

Idaho Commission on Aging (ICOA) Technical Guidance

Policy Subject	Policy #
ICOA Technical Guidance <u>Supplemental Nutrition Funding</u>	TG.AD.10

Title: AAA implementation of the Supplemental Nutrition Funding under the Consolidated Appropriations Act 2021, enacted December 27,2020

REQUIREMENTS:

Grant Award 2101IDHDC5-00

ICOA Implementation Guidance:

Use of Funding:

Funds provided from the Administration for Community Living from the above listed award will be used to assist in responding to the COVID-19 pandemic and to help deliver additional meals to older adults such as Congregate Meals (CM), Home Delivered Meals (HDM) and Curbside 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 Area Agency on Aging (AAA) based on the federally approved intrastate funding formula and the processes below:

COAA Allocation				
	<u>AAA Admin</u> <u>(10%)</u>	<u>C2</u> <u>HD Meals</u>	<u>AAA Admin</u> <u>Match (25%)</u>	<u>Total</u>
AAA 1	14,863.54	133,771.82	4,954.51	153,589.87
AAA 2	7,743.74	69,693.64	2,581.25	80,018.62
AAA 3	30,254.04	272,286.39	10,084.68	312,625.11
AAA 4	13,097.84	117,880.58	4,365.95	135,344.37
AAA 5	10,214.73	91,932.59	3,404.91	105,552.24
AAA 6	10,067.61	90,608.48	3,355.87	104,031.96
	86,241.50	776,173.50	28,747.17	891,162.17

1. 50% of the initial funding will be distributed directly to the meal sites through the AAA based on previous years meals served between August 1st of 2020 and December 31st of 2020. These payments go out as soon as possible upon receipt to ICOA and enable the meal sites to continue with delivery of modified congregate meals and home delivered meal programs.

The first distribution is as follows:

First Distribution (50%)				
	<u>Admin</u>	<u>C2</u>	<u>State Match</u>	<u>Total</u>
AAA 1	7,431.77	66,885.91	2,477.26	76,794.93
AAA 2	3,871.87	34,846.82	1,290.62	40,009.31
AAA 3	15,127.02	136,143.19	5,042.34	156,312.56
AAA 4	6,548.92	58,940.29	2,182.97	67,672.19
AAA 5	5,107.37	45,966.30	1,702.46	52,776.12
AAA 6	5,033.80	45,304.24	1,677.93	52,015.98
	43,120.75	388,086.75	14,373.58	445,581.08

- 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.
 - b. The AAA will divide the money equally between the meal sites, based on the number of total meals served during that time.
 - c. Currently, Idaho is under the Major Disaster Declaration (MDD) and meal sites need to ensure the allowable costs are directly related to congregate, home delivered and curbside meals. and are limited to:
 - i. sanitation commodities – cleaners, hand sanitizers, gloves, masks etc.,
 - ii. disposable meal serving products - trays, take-out boxes, to-go containers, and plastic bags
 - iii. personnel payroll
 - iv. transportation expenses related directly to meal delivery
 - v. client information and outreach materials - extra paper and printing expenses
 - vi. food
2. If Idaho's MDD is lifted before June 30th, the cost must be related to curbside and HDM only.
 3. The 2nd distribution will go into effect approximately March 31st or when funds become available. Each meal site will receive an extra copay of \$1.00 per meal in addition to the regular reimbursement rate until the entire funding is spent. The goal is to spend all funding by the end of the SFY June 30th, 2021.

The Fiscal – Covid -19 Emergency Consolidated Appropriations Act 2021 states:

Given the current grant sources available as of January 2021, ICOA encourages the use of funding in the following order:

1. Families First Coronavirus Response Act (FFCRA) funding, project period end date 9/30/2021.
2. CARES Act funding, project period end date 9/30/2021.
3. Consolidated Appropriations Act (COAA), 2021 (Supplemental 5-HDC5), project period end date 9/30/2022; and
4. FFY 2020 "Regular" OAA Title III grant funds, project period end date 9/30/2021.

5. FFY 2021 “Regular” OAA Title III grant funds, project period end date 9/30/2022.

Administrative and Match Funds:

Area Plan administrative funds are calculated as 10% of the cumulative total of all Title III grants plus the Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding awards listed above. Match funds are 25% of funding used for Area Plan administration.

Meal Site Contract:

ICOA received the Notice of Award, 01/27/2021. Temporary rate increases may start for meals served on the first of the month following the release of funding. 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:

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

Unit documentation (meal count):

When the meal sites begin reimbursement of the higher reimbursement rate, the AAAs must document the congregate/curbside and home-delivered meals in Get Care as “Covid” meals.

1. If the curbside/congregate meal 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.
2. All meals must be tracked with existing rosters.

Record Keeping

Under a Major Disaster Declaration incident period, ICOA encourages the AAAs to utilize the bucketing allowed during the incident period.

COAA 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 with federal and state rules and regulations.