

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number: #030212 – OAA Program Income Reporting - WES

TO: All OAA Provider Agencies
FROM: Gloria D. Schuyler, Chief Operating Officer
DATE: March 2, 2012
SUBJECT: OAA Program Income Reporting

The purpose of this notice is to provide guidance about reporting OAA Program Income. In order to comply with the Administration on Aging Program Instruction, AoA – PI – 11 – 01, the WCF AAA is required to list the total Federal Program Income earned, as well as the Program Income expended, when completing its OAA Receipts & Expenditure Report for each Title III program.

Program income is defined in 45 CFR Part 92.25 (b) as gross income received by the grantee or sub-grantee directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period. This definition includes consumer contributions.

Section 2.8.2 of the WCF AAA/OAA Provider contract will be amended as follows:

“Consumer contributions are collected and expended under the following terms:

- (1)** The Contractor assures compliance with Section 315 of the OAA as amended in 2006, in regard to consumer contributions;
- (2)** Consumer contributions are not to be used for matching;
- (3)** Consumer contributions are to be used only to expand services;
- (4)** Accumulated consumer contributions are to be used prior to requesting federal reimbursement; and

(5) Consumer contributions must be expended within the fiscal year earned.”

The OAA billing reports on the agency’s approved on-line billing system, AgingFlorida.net, have been updated to include input boxes for Program Income Earned and Program Income Expended. This data is required as a part of your monthly billing effective immediately.

This instruction must be utilized upon receipt of this notice. Thank you for your continued commitment to Florida’s elders. Should you require additional program information, please contact Phil Hollister, WCFAAA Contracts and Grants Specialist.