

Program Instructions

AOA-PI-99-02

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 for effecting these transfers by the Administration on Aging's (AoA) grant award amendments.

The Older Americans Act provides authority for states to make transfers of funds among 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, Disease Prevention, Ombudsman Program or the Elder Abuse Program.

States can make transfers, whenever necessary, throughout the fiscal year among 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 the Financial Status Report(SF-269),

Item 10.o (Total Cumulative Federal Funds Authorized) on the semiannual reports. The cumulative transfer of funds among 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 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. Notification of your amount of transfers for this fiscal year, as well as your requests for a waiver must be received on or before August 27, 1999. 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, 1999. 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: August 27,1999 for submission to Regional Administrators on Aging, DHHS regional offices.

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