Instructions: Use the following checklist to ensure your payment requests are processed as timely as possible.

All payment requests:

☐ Area Agency on Aging (AAA) program Budget approved by the California Department of Aging (CDA)
☐ Contract is fully executed
☐ Expenditure Reports that are currently due are approved by CDA

Area Plan payment requests:

☐ Area Plan or Area Plan Update and signed Transmittal Letter submitted to and accepted by CDA
☐ Payment request is within the maximum approvable and available contract balance amount for each funding source
  - Maximum approvable amount for advances is:
    - For July 1 – September 30, 1/3 of the three-month contract allocation
    - For October 1 – June 30, 1.5 times your AAA’s monthly average expenditures less cash-on-hand
  - Maximum approvable amount for reimbursements is the monthly expenditure amount
  - Available contract balance amount is based on:
    - For July 1 – September 30, your AAA’s program Budget
    - For October 1 – February 28, the contract budget display from the contract amendment until the transfers are approved by the Administration for Community Living (ACL)
    - For March 1 – June 30, your AAA’s program Budget submitted with the contract amendment (assuming ACL has approved transfers) unless your AAA provides an updated program Budget by January 15

Non-Area Plan payment requests:

☐ Payment request is within the maximum approvable and available contract balance amount for each funding source
  - Maximum approvable amount for advances is 1/12 of the contract or the average monthly expenditures whichever is greater until the maximum is reached for that specific funding source
  - Maximum approvable amount for reimbursements is the monthly expenditure amount