

Idaho Commission on Aging FAQ

Subject	Modernization Enhancement Accessibility Leverage Funding (MEAL)	No.	TG.AD.14
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A one-time funded project

1. Why are we receiving this money?

Governor Little and Idaho’s elected officials realize that an investment in the **Modernization, Enhancement, Accessibility, and effective Leveraging** of funding to reduce future costs, are a smart investment in healthy aging for Idaho seniors.

This one-time funding is based on an unprecedented surplus of state general funds. It is intended to mitigate and prevent negative effects of the Coronavirus pandemic and invest in the ongoing infrastructure of the Idaho senior nutrition program in a way that promotes modernization and resiliency for years to come. This is a one -time funding project.

How will the funding be distributed? There are 6 categories of funding represented in the MEAL project.

- a. The first category of funds will be administrative dollars for the Area Agencies on Aging in acknowledgement of the extra staff time that will be necessary to implement and monitor the MEAL project. Each Area Agency on Aging (AAA) will receive \$20,000.00 in administrative funds.

Allowable Admin expenses include:

- Travel costs for extra meal site visits.
 - Salaries for nutrition program or supporting staff.
 - IT equipment or supplies for nutrition program staff.
 - May be transferred to augment wait list mitigation, cover meal reimbursements, help with sanitation costs and program improvements.
- b. Second, each AAA will receive \$20,000.00 for waitlist mitigation. The pandemic has spurred an increased need for Home Delivered Meals (HDM), and these funds can be used to add current waitlisted clients onto the HDM service. The AAA should budget the funding with close attention to their reimbursement rate, attrition rate, number of clients, and number of meals. The expectation is that the AAA utilize the funding

to mitigate waitlists while monitoring overall enrollment rates to ensure when one-time funding ends, the AAA can maintain the existing enrollment numbers within their normal/historical budget. If the AAA does not expend the funds based on little to no wait listed clients, alternative uses for the funds should be discussed individually with the ICOA Nutrition program specialist.

- c. Third, Each AAA contracted meal provider will receive a \$5.00 retro co-pay for HDMs served between 01/01/2022-03/31/2022. The intent of this category is to put flexible funds into the hands of the senior centers to address their current greatest need, including wages and fuel.

ICOA will pull a list from GetCare of HDM served on April 25th and will have the AAAs confirm that number. ICOA will process a one-time retro payment based on the agreed number of HDM served.

- d. Fourth, Each AAA contracted meal provider will receive a \$3.00 co-pay for each HDM served effective 04/01/2022-03/31/2023, as long as funding is available.
- e. Fifth, Each AAA contracted meal provider will receive a \$500 grant for sanitation and cleaning supplies.

Examples of allowable expenses include:

- PPE such as masks, gloves, hairnets, hand sanitizer.
 - Paper products such as disposable meal containers, paper towels, toilet tissue.
 - Cleaning supplies such as dishwasher detergent, soaps, sponges, mops, buckets, vacuums, toilet brush.
 - A cleaning service such as carpet cleaning or window washing.
- f. Lastly, each AAA contracted meal provider will receive \$10,000 in modernization funds. The intent of this money is to improve the infrastructure of the meal site. Funds should be spent to increase efficiency, promote access or safety of the building, and reduce future costs. Funds could also be used to refresh the environment to increase or stabilize participation in the congregate meal program.

Examples of allowable expenses include:

- Equipment: Freezer, fridge, oven, hood, dishwasher, installation, and warranty costs.
- Increased access and safety: parking, ramps, safety bars.
- Meal enrichment IT: projector, screen, netbook, sound system.
- Creation/upgrade of outdoor dining venues: tables, outdoor furniture, chairs, grill or smoker.
- Small appliances: reusable trays for HDM, mixers, pots and pans, salad bar.
- Delivery costs: vehicles, maintenance, fuel.
- Bulk or large grocery purchases: butchered whole animals, subscription service from local farmers.
- Facility improvements: paint, carpet, bathroom fixtures.

Any expenditure of funds outside the described parameters requires an exemption from the ICOA Nutrition Program Specialist.

2. If the meal provider does not have the cash flow to wait for a reimbursement on the modernization funding, may the AAA advance some of the money?

Half of the funds may be advanced when a formal estimate is submitted on letterhead and signed by the chairman of the board, the total remaining funds will be reimbursed upon proper receipt of the expense. ICOA may request verification at any given time.

3. What is the timeline on spending this funding?

All MEAL funds must be spent by 03/31/2023.

4. Will the MEAL funds be included in the AAA Budget Workbooks?

No. These funds will be handled on a different invoice sheet.

5. Where do I send this invoice?

All MEAL monthly invoices will be sent to **Invoices@aging.idaho.gov** no later than the 25th of each month.

6. What are the fiscal reporting requirements?

MEAL funds are issued under the State of Idaho and expected to be fully accounted for separately from the issuance of all other funding including OAA funding.

7. What is the record keeping requirement?

The AAA must consider all record keeping for the modernization and sanitation funding and fiscal tracking requirements to ensure MEAL funds are spent in accordance with this FAQ in accordance with GAAP accounting standards.

8. Do I need to add any of this information into the meal provider contracts?

Yes, the AAA is required to enter, amend, or negotiate all contractual arrangements with sub-contractors as required by the Performance Based Agreement.

9. Will ICOA conduct a training?

On March 28th, 2022, ICOA will provide a training. The AAA Director, program manager, and the appropriate fiscal representative are required to attend.

10. What will the funding allocation look like for Area III's multi-senior center food distributor?

Area III has a multi-senior center food distributor providing services to ten meal sites, Metro Community Services (MCS). MCS contracted meal sites each will receive modernization and sanitation funding. The AAA will reimburse the individual meal sites upon receipt of documentation. MCS may be involved in consultation of recommended improvements.

11. What happens with durable capital items over \$1000 in value if a meal site closes or terminates their contract with a AAA?

If a meal site terminates their contract with the AAA in the first three years after receiving this funding, AAA may choose those durable goods over \$1000 in value will revert ownership to support other senior nutrition sites contracted with the AAA.

12. What should I keep in mind as we implement this project?

This one-time funding reflects the trust between the aging network, and Idaho's elected officials. Many other worthwhile causes did not receive this recognition. We must honor the intent of the funds and ensure that they do not lead to budget creep or the expectation of an ongoing level of support. We must help our meal providers understand that this is an unexpected gift that will facilitate future resiliency when meal reimbursements return to budgeted norms.

This MEAL FAQ is subject to change.