



DARS

VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES

DIVISION FOR AGING SERVICES

Area Plan Budget: Companion Manual

A Comprehensive Guide for the Area Plan Budget

June 2025

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Background

In order to receive federal Older Americans Act (OAA) funds, each Area Agency on Aging (AAA) is required by the OAA to develop an Area Plan Program and an Area Plan Budget and have each document approved by both the Governing Board and DARS.

The Area Plan Program identifies the specific needs of older adults in the Planning and Service Area (PSA) and the AAA's goals, objectives, and strategies to meet those needs. The Area Plan Budget translates the Area Plan Program into dollars by specifying the level of resources that the AAA will utilize to fulfill the Area Plan objectives through the various Older Americans Act (OAA) services.

The Area Plan Budget format is provided by DARS and must be used by the AAAs. The Area Plan Budget is found on the DARS website www.vda.virginia.gov. One on the site, select the 'Providers Portal' button towards the top of the page [Figure 1], scroll down to the 'Area Plan' directory, and select the corresponding year [Figure 2].

[Figure 1]



[Figure 2]

Welcome to the Office for Aging Services SharePoint Portal!

Please choose from one of the links below

OR You may also select from any of the links on the left side of this page. Whichever way you choose to view documents is up to you. After choosing a link, the documents will be displayed in alphabetical order. At any time, you may change the sorting by clicking on any of the headings and selecting descending order. If you are viewing a group of documents with different categories, you can also click the drop down beside the category heading and choose to view only selected categories. After finding your document, click on the document name and the document will open.

We hope you find this new format easy to navigate! If you have any trouble accessing documents please contact Tanya.brinkley@dars.virginia.gov for assistance.

Area Plan

Forms/Reports

Governance & Management Guidance/Training

OAA New Regulations

Programs

Remittance

Navigating the Budget Document

The Area Plan Budget document is an Excel Workbook. Each tab is designated to serve a function for the estimated allocations. This section provides information about how the Area Plan Budget document operates and how to tell if there are areas that the AAA needs to address further.

The main way the document indicates if a section is automatically populated, cannot be populated, or does not meet a requirement is with color coding. This workbook cell color key will be helpful as you complete this process:

Color	Indicator
BLUE	Indicates the AAA may enter data into these cells.
YELLOW	Indicates that the data the AAA entered is not within the requirements.
Grey	Indicates data is within a protected field and is not available for entry.
White	Indicates data is automatically populated with a formula and cannot be edited.

A brief description of each workbook tab is below. These tabs are formula driven and work together to complete the Area Plan Budget.

Summary: This tab is used to view all the estimated allocations for the AAA. In this tab, when the AAA enters its PSA number in the upper right corner of the document [cell H1], the spreadsheet will automatically populate the AAA's estimated allocations for the upcoming Area Plan year.

Requirements: This tab lists all the funding and match requirements that the AAA must meet in order to comply with funding requirements. These requirements are listed by categories such as Minimum Adequate Proportion, Preparation and Administrative match, service match for Title III-B, Title III-C1, Title III-C2, Transfers, and Title III-E match. **When the AAA is not currently meeting the requirement, the cell(s) turn YELLOW, indicating the requirement is not within compliance and requires the AAA to further review and adjust it accordingly.**

Title III: This tab displays the AAA's planned expenditures, service data and funding source(s). Services are grouped into the following categories: In-Home Services, Access Services, Nutrition, Disease Prevention, Other Services, Legal, Elder Rights, Incentive (i.e., NSIP), and Administration. The funding sources include the Older Americans Act, Other Funds, Other Federal, General Funds, Undesignated Funds, and In-Kind Amount. The AAA will also identify the expected service units and persons to be served on this tab.

Title III-E: This tab displays the AAA's National Family Caregiver Support Program (NFCSP) planned expenditures, service data, and funding source(s). Services are grouped into the following categories: Individual Counseling, Support Groups, Caregiver Training, Care/Service Coordination Level 2, Information and Assistance, Outreach/Public Information/Education, Respite Voucher, Respite Services, Supplemental Services, Incentive Program (i.e. NSIP), and Administration. The funding sources include the Older Americans Act, Other Funds, Other Federal, General Funds, Undesignated Funds, and In-Kind Amount. The AAA will also identify the expected service units and persons to be served on this tab.

III-E Grandparents: This tab displays the AAA's Grandparent Caregiver planned expenditures, service data, and funding source(s). Services are grouped into the following categories: Individual Counseling, Support Groups, Caregiver Training, Care/Service Coordination Level 2, Information and Assistance, Outreach/Public Information/Education, Respite Voucher, Respite Services, Supplemental Services, Incentive Program (i.e. NSIP), and Administration. The funding sources include the Older Americans Act, Other Funds, Other Federal, General Funds, Undesignated Funds, and In-Kind Amount. The AAA will also identify the expected service units and persons to be served on this tab.

CCEVP: This tab displays the AAA's Care Coordination for Elderly Virginians Program (CCEVP) planned client data for this CCEVP funding source only. Client data includes the following services: Care Coordination Level 2, Care Coordination Level 1, Care Transitions, Senior Outreach to Services, and Options Counseling Services.

Respite: This tab is applicable if the AAA receives Virginia Respite Care Initiative funding **and** the AAA has **corresponding expenditures using State General Fund Community Based funding**.

NOTE: if the AAA is not using General Fund Community Based funding, this tab is not required.

FEDERAL: This tab is informational only and is used to populate the estimated OAA Title III and VII allocations on the Summary tab for the AAA. The federal fiscal year (FFY) operates from October 1 through September 30.

GENERAL 3-4: This tab is informational only and is used to populate the estimated State General Fund (SGF) allocations on the summary tab for the AAA. The state fiscal year (SFY) operates from July 1 through June 30 and this tab is reflective of funding from October 1 through June 30. The naming convention '3-4' represents $\frac{3}{4}$ or three quarters of the FFY.

GENERAL 1-4: This tab is informational only and is used to populate the estimated SGF allocations on the summary tab for the AAA. The SFY operates from July 1 through June 30 and this tab is reflective of funding from July 1 through September 30. The naming convention '1-4' represents $\frac{1}{4}$ or one quarter of the FFY.

NSIP: This tab is informational only used to populate the Nutrition Services Incentive Program (NSIP or Incentive) estimated allocations on the Summary tab for the AAA.

DMAS OMB: This tab is informational only used to populate the Department of Medical Assistance Services (DMAS) Ombudsman (OMB) Program estimated federal allocations on the Summary tab for the AAA.

Completing the Area Plan Budget

This Area Plan Budget Companion Manual provides background and instructions for AAAs to complete and submit their Area Plan Budget to DARS for review and approval. The Area Plan Budget accompanies the Area Plan Program document to create the final and comprehensive Area Plan for Aging Services. The approval of the Area Plan Program and the Area Plan Budget forms the basis of the contract that allows an AAA to provide services over the course of the 4-year Area Plan Cycle.

The allocations contained in the Area Plan Budget are estimates and projections made using the information from the current award documents. The allocations are based on the best data available and used to forecast the upcoming year budget and resource allocation. Funding allocations are subject to change.

Quick Reference: General Steps

Throughout this process you will be moving between tabs multiple times to ensure that the Area Plan budget is completed correctly. This is described in detail below. However, as a quick reference to refer to as this process occurs, the budget process will generally follow this order:

1. On the Summary Tab:

- a. Enter PSA# on the Summary Tab to populate the AAA obligations*
- b. Enter Estimated Unencumbered Cash on Hand*
- c. Enter Transfers*
- d. Total Resources are now calculated and ready to be allocated to services*

2. On the Title III, III-E, III-E Grandparents, Respite Tabs:

- a. Begin entering expenditures into the program columns the AAA intends to provide (as described in the Area Plan Programs) by funding source*
- b. Enter Planned Number of Units and Planned Persons Served to populate Unit Cost*

3. After initial expenditures have been entered, go the Requirements Tab:

- a. Check Minimum Adequate Proportion spending percentages*
 - i. If there are yellow cells, go to Title III tab and adjust funding*
- b. Check Prep and Admin spending percentages*
 - i. If yellow cells, go to Title III tab and adjust*
- c. Check LTC Ombudsman program comparison if III-B funds supported the program in FY19, if no amount listed under the YR 2019, disregard otherwise*
- d. Check Services Match percentages for Federal and Non-Federal Share*
 - i. If yellow cells, go to Title III tab and adjust funding amounts and sources*
- e. Review State and Federal Transfers*
 - i. If yellow cells, go to the Summary page and adjust transfer amounts*
- f. Review Title III-E*
 - i. If prep and admin have yellow cells, go to III-E tab and adjust funding*
 - ii. Review III-E categories to ensure that both Respite Services and Supplemental Services have amounts entered*
 - iii. Check % spent on Grandparents, if yellow, go to III-E Grandparents tab and adjust*
- g. Enter any match exclusions (if applicable)*
- h. Review CCEVP tab section*
 - i. If yellow, ensure CCEVP tab has been checked*
- i. Check undesignated funds to be reallocated, if applicable*

4. Go to CCEVP Tab:

- a. Enter required data for highlighted cells if using CCEVP funding for a service, otherwise enter N/A into those cells.*

5. Complete Respite Tab (if applicable)

6. Reallocate any Undesignated Funds

7. Recheck Requirements Tab

- a. If yellow cells, go to applicable items and make further adjustments*

8. Recheck all tabs for accuracy, then finalize the budget for completion

Summary Tab

The first step in the budgeting process is to select the desired Planning and Service Area (PSA) number from the drop-down menu on the Summary tab as seen in **[Figure 3]**.

[Figure 3]

A	B	C	D	E	F	G	H
Agency: 0							PSA # <input type="text"/>

After selecting the applicable PSA number, the **Obligation** fields will be populated (Federal and State General Funding) based on the estimated allocations DARS issued to the corresponding AAA.

Funds Allocated

On the Summary tab, DARS provides estimated allocations for AAAs for Federal and State General Funds (SGF) which automatically populate on the **FY[YR] Obligation** rows 5, 13, 15 and 25 when the PSA number is selected **[Figure 4]**.

The Federal Fund categories received through the Older Americans Act are:

- Title III-B Supportive Services
- Title III-C(1) Congregate Meals
- Title III-C(2) Home Delivered Meals
- Title III-D Preventive Health
- Title III-E Family Caregivers
- Title VII Elder Abuse Prevention
- Title VII Ombudsman
- Nutrition Services Incentive Program (NSIP)
- DMAS Ombudsman *(This is Medicaid Administrative Claiming funding, which is calculated based on the amount of LTC Ombudsman Program staff time spent assisting Medicaid recipients. The Federal Funding comes from U.S. Centers for Medicare and Medicaid Services (CMS), and it is passed through DMAS to DARS and then to the AAAs.)*

State General Fund (SGF) categories are:

- OAA General
- Community Based Services
- Transportation
- Home Delivered Meals
- Supplemental Nutrition
- Care Coordination for Elderly Virginians (CCEVP)
- Ombudsman

The state fiscal year (SFY) is **July 1 through June 30**. The federal fiscal year (FFY) is **October 1 through September 30**. Since the SFY and FFYs overlap, the SGFs are split to coincide with the FFY. Three quarters of the SGFs are awarded for the period October 1 – June 30 and one quarter is awarded for the period July 1 through September 30.

SGFs awarded for the period July 1 – September 30 do not have to be spent by September 30. AAAs have until June 30 of the SFY in which they were awarded to spend those funds.

[Figure 4]

	A	B	C	
3	Projected Resources and Spending	Title III-B		Titl
4	Estimated Unencumbered Cash on Hand on 10/1/25	26,000		
5	FY'26 Obligation	392,422		
6	FY'26 Transfers	25,000		
7	Total Resources	443,422		
8	Total Proposed Spending FY'26			
9	Proposed Carryover into FY'27	443,422		
10				
11	Projected Resources and Spending	OAA General		Comm
12	Estimated Unencumbered Cash on Hand on 10/1/25	9,300		
13	FY'26 Obligation (Oct 1, 2025 - Jun 30, 2026)	161,844		
14	FY'26 Transfers (Oct 1, 2025 - Jun 30, 2026)			
15	FY'27 Obligation (Jul 1, 2026 - Sep 30, 2026)	21,193		
16	FY'27 Transfers (Jul 1, 2026 - Sep 30, 2026)			
17	Total Resources	192,337		
18	Total Proposed Spending FY'26*			
19	Balance prior to Reallocation of Undesignated Funds	192,337		
20	Reallocation Requested of Undesignated Funds **			
21	Proposed Carryover into FY'27	192,337		

23	Projected Resources and Spending	DMAS OMB
24	Estimated Unencumbered Cash on Hand on 10/1/25	
25	FY'26 Obligation	1,571
26	Total Resources	1,571
27	Total Proposed Spending FY'26	
28	Proposed Carryover into FY'27	1,571

Estimated Unencumbered Cash on Hand

The next step on the Summary tab is to calculate the estimated Unencumbered Cash on Hand. Unencumbered Cash on hand for the purposes of the Area Plan budget can be considered the estimated remaining unspent award from the current FFY that is unobligated and expected to be “carried in” to the upcoming FFY.

This amount of carryover is stated as Unencumbered Cash on Hand on the budget Summary tab. **AAAs can carryover an amount equal to 10% of the federal funding allocation into the next FFY.** Carryover is computed separately for each title of the Older Americans Act (OAA). Maximum carryover levels are provided as part of the funding allocation documents.

Federal Estimated Unencumbered Cash on Hand for the federal funding will be entered on Row 4 [Figure 4] of the Summary tab. State Estimated Unencumbered Cash on Hand for state funding will be entered on Row 12 [Figure 5] and DMAS Ombudsman Estimated Unencumbered Cash on Hand will be entered on Row 24 [Figure 6] of the Summary tab.

[Figure 4]

	A	B	C	D	E	F	G	H	I	J
1	Agency: 0						PSA #			
2										
3	Projected Resources and Spending		Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - EA	NSIP	Title VII - OMB
4	Estimated Unencumbered Cash on Hand on 10/1/25									

[Figure 5]

11	Projected Resources and Spending	OAA General	Community Based	Transportation	Home Delivered Meals	Supplemental Nutrition	CCEVP	GF OMB
12	Estimated Unencumbered Cash on Hand on 10/1/25							

[Figure 6]

23	Projected Resources and Spending	DMAS OMB
24	Estimated Unencumbered Cash on Hand on 10/1/25	

If the estimated federal carryover is more than the 10% allowed, the AAA must submit a waiver to DARS for review and approval or DARS will de-obligate any dollar amount over this allowance. Carryover Waiver Requests can be found on the DARS website under www.vda.virginia.gov, click on ‘Providers Portal’ button in the upper portion of the page, scroll down to the ‘Area Plan’ directory, and download the Carryover Waiver Request [See Figures 1 and 2].

The Unencumbered Cash on Hand is estimated based on the amount of funding the AAA will have remaining on the September remittance.

NOTE: The AAAs must reconcile estimate balances when completing the October Aging Monthly Report (AMR) by using the actual Unencumbered Cash amount listed on the obligation page of the contract.

Transfers

AAAs have a great deal of flexibility with the ability to transfer funds between funding categories. Both Federal Funds and State General Funds (SGFs) are eligible to be transferred. The next step on the Summary tab is for the AAA to identify transfers.

Federal Fund Transfers

Federal transfers can only be made between Title III-B, Title III-C(1), and Title III-C(2). **No other funding categories are eligible for transfers.**

Prior to providing the estimated allocation of funds to the AAAs, DARS makes the following estimated transfer of Federal Funds:

- **15% of Title III-C(1) to Title III-C(2)**
- **20% of the total of Title III-C from III-C(1) to Title III-B**

AAAs can request additional Federal Fund transfers of:

- **25% of Title III-C(1) to Title III-C(2)**
- **10% of the total of Title III-C to Title III-B**

AAAs can also request DARS to reverse any part of the transfers made prior to the AAA's allocation.

State General Fund Transfers

State General Fund (SGF) transfers can be made between the Community Based Services, Transportation, and Home Delivered Meals categories.

AAAs can request SGF transfers of:

- **40% between Community Based Services, Transportation, and Home Delivered Meals.**

AAA transfers can only occur in the timeframe the SGFs were awarded. Transfers are not allowed across two (2) SFYs. For example, the SFY is divided between two-time periods (October 1 through June 30, and July 1 through September 30) to match the FFYs, corresponding to the Area Plan contract. Transfers within the two SFY periods are to be shown separately on the Area Plan Budget.

Transfers are not allowed for the following SGF categories: OAA General, Supplemental Nutrition, CCEVP, and Ombudsman.

Based on the guidelines above, enter the amounts of requested transfers in the cells highlighted in blue on the Summary tab

Row 6 for Federal Fund Transfers [Figure 7]:

1	Agency: 0	PSA # <input type="text"/>							
2	Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - EA	NSIP	Title VII - OMB
3	Estimated Unencumbered Cash on Hand on 10/1/25								
4									
5	FY'26 Obligation	0	0	0	0	0	0	0	0
6	FY'26 Transfers								

Row 14 and 16 for SGF Transfers [Figure 8]:

10	Projected Resources and Spending	OAA General	Community Based	Transportation	Home Delivered Meals	Supplemental Nutrition	CCEVP	GF OMB
11	Estimated Unencumbered Cash on Hand on 10/1/25							
12								
13	FY'26 Obligation (Oct 1, 2025 - Jun 30, 2026)	0	0	0	0	0	0	0
14	FY'26 Transfers (Oct 1, 2025 - Jun 30, 2026)							
15	FY'27 Obligation (Jul 1, 2026 - Sep 30, 2026)	0	0	0	0	0	0	0
16	FY'27 Transfers (Jul 1, 2026 - Sep 30, 2026)							

Total Resources

After the **Estimated Unencumbered Cash on Hand** has been entered and all **Transfers** have been requested, the total available funds will automatically populate as **Total Resources**. These amounts will be shown on Rows 7, 17, and 26 [Figure 9].

[Figure 9]

6	FY'26 Transfers	25,000	(30,000)	5,000					
7	Total Resources	365,383	170,771	304,380	19,092	107,963	2,978	46,000	14,044
8	Total Proposed Spending FY'26								
9	Proposed Carryover into FY'27	365,383	170,771	304,380	19,092	107,963	2,978	46,000	14,044
10									
11	Projected Resources and Spending	OAA General	Community Based	Transportation	Home Delivered Meals	Supplemental Nutrition	CCEVP	GF OMB	
12	Estimated Unencumbered Cash on Hand on 10/1/25	9,300	1,000	600	2,000	1,000			
13	FY'26 Obligation (Oct 1, 2025 - Jun 30, 2026)	99,564	71,536	25,906	91,326	22,072	62,470	6,927	
14	FY'26 Transfers (Oct 1, 2025 - Jun 30, 2026)		5,000	5,000	(10,000)				
15	FY'27 Obligation (Jul 1, 2026 - Sep 30, 2026)	16,933	23,845	8,635	30,442	7,357	20,823	2,309	
16	FY'27 Transfers (Jul 1, 2026 - Sep 30, 2026)		1,000	1,000	(2,000)				
17	Total Resources	125,797	102,382	41,141	111,768	30,429	83,293	9,236	

23	Projected Resources and Spending	DMAS OMB
24	Estimated Unencumbered Cash on Hand on 10/1/25	
25	FY'26 Obligation	1,665
26	Total Resources	1,665
27	Total Proposed Spending FY'26	
28	Proposed Carryover into FY'27	1,665

The remaining rows on the Summary tab, **Total Proposed Spending FY'[YR]** and **Proposed Carryover into FY'[YR]**, are automatically calculated based on the information provided in the Title III, Title III-E and Title III-E Grandparents tabs. At this point, **Total Resources** and **Proposed Carryover into FY'[YR]** match. As information is entered into the Title III and III-E tabs, **Total Proposed Spending FY'[YR]** on Rows 8, 18, and 27 will automatically increase and **Proposed Carryover into FY'[YR]** on Rows 9, 21, and 28 will automatically decrease.

[Figure 10] provides an example of \$100,000 of III-B being budgeted for Adult Day on the Title III tab and the automatic calculation that occurs on the Summary tab.

[Figure 10]		Projected Resources and Spending	
Funding Source		Title III-B	
Adult Day Care		Estimated Unencumbered Cash on Hand on 10/1/25	26,000
Older Americans Act		FY'26 Obligation	392,422
Title III-B		FY'26 Transfers	25,000
		Total Resources	443,422
		Total Proposed Spending FY'26	100,000
		Proposed Carryover into FY'27	343,422

At the end of the budgeting process, if there are any funds that have not been allocated to services, they will remain in the **Proposed Carryover into FY'[YR]** rows. This will be considered the estimated amount the AAA expects to carryover or "carry out" into the next Area Plan budget year.

There are maximum limits on how much Federal Funding can be carried over:

- The carryover amount is 10% of the funds the AAA will be awarded for the next FFY.
- AAAs can request waivers above 10%, however, DARS retains the authority to de-obligate funds as needed.

NOTE: SGFs awarded October 1 – June 30 cannot be carried over. AAAs must obligate and spend SGFs in the SFY in which they are awarded.

NOTE: SGFs awarded for the period July 1 – September 30 do not have to be spent by September 30. AAAs have until June 30 of the SFY in which the funds were awarded, and these funds are allowed to be carried over.

Requirements Tab

The Area Plan Budget is primarily used to allocate funding received through the OAA. The OAA itself outlines certain categories, "buckets" or "pots" of funding that can or must be used for specific purposes or services. These are detailed mainly in Title III. **The OAA requires a 25% match for certain funding sources.**

The Requirements tab has formulas that verify whether the information provided follows federal and state requirements. The Requirements tab has automatic calculations that verify requirements are met for:

- Minimum Adequate Proportion (MAP)
- Title III-B Preparation and Administration
- Ombudsman Title III-B expenditures
- Title III-B Services
- Title III-C1 Services
- Title III-C2 Services
- State Transfer Limits
- Federal Transfer Limits
- Title III-E
- Title III-E Categories
- Title III-E Grandparents
- Ombudsman Title III-B expenditures
- CCEVP Tab
- Undesignated Funds

As the AAA enters planned expenditures on the Title III, III-E, and III-E Grandparents tabs, the Requirements tab is updated accordingly. All sections of the Requirements tab are formula driven and calculated with each new planned expenditure that is added or removed on the other tabs. The AAA should review and correct any cells highlighted in **YELLOW** on the Requirements tab by adjusting planned expenditures on the other tabs as needed.

Minimum Adequate Proportion

The OAA §306(a)(2) outlines that the AAA must use III-B funding to provide a minimum adequate proportion (MAP) of certain types of services, and that the State Unit on Aging (DARS) must determine what that minimum adequate proportion of service funding must be. Those service categories are **Access Services, In-Home Services** and **Legal Assistance**. DARS has determined the minimum adequate proportion of service funding for III-B service in the Virginia Administrative Code (VAC) 22VAC30-60-20 under Priority Services. For this section, the term “priority services” used in the VAC means the same as “minimum adequate proportion” as defined in the OAA.

The AAA must spend at least 15% of its OAA Title III-B allotment on Access Services, such as Care Coordination, Care Transitions, Communication, Referral, Information & Assistance (CRIA), Options Counseling, Transportation and/or Assisted Transportation.

The AAA must spend at least 5% of its OAA Title III-B allotment on In-Home Services, such as Adult Day Center, Checking, Chore, Homemaker, and/or Personal Care.

The AAA must spend at least 1% of its OAA Title III-B allotment on Legal Assistance.

The MAP section is calculated and shown in the upper left corner of the Requirements tab as seen in **[Figure 11]**. An example of III-B funding allocated in the Title III tab to programs under the Access, In-Home and Legal Services Categories is shown in which Legal Services does not meet MAP requirements and is highlighted in **YELLOW** **[Figure 12]**.

[Figure 11]

2				
3	Requirement			Agency Status
4	Minimum Adequate Proportion			
5	Access (minimum 15%)			
6	In-Home (minimum 5%)			
7	Legal (minimum 1%)			
8				

[Figure 12]

2				
3	Requirement			Agency Status
4	Minimum Adequate Proportion			
5	Access (minimum 15%)	100,000		50.0%
6	In-Home (minimum 5%)	100,000		50.0%
7	Legal (minimum 1%)	200		0.1%
8				

Preparation & Administration

The operating costs of the AAA are considered "Preparation and Administration" or "Administration." **Costs for Preparation and Administration may not exceed 10% of the total of the AAA's combined allotments for OAA Title III funds, and the Federal Funding share may not exceed 75% of total Preparation and Administration costs.**

The proportion of funds available for Preparation and Administration is calculated as 10% of the total Federal Funds provided to the AAA for Title III-B, Title III-C(1), Title III-C(2), Title III-D, and Title III-E. However, the AAA can only charge the Preparation and Administration expense to Title III-B, Title III-C(1), Title III-C(2), and Title III-E. **The AAA cannot charge Preparation and Administration expenses to Title III-D, Title VII, and NSIP funds. The AAA can use up to 5% of the SGF category 'OAA General Fund' for Preparation and Administration costs.**

See [Figure 13] for a visual example with sample data of where the Preparation and Administration requirements are located on the Requirements tab for III-B, III-E and SGFs.

[Figure 13]

Requirement		Agency Status	Requirement	Agency Status
Minimum Adequate Proportion			Title III-E	
Access (minimum 15%)			Prep & Admin Spending (10% or less)	16.7%
In-Home (minimum 5%)	50,000	83.3%	Prep & Admin Federal Share (75% or less)	50.0%
Legal (minimum 1%)			Services Federal Share (75% or less)	83.3%
Title III-B Preparation and Administration			Title III-E Categories	
Spending (10% or less)	10,000	16.7%	Respite Services	
Federal Share (75% or less)	10,000	50.0%	Supplemental Services	
Non-Federal Share (25% or more)	10,000	50.0%		
Title III and Title III-E Preparation and Administration using OAA General Fund (5% or less)	20,000	100.0%	Funds Spent on Grandparents	
			% Spent on Grandparents (10% or less)	

FY 2019 Title III-B Expenditures in the LTC Ombudsman Program

The amount of planned Title III-B expenditures entered under the Long-Term Care (LTC) Ombudsman Program on the Title III tab will be shown on the Requirements tab as '**Current YR Diff**'. See [Figure 14] for a visual. The OAA requires that, at a minimum, the amount of Title III-B expenditures reported for FY 2019 continue to be spent in the LTC Ombudsman Program; this is commonly referred to as a Maintenance of Effort (MOE) requirement. During the review of Area Plan Budgets, DARS verifies each AAA's information against what was reported in the FY 2019 annual audit report.

NOTE: The field labeled **YR 2019** automatically populates once the PSA number is selected on the Summary tab.

NOTE: Not all AAAs used III-B funding for Ombudsman in 2019, in which this does not apply. In that case, the **YR 2019** cell will remain blank.

[Figure 14]

16			
17	FY 2019 Title III-B Expenditures in the LTC	Current YR Diff	YR 2019
18	Ombudsman Program Comparison	-7,500	7,500
19			

Required State & Local Match for Various Titles of the Older Americans Act

The AAA must arrange and properly account for a state or local matching share under the various titles of the OAA as follows **[See Figure 15]**:

Title III-B Supportive Services and Title III-C Nutrition Services

- The federal share of incurred costs under Title III-B and Title III-C may not exceed 85% of total costs.
- Match for Title III-B, Title III C-1, and Title III C-2 must equal or exceed 15%.
- The match requirement is at the Federal Fund level (e.g., all of Title III-B), not at the specific service level.
- Match is computed separately for each Title, (e.g., Title III-B, Title III-C(1), and Title III-C(2)).
- One third (1/3) of the minimum match (5%) must come from SGFs.

Title III Area Plan Administration Costs

- The Federal Fund share may not exceed 75% of total costs.
- The match must equal or exceed 25%.

Title III-E: National Family Caregiver Support Program (NFCSP)

On the right side of the Requirements tab is a section for Title III-E planned expenditures. This section will also calculate as planned expenditures are entered into the Title III-E and Title III-E Grandparents tabs.

Like with Title III-B and Title III-C, there are Preparation and Administration requirements as well as Service Spending match requirements on Title III-E funding.

- The Federal Funding share of the total program costs provided under Title III-E shall not be more than 75%. Match must equal or exceed 25%.
- Federal Funds spent on Grandparents shall not exceed 10% of the total of Title III-E spending.

- Costs for Preparation and Administration may not exceed 10% of the total of the AAA's combined allotments for Title III-E funds and cannot exceed 75% of total Area Plan Preparation and Administration costs as stated above.

NOTE: There are no match requirements for III-D, Title VII Elder Abuse, and Title VII Ombudsman funding.

[Figure 15]

3	Requirement		Agency Status	Requirement	Agency Status
4	Minimum Adequate Proportion			Title III-E	
5	Access (minimum 15%)			Prep & Admin Spending (10% or less)	7.6%
6	In-Home (minimum 5%)	100,000	80.0%	Prep & Admin Federal Share (75% or less)	50.0%
7	Legal (minimum 1%)			Services Federal Share (75% or less)	52.6%
8					
9	Title III-B Preparation and Administration			Title III-E Categories	
10	Spending (10% or less)	25,000	11.1%	Respite Services	5,000
11	Federal Share (75% or less)	25,000	62.5%	Supplemental Services	5,000
12	Non-Federal Share (25% or more)	15,000	37.5%		
13					
14	Title III and Title III-E Preparation and Administration				
15	using OAA General Fund (5% or less)	20,000	11.6%	Funds Spent on Grandparents	1,000
16				% Spent on Grandparents (10% or less)	1.5%
17	FY 2019 Title III-B Expenditures in the LTC	Current YR Diff	YR 2019		
18	Ombudsman Program Comparison				
19					
20	Title III-B Services			Enter Title III-B general fund expenditures used to match non OAA funds or used for services under a non OAA allowed sliding fee scale.	
21	Federal Share (85% or less)	100,000	57.1%		
22	Non-Federal Share plus State Share (15% or more)	75,000	42.9%		
23	State Share (5% or more)	75,000	42.9%		
24					
25	Title III-C1 Services			Enter Title III-C1 general fund expenditures used to match non OAA funds.	
26	Federal Share (85% or less)	50,000	66.7%		
27	Non-Federal Share plus State Share (15% or more)	25,000	33.3%		
28	State Share (5% or more)	25,000	33.3%		
29					
30	Title III-C2 Services			Enter Title III-C2 general fund expenditures used to match non OAA funds.	
31	Federal Share (85% or less)	50,000	96.2%		
32	Non-Federal Share plus State Share (15% or more)	2,000	3.8%		
33	State Share (5% or more)	2,000	3.8%	CCEVP Tab (If yellow go to tab)	
				Care Coordination Level 2	

Transfers

The **Transfers** section of the Requirements tab will calculate the amounts and percentages of the Federal Fund and SGF transfers that were requested on the Summary tab.

The AAA cannot exceed:

- 40% for State transfers between Community Based, Transportation and Home Delivered Meals
- 30% for III-B transfers
- 25% from III-C(1) to III-C(2)
- 10% from Title III-C(1) to III-B
- 25% from III-C(2) to III-C(1)
- 10% from Title III-C(2) to III-B

For more information on Transfers, see the [Transfers section under the Summary Tab section](#).

[Figure 16]

35		10/1/25-	7/1/26 -
36	State Transfers (40% or less)	6/30/26	9/30/26
37	Community Based Transfers	-4.3%	-13.0%
38	Transportation Transfers	12.0%	64.8%
39	Home Delivered Meal Transfers		-10.2%
40	Total Transfers Equal Zero		1,000
41			10/1/25-
42	Federal Transfers		9/30/26
43	Title III-B (30% or less)		-2.0%
44	Title III-C(1) (25% or less to C(2), 10% or less to B)		-3.9%
45	Title III-C(2) (25% or less to C(1), 10% or less to B)		4.4%
46	Total Transfers Equal Zero		500

As you can see in **[Figure 16]**, the 40% limit has been exceeded in State Transportation Transfers, with a remaining transfer balance to be accounted for. There is also a remaining balance under Federal Transfers.

NOTE: Transfers are not allowed for federal III-E, III-D, VII and NSIP funds or state OAA General, Supplemental Nutrition, CCEVP, and Ombudsman funds.

Excluding State General Funds from the OAA Match Formula

This section of the Requirements tab is located between the Title III-E and CCEVP related requirements and is used to exclude State General Funds (SGFs) from being used to match OAA funding. This exclusion is appropriate and necessary for AAA services that utilize State General Funds to meet other non-OAA match requirements or for programs that use an alternative sliding fee scale for cost sharing that does not meet the requirements of the OAA and therefore must be excluded from match.

The only times that a AAA would input expenditures into these fields is if:

- 1) State General Funds are being used for a AAA service that is funded with other non-OAA federal funds and the AAA intends to use SGFs to match that source instead of the OAA and must exclude those funds from the budget calculations to avoid double matching.
- 2) The AAA has a service that is funded with SGF and utilizes an alternative fee scale or has a fee scale, for a service which does not comply with the requirements of the OAA. Such as:
 - a. The fee scale is used for a program that prohibits cost sharing within the language of the Act (Ex. Care Coordination, Home Delivered Meals)
 - b. The alternative fee scale varies from the approved VDA sliding fee scale(s) that prohibits cost sharing for those determined to be in poverty by the Federal Poverty Scale
 - c. The alternative fee scale allows for a minimum payment, a flat fee, means testing, denial of services based on income, denial for non-payment, or other conditions
 - d. The Alternative Fee Scale is approved and the program is authorized by DARS

There are currently 2 services that a AAA can provide where cost sharing is allowed by the State but prohibited by the Act: **Service Coordination Level 1 (CCEVP 1)** and **State Funded Home Delivered Meals**. When providing these services the AAA must either utilize the VDA Sliding Fee Scale OR an approved Alternative Fee Scale.

State General Funds entered into these two program columns in the Title III tab are automatically excluded from OAA match calculations and those funds do not need to be inputted into any of these fields.

DARS allows cost sharing for all OAA services, except where prohibited by the Act, and allows a AAA to propose the use of an alternative fee scale for approval. For example, an Adult Day Center service that is funded solely with State General Funds and the AAA proposes the use of an alternative fee scale that charges through a flat fee. When this occurs, the program in question cannot be funded with OAA funds and the SGFs used to support this program must be manually excluded from the match formulas for Title III-B, Title III-C(1), and Title III-(C)2 spending requirements, these fields **[Figure 17]** would be used to do so:

[Figure 17]

Enter Title III-B general fund expenditures used to match non OAA funds or used for services under a non OAA allowed sliding fee scale.	
Enter Title III-C1 general fund expenditures used to match non OAA funds.	
Enter Title III-C2 general fund expenditures used to match non OAA funds.	

CCEVP

If the Requirements Tab highlights one of the services in this section **[Figure 18]** in **YELLOW**, the AAA must go to the CCEVP tab and complete the required information.

[Figure 18]

CCEVP Tab (If yellow go to tab)	
Care Coordination Level 2	
Care Coordination Level 1	
Care Transitions	
Senior Outreach to Services (S.O.S.)	
Options Counseling Services	

NOTE: These fields will flag if funding from any source is input into the service columns. If the AAA did not allocate CCEVP funding for a service listed on the CCEVP tab, the AAA should indicate "N/A" beside the highlighted service on the CCEVP tab (detailed below). This will be the case for **Care/Service Coordination Level 2**, **Care Transitions** and **Options Counseling** service columns in the Title III tab. **[Figure 19]** provides an example of this using III-B funds for those services. You can see how there is no funding under the CCEVP category on the Title III tab, but the CCEVP fields still flag on the requirements tab, prompting N/A to be entered into the CCEVP tab to clear the flag.

[Figure 19]

ng Source	Adult Day Care	Checking	Chore	Homemaker	Personal Care	Care / Service Coordination Level 2	Service Coordination Level 1	Care Transitions	S.O.S.	Communication Referral & I&A	Options Counseling
Americans Act											
Title III-B						5,000		5,000			5,000
Title III-C(1)											
Title III-C(2)											
Title III-D											
Title VII - Ombudsman											
Title VII - Elder Abuse											
Funds											
Voluntary Contributions											
Other Non-Federal											
Fees											
Federal											
DMAS - Ombudsman											
Other Local Federal Funding											
NSIP											
al Funds											
OAA General											
Community Based											
Transportation											
Home Delivered Meals											
Supplemental Nutrition											
CCEVP											
Ombudsman											
Designated Funds to OAA General*											
Designated Funds to CCEVP*											
Cash						5,000		5,000			5,000

CCEVP Tab (If yellow go to tab)

Care Coordination Level 2
 Care Coordination Level 1
 Care Transitions
 Senior Outreach to Services (S.O.S.)
 Options Counseling Services

Requirements Tab

Client Data:

Care Coordination Level 2

1. Estimated Care Coordination Labor Hours
2. Unduplicated Care Coordination Clients to be Served

N/A
 N/A

CCEVP Tab

Undesignated Funds

AAA must complete the allocation of 'Undesignated Funds' during the initial Area Plan budgeting process for each year of the Area Plan cycle. Undesignated Funds cannot be changed during the year after the Area Plan and budget have been approved. These are unrestricted dollars that may be used over and above the match requirements in any service category.

After all planned expenditures have been entered, the AAA will have the opportunity to reallocate any funds that exceed the match required for Title III-B, Title III-(C)1, and Title III-(C)2. This section **[Figure 20]** of the Requirements tab will calculate the match required and if the match is met; any SGFs that exceed the match required will be reclassified as Undesignated Funds.

Regulations prohibit the transfers in Title III-D, Title III-E, CCCEVP, and Ombudsman funds; however, the AAA may add Undesignated Funds to any of these services.

[Figure 20]

Undesignated Funds		
Match Required (Title III-B, C1, C2)	627,763	
Match Met	700,000	
Undesignated Funds	72,237	
Total Undesignated Funds Budgeted to OAA General *		**
Total Undesignated Funds Budgeted to CCEVP *		

NOTE: All undesignated funds budgeted for a service will be added to the 'OAA General' funding source. In the event that 'OAA General' is not an available funding source for that service, then the funds will be added to 'CCEVP'.

NOTE: If the AAA moves **Undesignated Funds** from funding source 'OAA General' to 'Undesignated OAA General' then a reallocation of funds is not necessary. The balances that are shown on this line represent amounts that have moved to/from different funding sources.

In the example shown in **[Figure 20]**, the AAA has \$72,237 that has been calculated as Undesignated funds. This is the amount that can be reallocated to other services by subtracting the amount of SGFs in one service category and applying that amount to the **Undesignated Funds** funding source rows on the Title III, III-E, III-E Grandparents tabs. Each service will have an Undesignated funding row where the new planned expenditures can be added. See in **[Figure 21]**:

28 Undesignated Funds to OAA General*					70,237			
29 Undesignated Funds to CCEVP*							2,000	
30 Total Cash	1,400,000				70,237		2,000	

As each new planned expenditure is entered on the **Undesignated Funds** source row, the Undesignated Funds section of the Requirements tab will be recalculated **[Figure 22]**.

[Figure 22]

Undesignated Funds		
Match Required (Title III-B, C1, C2)	627,763	
Match Met	700,000	
Undesignated Funds	72,237	
Total Undesignated Funds Budgeted to OAA General *	70,237	**
Total Undesignated Funds Budgeted to CCEVP *	2,000	

After all planned **Undesignated Funds** expenditures have been entered, review the Requirements tab to ensure all requirements are still being met. Then review the Summary tab to request a Reallocation of Undesignated Funds on **row 20**, if needed:

Balance prior to Reallocation of								
19 Undesignated Funds	(362,742)	444,697	161,113	568,072	139,175	55,823	41,309	
20 Reallocation Requested of								
20 Undesignated Funds **								

Title III, Title III-E, Title III-E Grandparents and Respite Tabs

On these tabs, the AAA will enter their planned expenditure data for the Area Plan Budget year. These tabs, especially the Title III and III-E tabs, drive the majority of the automatic formula calculations on the Summary and Requirements tabs. The tabs are as follows:

- Title III
- Title III-E
- Title III-E Grandparents
- Respite (if using State General Community Based Funds).

OAA Federal Funds

- Title III-B (Supportive Services) can be used for all services except for Service Coordination Level 1, S.O.S, and Nutrition Services.
- Title III-C(1) (Congregate Meals) can only be used for Congregate Meals, Nutrition Counseling, Nutrition Education, Incentive Program, and Preparation and Administration.
- Title III-C(2) (Home Delivered Meals) can only be used for Home Delivered Meals, Nutrition Counseling, Nutrition Education, Incentive Program, and Preparation and Administration.
- Title III-D (Disease Prevention and Health Promotion) can only be used for Care Transitions, Other Evidence Based Disease Prevention, CDSME, Falls Prevention, and Incentive Program.
- Title III-E (National Family Caregivers Program) can be used for all services listed on the III-E and III-E Grandparents tabs.
- Title VII (Elder Abuse Prevention) can only be used for Elder Abuse Prevention and LTC Ombudsman Program.
- Title VII (Ombudsman) can only be used for LTC Ombudsman Program.
- Nutrition Services Incentive Program (NSIP) can only be used for Congregate Meals and Home Delivered Meals.

State General Funds (SGFs)

- State General Funding can be used to support Titles III-B (Supplemental Services), Title III-C(1) and Title III-C(2) (Nutrition Programs: Congregate and Home Delivered), and Title III-D (Disease Prevention and Health Promotion).
- Community Based Funding can only be used to support In-Home Services and Money Management.
- Transportation Funding can only be used for Transportation and Assisted Transportation.
- Home Delivered Meals Funding can only be used for Home Delivered Meals.
- Supplemental Nutrition Funding can only be used to support Congregate, Home Delivered, State Funded HDM, Nutrition Counseling, and Nutrition Education.
- CCEVP funds can only be used to provide Service Coordination Level 1 and 2, Care Transitions, Senior Outreach Services (SOS), and Options Counseling.
- Ombudsman funds can only be used for the LTC Ombudsman Program.

The AAA should enter information in the **BLUE** highlighted cells of each tab. **Any service containing planned expenditures must contain correlating service data at the bottom each service column.**

The Title III, Title III-E, and Title III-Grandparents, tab will highlight the cells that are not within requirements in **YELLOW**. For example, if units are missing, that will be highlighted in **YELLOW** and 'Enter Units' will appear. See **[Figure 23]**.

[Figure 23]

30	Total Cash	1	10,000	1
31	In-Kind Amount			
32	Service Data:			
33	Planned Number of Units		10,000	
34				
35	Unit Defined as:	Hours	Contacts	Individual Hours
36	Unit Cost		\$1.00	
37	Planned Persons Served		10,000	
38		Enter Units		Enter Units
39		Enter Persons		Enter Persons

Title III-E and III-E Grandparents Tab- Caregiver Data

On the III-E and III-E Grandparents Tabs there are 3 additional requirements that are not on the Title III Tab. Those are **Planned Persons Served with a Caregiver**, **Planned Caregivers Served**, and **Planned Number of Caregivers Benefitted**. For this section, you are asked to delineate if a caregiver is to be served by the program or the care receiver (the person being cared for) is to be served. A caregiver will always be benefitted in this calculation, whether or not a caregiver has been served directly. **[Figure 24]** provides an example:

Service Data:								
Planned Units of Service								
Unit Defined as:	Hours	Sessions	Hours	Individual Hours	Contacts	# of Activities	# of Vouchers	Individual Hours
Unit Cost								
Planned Persons Served with a Caregiver				25	10	Est. Audience Size		20
Planned Caregivers Served			25		40			
Planned Number of Caregivers Benefitted			25	27	50			20

Caregivers served and caregivers benefitted is a 1:1 relationship; a caregiver served is always benefitted. Persons served with a caregiver will always have at least one caregiver benefitted, but more than one caregiver could be benefitted.

NOTE: If the AAA has indicated in the Area Plan Program that it will provide a service, there must be a correlating Area Plan Budget line item to reflect those expenditures and unit costs in the Area Plan Budget.

NOTE: Planned Number of Units, Planned Persons Served and OAA-related expenditures entered into the budget service columns **must also match each Service Page in the Area Plan Programs.**

The amount of funds budgeted by service (columns) are totaled at the bottom of the tab. The total amounts by funding source (rows) are calculated at the right of the tab.

CCEVP Tab

The AAA must input **Client Data** in the CCEVP tab for the Care Coordination for Elderly Virginians Program (CCEVP) funding source. **Client Data** in this tab means estimated Labor Hours, Unduplicated Clients to be Served, and other general referral and service data.

CCEVP funds can be used for the following services:

- Service Coordination Level 1 and 2
- Care Transitions
- Senior Outreach Services (SOS)
- Options Counseling

The AAA should only provide client data derived solely from CCEVP as the funding source and not client data for other funding sources. For example, if the AAA is operating both Care Coordination III-B and CCEVP Level 2 as separate programs, both programs exist within the Care/Service Coordination 2 service column. If this is the case, the AAA would input the total number of units and people served across both funding sources under service data on the Title III tab (ex. 1000 units, 100 people), and then estimate just the number of units and people served for the CCEVP funding source ONLY on the CCEVP tab (ex. 250 units, 25 people).

If the Requirements tab highlights one of these services in **YELLOW**, the AAA must go to the CCEVP tab and complete the required information.

If the AAA did not use CCEVP funding for a service listed on the CCEVP Tab, the AAA should indicate "N/A" beside the **YELLOW** highlighted service ([See note under CCEVP under the Requirements Tab](#)).

Steps to Check the Area Plan Budget for Completion

Once all of the information and allocations have been entered across all necessary budget tabs for the programs that the AAA intends to provide through the Area Plan, recheck the budget for completion and accuracy. This section provides a detailed description of those checks.

1. On the Summary Tab, check the **Estimated Unencumbered Cash-on-Hand on 10/1/2X** row against the Proposed Funding Allocations table titled **Maximum Federal Funds Which Can Be Carried Over into the Year Beginning October 1, 202X (FY 202X)**. This table is currently located on page 2 of the [FY2026 Proposed Funding Allocations PDF](#) sent via email when DARS sends out the proposed allocations for the Area Plan year.

NOTE: If the estimate exceeds the 10% allowed, the AAA should consider requesting an allowable transfer or requesting a Carryover Waiver from DARS.

A Carryover of OAA Funds Above 10% Request Waiver must be submitted and show all the funds covered by the request along with an explanation as to why the waiver is being requested.

Check the **Estimated Unencumbered Cash-on-Hand on 10/1/2X** to make sure the proposed amount does not exceed the FY'202X (July 1, 202X through September 30, 202X) State General Fund award amount that is located on your monthly remittance.

2. Check to make sure **FFY'[YR] Transfers** are within allowable limits as stated in the [Transfers section under the Summary Tab](#) portion of this manual.
3. Review the [Requirements Tab](#). The AAA must make sure all percentages are being met. There should not be any **YELLOW** highlighted areas remaining once the Area Plan Budget is complete.
4. Minimum Adequate Proportion – See [Minimum Adequate Proportion Waiver Form](#) in the Area Plan. If requesting a waiver to the Minimum Adequate Proportion requirement, the AAA must submit a completed waiver request with the AAA's Area Plan submission. Please review the MAP Waiver Request requirements in the Area Plan Program Companion Manual.
5. If a AAA must exclude State General Funds from the OAA Match Formula due to an alternative sliding fee scale, refer to that section for more information.
6. If the AAA had Title III-B expenditures for the LTC Ombudsman Program, ensure that the amount of Title III-B expenditures reported for FY 2019 continue to be spent in the LTC Ombudsman Program (the same amount of III-B funds or more from the FY19 level). This is commonly referred to as a Maintenance of Effort requirement. During the review of Area Plan Budgets, DARS verifies each AAA's information against what was reported in the FY 2019 audit report.
7. Check the [Title III Service Tab](#) to ensure that every service containing expenditures has a correlating number of service units and persons to be served. These figures must match what is included in the Area Plan Program Service Pages.
8. Check the [Title III-E and Title III-E Grandparents Tabs](#) to ensure that every service containing expenditures has a correlating number of service units, Actual Persons Served with a Caregiver, Actual Caregivers Served, and Number of Caregivers Benefited.
9. Check the services shown on the Area Plan Budget with the applicable program service page in the Area Plan Program and vice versa.
10. If the AAA does not have a Cost Sharing Waiver as a part of their Area Plan, all budgeted services that allow cost sharing must account for some funding from fees. If no fees are entered for an allowed program, the AAA must have a Cost Sharing Waiver in place.

Area Plan Budget Revisions, Modifications & Amendments

Between annual Area Plan budgeting periods, it may be necessary to make updates or changes to the Area Plan budget throughout the year for various reasons. Depending how significant changes are, it may be just a Budget Revision or require a Contract Modification and/or an Area Plan Amendment.

Budget Revisions

Budget revisions are used:

- To transfer between Title III-B and Title III-C and allowable State General Funds (SGFs).
- To reflect a change in Federal Fund or SGF allocations that increases or decreases funding for the AAA.

To initiate the budget revision process, the AAA must submit an Area Plan Budget Change/Request Form which is located on the [VDA Providers Portal](#) under the Area Plan link, as seen here:

The screenshot shows the 'VDA Providers Documents' interface. On the left is a sidebar with 'Home', 'Notebook', 'Documents', 'Document Directory', and 'Site Contents'. The main area has tabs for 'Documents', 'Adult Day Care', and 'Area Plan'. A search bar says 'Find a file'. Below is a table of documents:

✓	Title	Name	Category
	Annually Required Documents - coming soon	Annually Required Documents	Area Plan
	Area Plan 2026	Area Plan 2026	Area Plan
	2026 Funding Formula Factors using 2022 ACS Special Tabulation	FFY 2026 Funding Formula Factors using 2022 ACS Special Tabulation	Area Plan
✓	Area Plan Budget Change/Request Form	AreaPlanBudgetChangeRequestForm	Area Plan

The form must outline the AAA's rationale for the requested change and any projected impact on service delivery. The AAA must receive approval from DARS for budget revision request prior to the expenditure of funds related to the budget revision request. The AAA's monthly fiscal reports/requests for reimbursement (Aging Monthly Report (AMR)) shall not indicate such a budget revision has been implemented until DARS' approval has been provided to the AAA.

Contract Modifications

When a budget revision results in a change of 10% or greater in any funding source or a change in service delivery, a contract modification is **required**. Contract Modifications may or may not be considered Area Plan Amendments or Modifications.

When a Contract Modification is required, the Area Plan Budget Change/Request Form must be submitted along with:

1. A new Area Plan Program Service Page for the service the AAA is ending which states **"This service is being discontinued as of [date]"** if applicable, **and/or**
2. A new Area Plan Program Service Page for the service the AAA intends to start, **or**
3. An updated existing Area Plan Program Service Page if the information originally provided on the Service Page has changed.

NOTE: Items 1 and 2 above require an Amendment with Public Comment; Item 3 is a Modification, and not subject to the public input process. [\[See next section for full requirements\]](#)

DARS staff will review the AAA's budget revision request for compliance with applicable laws, regulations, standards, and contract conditions. DARS will note deficiencies in the request, if any, and the AAA must have them corrected. After the AAA corrects the revision, and if DARS approves the revision, DARS staff will complete the contract modification.

A contract modification will be executed to include:

1. Change in the scope of work
2. Change in services, service delivery or service providers
3. Change in the expenditure of funds awarded under the contract

Timeframes

AAAs can submit revisions to change funding levels between programs on the following timeframes:

- **State General Fund (SGF) Budget Revisions** may be requested up to **March 31** each year
- **Federal Fund Budget Revisions** may be requested up to **June 30** each year

Area Plan Amendments & Modifications

In some cases, changes to an AAA's Area Plan outside of the first year of the four-year cycle may either constitute an **Area Plan Amendment** or an **Area Plan Modification**.

Area Plan Amendments Subject to the Entire Public Input Process

Includes the 30-Day Public Comment Period, the Public Hearing, Advisory Council Consultation, and Governing Board Approval requirements. This includes:

- A new **Minimum Adequate Proportion (MAP) Waiver Request**
- **Substantial or numerous amendments to an AAA Area Plan**, taken together, may rise to the level of requiring the entire public input process; **in these instances, AAAs should consult with DARS staff** in advance of preparing Area Plan Amendments to determine the level of public input that DARS will require.

Area Plan Amendments Subject to the 30-Day Public Comment Period

These amendments do not require a public hearing but do require Advisory Council Consultation, and Governing Board Approval. These types of amendments include:

- **New Waiver Requests for:**
 - Cost Sharing
 - Alternative Fee Scale
 - Direct Services
- **The Addition or Removal of an AAA service**

Area Plan Modifications

Lastly, some minor changes to the Area Plan do not rise to the level of Area Plan Amendments and are considered to be **Area Plan Modifications**. These include the annual budgeting adjustments based on the AAA's new FFY estimated allocation, address changes, and changes to AAA's contracted service provider(s). **Area Plan Modifications are not subject to the public input process**, but the AAA should share them with the Advisory Council and get them approved by the Governing Board.