



Center for Policy and Management
One Massachusetts Ave., NW
Room 4602
Washington, DC 20001

PROGRAM INSTRUCTION

AoA - PI - 08 – 06

TO : STATE AGENCIES ADMINISTERING PLANS UNDER TITLE VII OF THE OLDER AMERICANS ACT OF 1965, AS AMENDED

SUBJECT : Reporting on the Status of Funds Received under Title VII of the Older Americans Act

LEGAL AND RELATED

REFERENCES : Older Americans Act Amendments, 2008

The purpose of this Program Instruction is to inform the States of the requirement for reporting on the status of funds received under Title VII of the Older Americans Act.

In 1992, AOA-PI-92-03 was issued which gave instructions for completing the then revised Title III SF-269 supplemental form which added information from the two new program parts of Title III: Ombudsman Activities and Elder Abuse. When the 1992 OAA amendments separated Ombudsman Activity and Elder Abuse into the new Title VII, AOA asked States to report Ombudsman Activities and Elder Abuse information on a separate supplemental form to be attached to the Title VII SF-269. Subsequently, AOA-PI-95-02, "Instructions For Filing the Financial Status Report and Supplemental Form for Funds Received under Title VII of the Older Americans Act" only stated that for the purpose of completing the Title VII SF-269, States were not required to identify the separate amounts allocated for each Title VII chapter. Since then, the OMB re-authorizations of the supplemental form have excluded any information requirements for Title VII.

Title VII grants have the same additional two-year period to liquidate all obligations as does Title III.

As a revised supplemental form is currently being issued for Title III, we are using this opportunity to state that **no** supplemental form is required to accompany the submission of the SF-269 for Title VII. In its stead, we are requesting in block 12 (Remarks) of the final report you note the program part (Ombudsman or Elder Abuse) of any unobligated balance and whether or not the unobligated funds were drawn down.

The effective date of the Program Instruction is second financial reporting period for FY 2008 (April 1, 2008 to September 30, 2008). There is no change to the frequency of Title VII reporting or the due dates for receipt in the Regional Office. Reporting for the first six months of a fiscal year (October 1- March 31) is due in the Regional Office by April 30. Reporting for the second six months of the fiscal year (April 1 – September 30) is due in the Regional Office by

October 30. All open grant years will be reported on this schedule until all obligations are liquidated within the allowable two year period following the year of awarding of the grant. Grants awarded with reallocated funds have an additional year for obligation liquidation. All reporting must be on an accrual basis.

INQUIRIES : Inquiries should be addressed to the Regional Administrators for Aging, DHHS Regional Offices.

John Wren
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