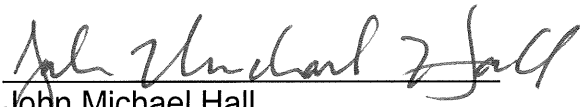
 COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF AGING Harrisburg, PA 17101	PENNSYLVANIA DEPARTMENT OF AGING	
	1. File Number: APD #09-01-06 Supp #2	2. Disposition: Supplements APD #09-01-06
	3. Issuance Date: April 30, 2010	4. Effective Date: Immediately
	5. Program Area: AAA Administration	
	6. Origin: Bureau of Finance	7. Contact: Bureau of Finance (717) 783-3126

AGING PROGRAM DIRECTIVE – SUPPLEMENT
(APD 08-01-02 SUPPLEMENT #2)

SUBJECT: 2009-2010 AGING BLOCK GRANT SUPPLEMENT #2: FINAL FUNDING ALLOCATIONS

TO:

EXECUTIVE STAFF BUREAU OF FINANCE ADMINISTRATION ON AGING AREA AGENCIES ON AGING PA ASSOCIATION OF AREA ON AGING	PA COUNCIL ON AGING DPW, OFFICE OF PROGRAM DEVELOPMENT & SUPPORT COMPTROLLER DPW/PDA OFFICE OF LONG- TERM LIVING
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FROM: 
 John Michael Hall
 Secretary
 Pennsylvania Department of Aging

PURPOSE: The purpose of this Supplemental Aging Program Directive (APD) is to set forth procedures for the development and submission of the revision of the FY 2009-10 Aging Services Block Grant Amendment Application; and to transmit the FY 2008-09 final funding allocation levels for each AAA.

BACKGROUND: This APD Supplement in conjunction with APD #09-01-06 provides all key information required for the submission of the revision to the FY 2009-10 Aging Block Grant Amendment Application. AAAs are advised to refer to APD #09-01-06 and this supplement throughout the process for the development of these plans.

**FY 2008-2009
REVISED
BLOCK GRANT:** The allocations for the funds included in the Block Grant are segregated to denote Regular Block Grant, Medicaid Assessment (MA), State Family Caregiver Support Program (SFCSP), Federal Family Caregiver Support Program (FFCSP), Nutrition Services Incentive Program (NSIP), APPRISE, Health Promotion, Medicaid Management, Attendant Care, Direct Care Worker, and Other.

The Department has not approved any "other" cost centers for the FY 2009-10. AAAs may only utilize the listed cost centers when preparing the budget.

MINIMUM PROGRAM AND FUNDING REQUIREMENTS
FOR FY 2008-2009

All requirements established in APD #09-01-06 continue to apply to the revision of the Block Grant Amendment.

1. ATTENDANT CARE FUNDS

The Department in the initial allocation distributed 85% of the prior fiscal year's budgeted allocations. During the amendment process, the Department compared projected annual expenditures (based on amounts entered in SAMS) with AAA network requests for additional funding.

AAAs may only expend Attendant Care funds in the Attendant Care cost center for consumer services. Any funds not expended for Attendant Care services in the FY 2009-10 need to be returned to the Department.

AAAs must report their actual level of expenditures on the fourth quarter Financial Reporting Requirement (FRR) document. Expenditures that exceed the AAA's Attendant Care allocation must be charged to other revenue sources and reported in the Attendant Care Cost Center. The Department will make every attempt to fund Attendant Care expenditures that exceed the attendant care allocation and are supported by service delivery information in the SAMS database.

2. NURSING HOME TRANSITION FUNDS

All AAAs are being provided with a Nursing Home Transition (NHT) allocation. Funding will be cost settled based on information input into the SAMS database. Earned funds are based on the following activities:

- a. The number of units of service (15 minute time increments) for staff time spent assisting consumers with transition activities.

- b. The number of consumers successfully transitioned to a community setting.
- c. The length of time each transitioned consumer remains in the community (3, 6 and 12 months).

Because activities a and b noted above are not a reimbursement for expenditures incurred, AAAs are to utilize these funds to pay for other activities in support of the NHT program. Any earned funding not spent during the fiscal year must be carried forward to the subsequent year as state and local program income and spent on NHT support activities at that time.

3. MA ASSESSMENT FUNDS

Additional funding is being provided for MA Assessments. The revised allocations were based on a review of AAA requests as supported by SAMS consumer information and FRR reported expenditures.

4. OTHER FUNDS

An Apprise Performance award is being provided to selected AAAs who have exceeded established Apprise goals. Also, allocations have been included for those agencies that have been awarded Senior Center grants to improve nutrition services. Guidance for expending these funds can be found in Secretary Hall's memorandum dated October 20, 2009, the grant application's guidelines and procedures and the grant's award notification letter.

5. SUBMISSION REQUIREMENTS

Revised program and fiscal documents of the Block Grant Application are due by close of business on Friday, May 21, 2009. Documents must be transmitted electronically to the Department in accordance with "Procedures for AAAs to Submit Program Reports to the Department". If technical assistance is needed for the electronic transmission of the Block Grant Application, AAAs are instructed to contact the Management Information Systems (MIS) Division of the Department.

The following documents must be submitted electronically to the Department by all AAAs:

ABG01-10	Cost Center Budget and Service Objectives (A0108XX.xls) submitted as a .prn file
LIB10XXY	Line Item Budget (Submitted as a .xls file)

The Application for Support Document, the Non-Profit Governing Board Listing and the County Commissioner Listing Sheets are not

included in the supplement. These pages are not required for the funding adjustment to the Aging Block Grant.

The amended LIB and FRR documents can be located on the AAAEXCEL drive in the AGINGAPD/APD 09-01-06 Supplement #2 folder. Previous versions of these documents are considered obsolete and should not be used. All amounts reported should be rounded to the whole dollar.

6. TECHNICAL ASSISTANCE

Questions regarding the completion of the Aging Services Block Grant budget documents should be directed to the Bureau of Program Integrity to the attention of Mr. Rob Heinlen. He can be contacted by telephone at (717) 265-7888 or by electronic mail at rheinlen@state.pa.us.