

CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7500
FAX 916-928-2267
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging

NO.: PM 19-09

SUBJECT: Health Insurance Counseling and Advocacy Program Contract (HI-1718), Amendment #3 Budget and Reporting Information

DATE ISSUED: November 08, 2019

EXPIRES: June 30, 2020

SUPERSEDES: PM 18-15

PROGRAMS AFFECTED: HICAP

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 3.

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 2019 federal State Health Insurance Program (SHIP) grant by \$161,454. CDA is allocating this entire amount for local assistance.

This contract amendment also reflects a carryover amount of \$638,500 of federal funds from State Fiscal Year (SFY) 2018-19 to SFY 2019-20 based on disbursements issued by CDA.

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:

Use the [HICAP Request for Funds \(CDA 245\)](#) form to request funds. For form instructions, refer the [HICAP Request for Funds Instructions \(CDA 245i\)](#).

Use the [HICAP Expenditure Report \(CDA 255\)](#) form to report monthly expenditures. For form instructions, refer to the [HICAP Expenditure Report Instructions \(CDA 255i\)](#).

CDA will not process payments for reallocated or additional funds until the AAA's amended [HICAP Budget \(CDA 229\)](#) is approved and the Contract Amendment is fully executed.

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.

Deadlines:

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.

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.

Contract Language Updates:

Contract language changes have been made in Exhibit B, Article I to update information on travel costs and Exhibit D to reflect updates made in the AP-1920 contract.

Inquiries:

For programmatic and data inquiries, email: HICAPAnalysts@aging.ca.gov.

For program fiscal inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

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Irene Walela
Long-Term Care and Aging Services, Deputy Director