

Area Agency on Aging District 7, Inc.
OLDER AMERICANS ACT PROGRAMS
Policy and Procedures

Division: Planning & Program Development

Policy Name: Requests for Additional Funding

Policy #: OAA-016

Page: 1 of 1

Created:

Revised: 07/25/2012

Policy: Providers may request, in writing, to be considered for additional and/or unspent Title III funds.

Policy Procedures:

1. All OAA Title III providers will be afforded the opportunity to request that any additional funds, or funds not spent by other providers, be allocated to their organization.
2. Providers must notify the Planning Department, in writing, of their need for additional funds. The letter must provide statistical evidence of the need (i.e., waiting lists, etc.).
3. During the quarterly submission of Financial Reports in October, AAA7 will determine if any providers are on track to not spend their allocation. Telephone conversations will be held with these providers to determine if the funds will, in fact, remain unspent.
4. If an amount of funds is available for redistribution, the Director of Planning & Program Development and the Planning & Program Development Manager will make final decision of who will receive the funds. Criteria to be used will include, but is not limited to:
 - A. Date of provider request.
 - B. Evidence of need provided by the requesting agency.
 - C. Any reports and/or statistics created by AAA7 staff.
5. Providers will be notified of additional funds that will be allocated, and addendums to their contracts will be executed by both the provider and AAA7 prior to release of any funds.
6. Any additional funds allocated to the provider will be included in the total yearly contract amount on the Sub-Recipient Financial Form for determination of total funds earned.