

Instructions for Completing CDA 150

The CDA 150 is designed for requesting advance or reimbursement funds for all Federal Title III and Title VII, Title III State funds, Ombudsman Special funds, and NSIP funds for Area Plan. All requests for funds entered into the CDA 150 should be rounded to the nearest dollar.

HEADER SECTION:

Enter the following information:

- Planning and Service Area (PSA) number [assigned two digit contract extension]
Example (TV 18119-##)
 - Remit to Name and Address will auto-populate once the PSA # is entered
- Fiscal Year - State Fiscal Year
 - Contract Number will auto-populate once the Fiscal Year and PSA # are entered
- Invoice Date - Date the report is being submitted
- Invoice # and FI\$Cal PO # will be completed by CDA staff

ADVANCE or REIMBURSEMENT:

- Enter the month and year for which funds are being advanced or reimbursed

PART I: Federal Funds Title III & VII

- Enter Federal Program and Admin amounts by Fund, where indicated
- Program and Admin Total will auto-calculate, where applicable

PART II: State Funds

- Enter STATE Program and Admin amounts where indicated
- Program and Admin Total will auto-calculate, where applicable

PART III: NSIP Funds

- Enter NSIP Program amounts where indicated
- Program and Admin Total will auto-calculate, where applicable

PART IV: Ombudsman Special Funds

- Enter Ombudsman Special Program amounts where indicated
- Program and Admin Total will auto-calculate, where applicable

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
AREA PLAN REQUEST FOR FUNDS INSTRUCTIONS
CDA 150i (NEW 05/2018)



FOR STATE USE ONLY:

This section is to be completed by CDA staff.

SUBMISSION DUE DATES:

See contract language for due dates.

The completed CDA 150 must be sent as an e-mail attachment to the [Fiscal Email Address: FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov). Signatures of the AAA director and staff are not required.

In your email subject line, please identify your PSA ##, Program, Current Month and Report being submitted (Example: PSA 34 AP OCT RFF FY 1819)

Once approved, you will receive a signed copy of the CDA 150, to include documentation reflecting any CDA adjustments, via email. Please adjust your records to reflect any CDA adjustments.