

Program Instructions

AOA-PI-98-03 - August 4, 1998

TO : STATES ADMINISTERING PLANS UNDER TITLE III OF THE OLDER AMERICANS ACT OF 1965, AS AMENDED

SUBJECT :Procedures for Issuing Title III Formula Grant Amendments for Transfer of Funds

LEGAL AND RELATED REFERENCES : Older Americans Act, as Amended - Sections 308(b)(4)(A), 308(b)(4)(B), 308(b)(5)(A), 308(b)(5)(B)(i) and (ii),308(b)(5)(C)

The purpose of this Program Instruction is to reiterate procedures for transferring of funds within the Title III allotments and the Administration on Aging (AoA) issuing of grant award amendments for the same.

As you know, the Older Americans Act provides authority for states to make various transfers of funds between allotments for Supportive Services and Senior Centers (III-B), Congregate Meals (III-C1), and Home-Delivered Meals (III-C2). There is, however, no authority for states to transfer funds in or out of the allotments for In-Home Services for Frail Individuals, and Disease Prevention or the Ombudsman Program.

States can make transfers, whenever necessary, throughout the fiscal year between the III-B, III-C1 and III-C2 allotments. In order to keep the workload of transfers at a minimum, a policy was established for states to notify AoA only once a year for:

- (1)** transfers of up to 30 percent between III-C1 and III-C2 as provided in Section 308(b)(4)(A); and
- (2)** transfers of up to 20 percent between III-B, and III-C, as provided in Section 308(b)(5)(A).

Although these transfers may be made whenever necessary, they should be reflected on Item 10.o, column 3 (Total Cumulative Federal Funds Authorized) of the Financial Status Report (SF-269) on the semi-annual reports. The cumulative transfer of funds between allotments, however, will not be reflected on a revised Grant Award until after the reallocation (if there is one).

Transfers within III-C which exceed 30 percent [Section 308(b)(4)(B) allows up to an additional 10 percent this fiscal year] of the state's separate allotment for III-C1 or III-C2, and transfers between III-B and III-C which exceed 20 percent

[Section 308(b)(5)(B)(ii) allows up to an additional eight percent this fiscal year] of the state's separate allotment for III-B or III-C, require AoA's prior approval and should be reflected on the SF-269 after approval. If the state agency is proposing to transfer funds requiring approval for this fiscal year, a request must be received on or before September 25, 1998. State agencies will be notified by letter of AoA's approval or disapproval to transfer funds. All transfers for this fiscal year must be made before September 30, 1998. Any transfers reflected on the SF-269 after the close of the fiscal year must be supported by documentation which indicates that the transfers were approved or made prior to the close of the fiscal year.

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DUE DATE: September 25, 1998, for submission to the Regional Administrators on Aging, DHHS regional offices.

INQUIRIES: Inquiries should be addressed to Regional Administrators on Aging, DHHS regional offices.