

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 16-11
SUBJECT: General Fund Home-Delivered Nutrition Services Program One-Time-Only Funding - State Fiscal Year (SFY) 2016-17 – Administrative Requirements		DATE ISSUED: November 9, 2016 EXPIRES: September 30, 2017
REFERENCES: Area Plan State Fiscal Year 2016-17 Contract Budget and Reporting Information Amendment #1 Program Memo 16-08		SUPERSEDES:
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input checked="" 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 type="checkbox"/> HICAP <input type="checkbox"/> Other:	

Purpose

This Program Memo (PM) specifies additional program and data reporting requirements for administering the one-time-only (OTO) SFY 2016-17 \$2,000,000 General Fund (GF) augmentation to the Older Americans Act (OAA) Title IIIC-2 Home-Delivered Nutrition Services Program (General Fund C2 OTO). This PM supplements guidance provided in PM 16-08.

Allowable Expenditures

General Fund C2 OTO funds are designated exclusively to assist Area Agencies on Aging (AAA) and their Title IIIC-2 meal contractors to provide additional meals and decrease waitlists.

Meal Requirements

Meals provided through General Fund C2 OTO funds must comply with all current OAA Title IIIC-2 Home-Delivered Nutrition Services Program meal requirements. Meals that comply with these requirements will also qualify for Nutrition Services Incentive Program reimbursement.

Other Funding Requirements

General Fund C2 OTO funds:

- May only be used to augment Title IIIC-2 Home-Delivered Nutrition Services Program funds and may not be transferred to any other OAA program (e.g., Title IIIB Supportive Services or Title IIIC-1 Congregate Nutrition Services Program);
- Shall not be used to supplant other state or federal funds; and
- Must be expended by June 30, 2017.

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**Quarterly
Data Reporting
Requirements
and
Due Dates**

Each quarter, the California Department of Aging (CDA) will use the following methods to collect data on the number of meals provided and persons served through General Fund C2 OTO funds. CDA will use this data to report the impact of General Fund C2 OTO funds on services to the California Legislature.

- CDA will identify the percentage of each AAA's total Title IIIC-2 funds that consists of General Fund C2 OTO. To estimate the number of Title IIIC-2 meals and unduplicated Title IIIC-2 participants served through General Fund C2 OTO funds, CDA will apply this percentage to each AAA's reported quarterly totals of Title IIIC-2 meals and unduplicated Title IIIC-2 participants served.
 - AAAs shall report their quarterly totals of Title IIIC-2 meals and unduplicated Title IIIC-2 participants served.
 - **Due Date:** AAAs shall submit data in accordance with the Area Plan Standard Terms and Conditions, Exhibit E.
- CDA will survey AAAs quarterly to 1) identify the number of unduplicated older individuals removed from the AAAs' Title IIIC-2 waitlists through General Fund C2 OTO funds, and 2) capture any other anecdotal information about the impact of General Fund C2 OTO funds (e.g., elimination of Title IIIC-2 waitlist as a result of General Fund C2 OTO funds or a prior waitlist participant's story regarding the impact of receiving a Title IIIC2 meal).
 - CDA will distribute the survey to the AAAs via SurveyMonkey 30 days after the end of each quarter.
 - AAAs must report the number of individuals removed from their Title IIIC-2 waitlists and anecdotal impact information.
 - **Due date:** Surveys shall be submitted to CDA no later than 14 days after receipt of the survey.

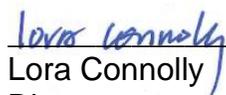
Inquiries

For programmatic inquiries contact your assigned CDA Public Health Nutrition Consultant.

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

**Director's
Message**

The Department appreciates your efforts to expand access to the home delivered meal program through this State one-time-only funding. We look forward to our continued collaboration with you in using these funds to provide meals to additional older adults, thereby improving their nutrition, health and overall wellbeing.


Lora Connolly
Director