

**CALIFORNIA DEPARTMENT OF AGING**  
**Division of Administrative Services**

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**FUNDING RELEASE MEMO**

To: Area Agencies on Aging (AAAs)

FRM No: 2425-04

Issue Date: December 9, 2024

Subject: Area Plan: One-Time Only, Transfers, and One-Time Increase to Ombudsman Special Deposit Fund

Funding Period: July 1, 2024 through June 30, 2025

Supersedes: 24-03

Programs Affected: Older Americans Act: Titles III-B, III-C, III-D, III-E, and VII

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**Purpose:**

This Funding Release Memo (FRM) provides funding information and specific reporting requirements for Area Plan for State Fiscal Year (FY) 2024-25.

Additionally, Budget Displays, Program Guidelines, and Allocation Methodology documents can be found on the [CDA website](#).

**Area Plan Information:****Funding**

This Funding Revision includes:

- The unspent One-Time Only (OTO) funding from the FY 23-24 Area Plan Contract
- Transfers based on the Area Plan 2425 Budgets from Funding Revisions 2425-01 and 2425-03. Please note, any outstanding Area Plan budgets that have not been approved by CDA as of 12/4/2024 have not been included as Transfers in this Funding Revision. CDA will follow up with

AAAs with outstanding budgets and these Transfers will be reflected in the Final Transfers.

- An increase of \$2,000,000 in State Health Facilities Citation Penalties Account, Special Deposit Fund (SHFCPA) to the local Long-Term Care Ombudsman programs

This Funding Revision also includes a time-only extension for the FY 2425 General Fund Augmentation Funding for Nutrition (C1GL and C2GL) and Ombudsman Increased Quarterly Visit (B1GL). The California Department of Aging (CDA) has elected to offer the AAA network additional time to expend the FY 2425 General Fund Augmentation allocations until June 30, 2026. CDA will issue remaining allocations following the FY 24-25 Area Plan closeout.

### **Expenditure Reports and Disbursements**

CDA is able to process disbursements for AP-2425 once the AAA's MOU is fully executed. To execute this MOU, AAAs must have an approved Area Plan budget from the original release, and if the AAA participates in Title V, must also have an approved Title V budget from the original MOU release on file. In addition, all necessary documents to execute the MOU must be submitted to our Business Management Bureau.

If a AAA's MOU agreement (AAA-2425) has already been executed, the adjusted funding will be available for disbursement upon approval of the revised FY 2425 Area Plan budget. AAAs must submit their Area Plan Budget form (CDA 122) as soon as possible, but no later than 30 days from the date of this Funding Release Memo to [finance@aging.ca.gov](mailto:finance@aging.ca.gov).

The AAA shall prepare and submit a monthly expenditure report in the Local Finance Reporting System (LoFRS) no later than the last business day of each month or as specified by CDA. The report shall include all costs and funding sources for the month prior.

Disbursements will be made to reimburse expenditures reported unless the AAA pre-selected an advance-funding method and provided a justification explaining the need for an advance on the budget form at the beginning of each the funding term, as referenced on the budget display.

Please reference the program guide for information on funding, fiscal provisions, and program-specific funding requirements.

**Inquiries:**

For Ombudsman program inquiries, email: [StateOMB@aging.ca.gov](mailto:StateOMB@aging.ca.gov)

For Title III-C or III-D program inquiries, email:  
[CDANutritionandHealthPromotion@aging.ca.gov](mailto:CDANutritionandHealthPromotion@aging.ca.gov)

For Title III-B program inquiries, email: [CDASupportiveServices@aging.ca.gov](mailto:CDASupportiveServices@aging.ca.gov)

For Title III-E program inquiries, email: [CDAFamilyCaregiver@aging.ca.gov](mailto:CDAFamilyCaregiver@aging.ca.gov)

For data inquiries, email: [DataTeam.Reports@aging.ca.gov](mailto:DataTeam.Reports@aging.ca.gov)

For fiscal inquiries, email: [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov)

For payment inquiries, email: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov)

For MOU or Program Guideline inquiries, email: [BMBSubvention@aging.ca.gov](mailto:BMBSubvention@aging.ca.gov)

*Andrew Sachs*

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Office of Finance & Administrative Operations  
Division of Administrative Services  
California Department of Aging

cc: Denise Likar, Deputy Directory, Division of Home and Community Living  
Nutrition and Wellness Bureau, Division of Home and Community Living  
Supportive Services Bureau, Division of Home and Community Living  
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Office of the State Long-Term Care Ombudsman  
Local Finance Bureau, Division of Administrative Services  
Accounting Management Bureau, Division of Administrative Services  
Business Management Bureau, Division of Administrative Services  
Budget Operations Bureau, Division of Administrative Services

## Funding Release Memo Log

<b>Funding Revision #</b>	<b>Revision Date</b>	<b>Purpose of Revision</b>
2425-01	7/1/2024	Area Plan and Title V 2425 Initial Allocations
2425-02	8/8/2024	Revised Title V 2425 Allocations and Initial FFY 2024 MIPPA Allocations
2425-03	8/21/2024	Area Plan: Reduction to NSIP Funds and One-Time Increase to Ombudsman Public Health Licensing and Certification Program Funds
2425-04	12/9/2024	Area Plan: One-Time Only, Transfers, and One-Time Increase to Ombudsman Special Deposit Fund

For more information about the MOU, please visit the [CDA website](#).