

1000	Area Agency on Aging Administrative Standards
This chapter provides an outline of the Division of Aging and Adult Services policies and procedures for the Area Agency on Aging Administrative Standards, Reporting and Functions.	

1700 Older Americans Act Carryover Funds	
1701	Overview
	<p>The Division of Aging and Adult Services shall develop and maintain fiscal control and funding operational principles and procedures that address the management of Older Americans Act Title III and VII carryover funds disbursed under an approved State Plan on Aging. Carryover funds shall be obligated by the Division of Aging and Adult Services to ensure the continuation of service delivery.</p> <p>This chapter shall provide an outline of the Division of Aging and Adult Services operational principles and procedures for guidelines the Area Agencies on Aging must adhere to in managing and obligating Older Americans Act carryover funds.</p> <p><i>Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, § 304 and § 306; and Title 45 C.F.R. § 74.71.</i></p>

1700 Older Americans Act Carryover Funds			
1702	Operational Principles		
	1702.1	Carryover funds are for a <i>one-year period only (contract year)</i> .	
	1702.2	Area Agencies on Aging shall incorporate carryover funds from the most recently completed contract year into their contract and subcontracts by January 1 st for the current contract year. Area Agencies on Aging may request an extension to the January 1 st deadline by providing written justification to the Contracts Specialist.	
	1702.3	Area Agencies on Aging shall identify carryover amounts in their Area Plan and during their public hearing. The Area Plan must specify the priorities established by the Area Agencies on Aging regarding the use of carryover funds. The carryover funds may be targeted toward meeting one or more of the following goals:	
		A	Reducing the waiting list;
		B	Expanding current service levels;
		C	Replacing funds in services resulting from other Federal, State, or Local reductions;
		D	Funding demonstration/pilot projects; and/or,
	E	Funding one-time expenditures.	
	1702.4	Area Agencies on Aging may carryover 10 percent of their total Older Americans Act funds from the most recently completed contract year to the current contract year. The 10 percent does not include any carryover funds from a prior contract year(s).	
1702.5	Area Agencies on Aging may request authorization to carryover up to 20 percent of their total Older Americans Act funds by providing written justification for additional funds detailing the amount requested by funding source and a description of the projected use of the funds. This request shall be approved/disapproved by the Division of Aging and Adult Services Assistant Director.		
1702.6	Unexpended Older Americans Act administration funds identified at the end of the most recently completed contract year are not eligible as administration carryover.		

1700		Older Americans Act Carryover Funds										
1703	Operational Procedures											
	1703.1	Area Agencies on Aging will submit to the Division of Aging and Adult Services their final expenditures for all services provided, 45 calendar days following the termination of the contract budget year (August 15 th).										
	1703.2	The Division of Aging and Adult Services will analyze the expenditures against the payments and the contract budget ceilings to establish the unexpended amounts by fund source following the submittal of all final expenditures. Division of Aging and Adult Services will review, adjust and amend as needed, the results prior to developing the contract close-out report.										
	1703.3	The close-out report issued by the Division of Aging and Adult Services will consist of the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">A</td> <td>Cover letter</td> </tr> <tr> <td>B</td> <td>Preliminary close-out summary (Excel spreadsheet)</td> </tr> <tr> <td>C</td> <td>Year-to-date expenditure report (AIMS/AG-053)</td> </tr> <tr> <td>D</td> <td>Year-to-date disbursement report (AIMS-VJJAC970)</td> </tr> <tr> <td>E</td> <td>Carryover spreadsheet (Excel spreadsheet)</td> </tr> </table>	A	Cover letter	B	Preliminary close-out summary (Excel spreadsheet)	C	Year-to-date expenditure report (AIMS/AG-053)	D	Year-to-date disbursement report (AIMS-VJJAC970)	E	Carryover spreadsheet (Excel spreadsheet)
	A	Cover letter										
	B	Preliminary close-out summary (Excel spreadsheet)										
	C	Year-to-date expenditure report (AIMS/AG-053)										
	D	Year-to-date disbursement report (AIMS-VJJAC970)										
	E	Carryover spreadsheet (Excel spreadsheet)										
	1703.4	The Division of Aging and Adult Services shall send close-out reports to the Area Agencies on Aging no later than October 1 st , unless unforeseen circumstances prevent the issuance of the report. Upon receipt of the close-out report, Area Agencies on Aging will have 30 calendar days to review the report.										
1703.5	The close-out report will identify the amount of funding eligible for carryover from the appropriate Federal fund source. If the close-out report contains an amount <i>due to</i> the Area Agency on Aging, the Division of Aging and Adult Services shall remit that amount to the Area Agency on Aging, prior to awarding carryover to the Area Agency on Aging. If the close-out report contains an amount <i>due from</i> the Area Agency on Aging, that amount shall be remitted to the Division of Aging and Adult Services, prior to awarding carryover to the Area Agency on Aging.											
1703.6	Should Area Agencies on Aging report carryover funds in excess of 10 percent by the end of the recently completed budget year, the Division of Aging and Adult Services shall reclaim funds for redistribution to those Area Agencies on Aging whose carryover funds are less than 10 percent. Inquiries shall be made by the Division of Aging and Adult Services to the Area Agencies on Aging whose carryover is less than 10 percent to determine their need for additional funds. Funds will be redistributed on a proportionate basis to the eligible Area Agencies on Aging up to their 10 percent limit if the reclaimed funds are less than a total of 10 percent Statewide. Area Agencies on Aging whose carryover is less than 10 percent are not guaranteed additional carryover funds. If the reclaimed carryover funds are under \$1,000, the Division of Aging and Adult Services will work with the Area Agencies on Aging to determine which Area Agency on Aging and/or what special project shall utilize the funds.											
1703.7	Area Agencies on Aging requesting carryover above 10 percent and up to a maximum of 20 percent, must submit to the Division of Aging and Adult Services Assistant Director, a written justification detailing the amount requested by funding source and the projected use of the funds.											
1703.8	Should Area Agencies on Aging not expend all of their administration funds during the most recently completed fiscal year, the Federal portion (75 percent) is eligible for carryover as program funds.											
1703.9	Unexpended funds not requested as carryover by the Area Agencies on Aging shall revert to the Division of Aging and Adult Services for reallocation with priority given to one-time only expenditures.											