



Greater Wisconsin Agency on Aging Resources, Inc.

Introductions – Fiscal Department


 Patrick Metz – Fiscal Manager

 Denise Kossen – Accountant

 Deb Smith – Accountant

 Carrie Kroetz – Data Management

 Ciara Walentowski – Fiscal Assistant

 Billie Leach – Fiscal Assistant




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Fiscal SharePoint

- GWAAR Fiscal has developed a [Fiscal SharePoint Library](#) that contains “everything” fiscal.
- Here you will find the various forms needed to submit claims, budgets, waiver and transfer applications, de-obligation and re-obligation requests.
- GWAAR Fiscal SharePoint also provides regular updates in the form of informational memos, instructional documents and training webinars.



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Claims

- All providers are expected to submit 13 claim forms per contract year.
- Claim forms are always due on the 5th of each month and providers are expected to receive payment within the first week of the following month.
- All forms needed to complete monthly claim forms can be found on our Fiscal SharePoint site - [Fiscal Sharepoint Site](#)
- **New in 2024:**
 - **Aging Unit Directors/Managers will need to sign off on the claim form quarterly, acknowledging review and approval of expenses and validation of WellSky/SAMS numbers.**
 - **During the third quarter claim period Aging Units will be required to review their submitted Budget to Actual claim and report any variances. A revised budget may need to be submitted upon request.**



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Contracts / Amendments

- Older Americans Act (OAA) Title III, State Senior Community Services (SSCS), Elderly Benefit Specialist (EBS), Alzheimer's and Elder Abuse - 01/01-12/31
- Nutrition Services Incentive Program (NSIP) - 10/01-09/30
- Medicare Improvements for Patients and Providers Act (MIPPA) 09/01-08/31
- State Health Insurance Program (SHIP) - 04/01-03/31
- State Pharmaceutical Assistance Program (SPAP) - 07/01-06/30

Contracts/Amendments are sent out via DocuSign and must be signed/returned within 60 days to be valid. All contracts can also receive adjusted Amendments.

If you have Contract changes, please email Contracts@gwaar.org.



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Site Visits & Technical Assistance

- GWAAR Fiscal is available for individual technical assistance either on site or virtually.
- GWAAR Fiscal is required to make a fiscal site visit once every 3 years per our Title III Contract.
- Items requested at time of visit
 - Most recent COMPLETED monthly claim form submitted to GWAAR
 - Financial statements for the same month
 - Any supporting schedules and / or allocation rate methodology
 - Payroll records (time sheets) for the same month
 - SAMS data (Review Report 10b - General Service Report - All Funding Sources - Summary) for the same month
 - Local Policy and Procedure Manual



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Federal Reporting

- GWAAR's role is overseeing the annual performance report of the Older Americans Act program of participants, services and expenditures by submitting comprehensive reports to the Administration for Community Living (ACL) within our region.
- Participant and Service Data: monthly WellSky Aging and Disability software program (aka SAMS) and annual rollup Older Americans Act Performance System (OAAPS) Federal Report. Data entry submission deadline is usually October 31st. **(For 2024 – the data entry deadline is October 18th due to software transition.)**
- Expenditure Data: Aging Unit Monthly Expense Claims, quarterly 180A/B rollup report and annual OAAPS Federal Report. The submission deadline for all claims between January and September is November 5th.
- The OAAPS report is run for the period of October through September of each year and is submitted annually in November to the state.
- Aging Units are also required to explain Other non-Contract Expenses and Variances in spending from the prior year to the current year. **This will be requested in more detail in 2024.**



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Audit

- During annual provider audits, GWAAR Fiscal can provide the audit confirmations requested by your audit firm.
- After your annual audits are complete, you must submit a copy to GWAAR Fiscal at the email: Contracts@gwaar.org



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Topics of Discussion

- March Claim form and 2024 Budget form
 - ARPA Contracts Must Be Spent by September 30th, 2024!
 - Major Disaster Declaration (MDD) Flexibilities Ended
 - Transfers Opportunities are in Effect
 - Waiver Requests and I&A Spending Information
 - Due Dates
- Carryout Meals
- Wellsky/SAMS 2024 Data Entry Deadline
- Claim Form Updates
 - Aging Director/Manager Sign-off
 - 2023-2024 End of Year reporting change – Variance Explanations
 - Budget to Actual Comparison
- Volunteer Mileage Reimbursement (upcoming discussion)



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2024 Budget - Allocations Used

- Actual remaining amounts NSIP, ARPA, SHIP, SPAP, and MIPPA will be allocated on the Final 2024 Budget. **ARPA funds will have to be fully spent by the September 2024 claim form.**
- Only transfers requested on the Final 2024 Budget (and in the online form) will be officially considered. Approval of these requests are typically not known until state and federal approval around July/August.
- **As you prepare the 2024 budget, also consider the longer-term effects as we enter 2025 when all ARPA additional funding will have expired.**



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2024 Budget – Process to Use

- When completing your budget determine the overall cash cost you will need to fund the estimated services you plan to provide. Next, allocate contract funds to be used, estimated program income to be received and finally any Cash Match (County/Tribal support) that will be budgeted.
- If your overall budgeted amount is more than contract, program income and allowed cash match the Aging Unit will need to discuss how they either plan to increase other revenues (ie apply for grants or increase the contribution request) or what are their other options within each program to provide services within their current anticipated budgeted amount.
- Please contact our GWAAR Technical Assistance Older Americans Act Consultants for guidance within each program.
- Reminder to consider also the ineligible/NOAA and Family Care/IRIS services and expenses.



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2024 Budget – Process Example

- Example:
- Service Provided: Home Delivered Meals
- Estimated #: 10,712 (10% increase from prior year)
- Cost per Service: \$15.23 (8% increase from prior year)
- Total Funds Needed: \$163,144
- Available Funds: \$119,595
- How will the shortfall be covered? Or will services need to be cut back to stay within available funds budgeted?

Funding Sources	Allocations
IIIC2	\$ 34,081.00
Transferred IIIC1 funds*	\$ 12,816.00
ARPA C2	\$ 12,493.00
NSIP	\$ 14,529.00
SSCS	\$ 6,240.00
Sub-Total Contracts	\$ 80,159.00
Contributions**	\$ 32,136.00
Sub-Total w/PI	\$ 112,295.00
Cash Match Budgeted	\$ 7,300.00
Grand Total Available	\$ 119,595.00
Funds Needed	\$ 163,144.00
Surplus or Shortfall	\$ (43,549.00)

*20% transfer request from C1 to C2
 **Estimating \$3 contribution per meal




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Major Disaster Declaration (MDD) Flexibilities Ended

- The Major Disaster Declaration (MDD) Flexibilities ended **December 31st, 2023**.
- Highlighted Green and Orange cells under IIIB, IIIC1, IIIC2, ARPA B, ARPA C1 and ARPA C2 which allowed expenses to be allocated to grants that typically could not pay for them will no longer be available in 2024.
- With the option to Flex Spend having ended, Aging Units must consider what their limitations will be in 2024 to best accommodate their financial need for 2024 – and going forward into 2025.

Services	Title III-B Contract - Jan 2023-Dec 2023	Title III-C1 Contract - Jan 2023-Dec 2023	Title III-C2 Contract - Jan 2023-Dec 2023
01-Administration			
02-Personal Care			
03-Homemaker			
04-Chore			
05-Home-Delivered Meals			
06-Adult Day Care/Health			
07-Case Management			
08-Congregate Meals			
09h-Nutrition Counseling			
10p-Assisted Transportation			



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Transfers Allowed

- Anticipating how much you will need to request in a transfer will be of utmost importance for 2024 since there will be **only one official opportunity** to request this on the Final 2024 Budget.
- Transfers between IIIB/IIIC1/IIIC2 – up to 30% can be requested, the state cannot exceed 15% state-wide.
- Transfers between IIIC1/IIIC2 – up to 40% can be requested, the state cannot exceed 20% state-wide.
- Only transfers requested on the Final 2024 Budget (and in the online form) will be officially considered. Approval of these requests are typically not known until official state and federal approval around July/August.



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Waiver Requests and I&A Spending Information

- Waivers for the IIIB/ARPA B 6% and 7% allocations will be an option for the Aging Unit to complete on the 2024 Budget. The form to complete these waivers will be posted on the GWAAR Fiscal SharePoint Site.
 - Access to Services: a **minimum of 6%** of expenses must be allocated to Case Management, Assisted Transportation, Transportation, Information and Assistance, or Outreach services.
 - In-Home Services: a **minimum of 7%** of expenses must be allocated to Personal Care, Homemaker, Chore, Home Security and Safety or Visiting services.
- If other Title III funds are being used to perform these services; or other contract funds or another agency within the county/tribe is providing these services and no Title III dollars are being used – a waiver can be requested during the budget process. If denied, this requirement must be met.
- Waiver for the IIIB/ARPA B 5% Legal Services allocation:
 - Legal Assistance: a **minimum of 5%** of expenses must be allocated to Legal Services to support the EBS program. Your agency may have received a waiver if the EBS is located in the ADRC, they are under the direction of the ADRC Director and are conducting 100%-time reporting. Please contact GWAAR if you do not have a waiver, believe your agency qualifies and would like to apply for one.



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Waiver Requests and I&A Spending Information

- Within the IIIIE-National Family Caregiver Support Program, Aging Units are required to provide services and expend funds within the following five core service areas:
 - Caregiver Counseling, Caregiver Training, Caregiver Support Groups
 - Respite Care (In-Home, Facility-Based Day, Facility-Based Overnight)
 - Supplemental Services
 - Information and Assistance/Case Management
 - Information Services/Public Information
- If other Title III funds are being used to perform these services; or other contract funds or another agency within the county/tribe is providing these services and no Title III dollars are being used – a waiver can be requested during the budget process. If denied these requirements must be met.
- The I&A IIIB and IIIIE spending information will now be incorporated within the Waiver Request to provide Aging Units more ease and understanding when completing.
- **ALL Aging Units must complete the Waiver Request/I&A Spending Information form, regardless if a waiver is being requested or not.**



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Due Dates

- The Final 2024 Budget posting date will be in late April 2024 and will include rollover NSIP, ARPA, SHIP, SPAP and MIPPA funds. This will also include estimated Title III and AFCSP carryover.
- The due date for the Final 2024 Budget will be May 31st, 2024.
- The Waiver Request/I&A Spending Information form must be completed along with the submission of the Final 2024 Budget.
- All Aging Units must complete the online 2024 Title IIIB/IIIIE Service Requirement Waiver Request and I&A Spending Verification Form along with the submission of the Final 2024 Budget.
- For 2024 – the WellSky/SAMS data entry deadline is **October 18th** due to the software transition.




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Carry-Out Meals

- With the loss of ARPA funding and allowance to flex spend, GWAAR Fiscal recommends that Aging Units seriously consider how they will continue to provide Carry-Out meals.
- Consider how you will have funding to provide this program – and provide actual Home Delivered Meals to those most in need.
- Reach out to your GWAAR Nutrition OAA Consultant for assistance and guidance.

2023 Percent of all HDM	Current Percent of 2024 CO HDM		Percent Decrease of C2 funds
10%	15%		17%
26%	26%		15%
15%	16%		17%
20%	21%		17%
31%	37%		9%
15%	15%		15%
28%	28%		25%
29%	19%		14%
23%	20%		17%




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Q&A

- Questions and Answers



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