

**CALIFORNIA DEPARTMENT OF AGING**  
**Long-Term Care and Aging Services Division**  
1300 National Drive, Suite 200  
Sacramento, CA 95834  
www.aging.ca.gov  
TEL 916-419-7540  
FAX 916-928-2506  
TTY1-800-735-2929



# PROGRAM MEMO

**TO:** Area Agencies on Aging

**EXPIRES:** December 21, 2019

**NO:** PM 18-01

**PROGRAMS AFFECTED:** FA

**DATE ISSUED:** February 9, 2018

**SUPERSEDES:** N/A

**SUBJECT:** Financial Alignment Contract FA-1718 Budget and Reporting Information

## Purpose

This Program Memo provides funding information and specifies reporting requirements for your Financial Alignment (FA) Contract FA-1718.

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 total contract funding amount for two years is \$900,000. This amount is based on the two-year grant period. CDA has received a \$450,000 Notice of Award (NOA) for the first year. If the second year NOA is not \$450,000 as anticipated, CDA will adjust the funding through a contract amendment.

## Allocation Methodology

To determine each AAA's contract allocation, CDA used the methodology described in the [FA-1718 Allocation Methodology document](#) found on the Area Agencies on Aging - Budget Displays page of CDA's website

## Request for Funds and Expenditure Reports

To request funds, AAAs must use the [FA Monthly Expenditure Report and Request for Funds or Reimbursement \(CDA 245FA\)](#) found under the FA Documents section of the Fiscal Forms and Documents page on CDA's website.

For guidance on reporting expenditures, refer to the [FA Monthly Expenditure Report and Request for Funds or Reimbursement Instructions \(CDA 245i\)](#) found under the Financial Alignment Documents section of the Fiscal Forms and Documents page on CDA's website.

## Deadlines

To execute this contract, AAAs must submit their FA Budget (CDA 229FA) and their FA Work Plan Template (CDA 7001) as soon as possible, but no later than 30 days from the date of this Program Memo. Additionally, all other contract-related documents identified in the Local

Assistance Contract Checklist (CDA 9007) must be returned as soon as possible, but no later than the contract start date.

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**

All contract language updates are identified in the Contract Summary of Changes for Financial Alignment Contract FA-1718 found on the Area Agencies on Aging – Contract Summaries of Changes page on CDA's website.

### **Inquiries**

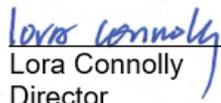
For program inquiries, email: [HICAPTeam2@aging.ca.gov](mailto:HICAPTeam2@aging.ca.gov).

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

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

### **Director's Message**

The Department appreciates your ongoing efforts to assist Dually Eligible Medicare and Medi-Cal beneficiaries to make informed choices in selecting their health care options, understanding their rights, and in resolving issues that may arise. We look forward to our continued collaboration with you given the HICAP's important role in the Cal MediConnect Initiative.

  
Lora Connolly  
Director