

CALIFORNIA DEPARTMENT OF AGING
Division of Home and Community Living
Older Adults Program Branch

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PROGRAM MEMO

TO: Area Agency on Aging Directors, Fiscal Officers, and Data Representatives

NO: PM 21-16 REVISED

DATE ISSUED: October 27, 2021

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: Nutrition

SUPERSEDES: PM 21-16 issued September 20, 2021

SUBJECT: Reporting Requirements for Meals Provided with Older Americans Act Funds

Purpose

This revised program memo clarifies the reporting requirements for meals provided with Older Americans Act (OAA) and General Fund Augmentation (GFA) funds. This memo supersedes the original version of PM 21-16, dated September 20, 2021.

Background

Beginning in April 2020, congregate meal sites were closed after a State of Emergency was declared in California due to the threat of COVID-19 (see Executive Order N-33-20 and Program Memo 20-16, Appendix A). During the early, fluid months of the pandemic, CDA released meals reporting guidance that was then superseded by federal guidance released in July 2020.

The July 2020 Administration for Community Living (ACL) guidance stated that all home-delivered and to-go meals must be reported as Title III C-2 (home-delivered) rather than C-1 (congregate) meals. During State Fiscal Year (SFY) 2020-21, some Area Agencies on Aging (AAAs) reported meals under Title III C-1 in the California Aging Reporting System (CARS) that should have been reported as C-2.

CDA is working with AAAs to confirm and reconcile data to align with ACL's reporting requirements. (Any potential reconciliation for FY 2021-22 will be addressed at a later date.)

Clarification to the reporting requirements follows:

Nutrition Reporting Requirements

1. CARS

- All meals provided with OAA or GFA funds should be reported in CARS.
- Any meals provided with OAA or GFA funds that are not consumed in a congregate setting, such as to-go meals, are to be reported as Title III C-2 service units rather than C-1 (congregate) meals.
- No data related to services provided with pandemic relief funds (FFCRA, CARES Act, etc.) should be entered into CARS.

2. State Program Report Supplemental Relief Form

- Data related to meals (and other services) provided with pandemic relief funds is reported to CDA via this annual form. This data is used to complete a special section of the State Program Report. CDA will, at a later date, send out a reporting form covering Federal Fiscal Year 2021.

3. CDA Online Data Reporting Tool

- All meals, regardless of funding source, should be reported in this online tool.
- This tool is separate from CARS.

Reporting Meal Expenditures

- Continue to report the pandemic relief expenditures monthly using the designated forms.
 - [Consolidated Appropriations Act Expenditure Report \(CDA 7030\)](#)
 - [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act Expenditure Report \(CDA 7018\)](#)
 - [Families First Coronavirus Response Act \(FFCRA\) \(CDA 154\)](#)
- Continue to report Area Plan OAA expenditures in CARS.

INQUIRIES

For questions related to reporting meals in CARS or the CDA Online Data Reporting Tool, contact the CDA Data Team at datateam.reports@aging.ca.gov.

For questions related to reporting meal expenditures for OAA or pandemic relief funds, contact the CDA Local Finance Bureau at finance@aging.ca.gov.

/Michelle Davis/

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