Contracts Team will e-mail simultaneously an electronic master copy of the revised CDA 35 to AAAs. AAAs must begin using the revised budget form with the Fiscal Year (FY) 2008-09 original budget submission.

As a reminder, FY 2008-09 TV payments to AAAs will not be processed until the original FY 2008-09 TV Budget is approved and the FY 2008-09 TV Contract is returned to and fully executed by the Department of Aging.


 Lynn Daucher
 Director

Attachments