**Idaho Commission on Aging (ICOA) Technical Guidance**

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| **Policy Subject** | **Policy #** |
| **ICOA Technical Guidance**  **Families First Coronavirus Response Act Version 2** | **TG.AD.06** |

# Title: AAA implementation of the Families First Coronavirus Response Act (FFCRA), Older Americans Act Title III

**REQUIREMENTS:**

Grant Award 2001IDCMC2-00 and 2001IDHDC2-00

# ICOA Implementation Guidance:

**Use of Funding:**

Funds provided from the Administration for Community Living from the above listed awards will be used to support both the Congregate/Curbside and Home Delivered Meal services. Funds may only be used for Idaho non-profit meal sites located within local county and city jurisdictions.

**Distribution of Funding:**

Funds will be distributed to each AAA based on federally approved intrastate funding formula and the processes below:

1. To ensure funding is made available to prepare for increased COVID19 expenses, 50% of the initial funding will be distributed directly to the meal sites through the AAA based on previous years meals served. Meal site amounts will be provided by ICOA based on the NSIP distribution methodology. These payments go out immediately and enable the meal site to prepare for meal preparation and delivery costs.

a. If a meal site is currently closed and is not serving meals, the AAA may choose to distribute the closed meal site funding equally to open meal sites.

2.The AAA will double the SFY 2020 Home Delivered Meal rate and apply it to both the Congregate/Curbside and Home Delivered Meal services. Funds will reimbursement meal sites based on clients served until all funds are fully expended.

**Administrative and Match Funds:**

Area Plan administrative funds are calculated as 10% of the cumulative total of all Title III grants plus the FFCRA awards listed above. Match funds are 25% on funding used for Area Plan administration.

**Meal Site Contract:**

ICOA received the Notice of Award, Monday, 3/23/2020. Temporary rate increases may start for meals served on Tuesday, 3/24/2020. The new reimbursement rate between the AAA and the meal sites must be formally documented through either a contract addendum or an updated invoice clearly indicating the new rate.

**Guidance Updates:**

This ICOA Technical Guidance may be updated as additional information or reporting requirements are received from the Administration for Community Living.

**Unit documentation (meal count):**

The AAA must document congregate/curbside meals through the following process:

1. Track the client from meal site roster documenting who received/picked up the meal

* 1. If the individual is not on the roster, and is 60 years old or older, the meal site must still count the meal by recording the individual’s name and birthdate on the roster. If individual refuses, they still are eligible for a meal and are recorded as a “visitor”.

2. Home Delivered Meals and Congregate/Curbside Meals must be tracked separately with existing rosters.

3. Utilize the ICOA standard meal entry process into GetCare using the “COVID” entry.

**Record Keeping**

FFCRA funds are expected to be fully accounted for. The AAA must consider all record keeping and fiscal tracking requirements to ensure funds are spent in accordance federal and state rules and regulations.