



Area Plan Budget Training & June AAA Input Session

June 9, 2025



DARS | VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES



Area Plan Budget Training



DARS

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Estimated Allocations



- Issued June 3rd
- 2018-2022 American Community Survey Data
- Virginia received \$670,000 less in Title III, VII, and NSIP
- 21 AAAs experience overall losses
- \$700,000 in general funds were used to partially fill losses
- \$750,000 in general funds resulted in each AAA receiving more funds this year than last year
- Carryover waived
- Budget document sent


Budget Companion Manual




- Accompaniment to the Area Plan Companion Manual
- Written as a step-by-step guide to help formulate the budget
- The area plan budget translates the area plan into dollars by specifying the level of resources that the AAA will utilize to fulfill the area plan objectives
- The documents are located in the Providers' Portal
- www.vda.virginia.gov

Providers' Portal



**The Division for Aging Services**
An official website of the Commonwealth of Virginia [Here's how you know](#) ▼

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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

- Excel Workbook with multiple tabs
- Tabs are formula driven and work together to complete the budget
- Cells are color coded

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.

Tab*s* in the Budget

- Summary
- Requirements
- Title III
- Title III-E
- III-E Grandparents
- CCEVP
- Respite
- FEDERAL
- GENERAL 3-4
- GENERAL 1-4
- NSIP
- DMAS OMB

Summary Tab

- First step is to select your PSA # from the drop-down menu

	A	B	C	D	E	F	G	H	I
1	Agency:	0						PSA #	<input type="text"/>
2									

- Once the PSA # is selected, the obligation fields will be populated based on the estimated allocations

Federal Funds Allocated



- 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 (non-OAA)

State Funds Allocated



- State General Fund (SGF) categories are:
 - OAA General
 - Community Based Services
 - Transportation
 - Home Delivered Meals
 - Supplemental Nutrition
 - Care Coordination for Elderly Virginians (CCEVP)
 - Ombudsman

Fiscal Years



- The budget accounts for two fiscal years – federal and state
- Federal = October 1 to September 30
- State = July 1 to June 30

Obligations Auto-Populated

	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

Unencumbered Cash on Hand



- The next step on the Summary tab is to enter the Estimated Unencumbered Cash on Hand going into October

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

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 Fund Transfers



- State General Fund (SGF) transfers can be made between the Community Based Services, Transportation, and Home Delivered Meals categories.
- AAAs can request general fund transfers of:
 - 40% between Community Based Services, Transportation, and Home Delivered Meals.
- AAA transfers can only occur in the timeframe the general funds were awarded. Transfers are not allowed across two (2) state fiscal years.
- Transfers are not allowed for the following general fund categories: OAA General, Supplemental Nutrition, CCEVP, and Ombudsman.

Transfer Location

■ Federal Fund Transfers – Row 6

1 Agency: 0 PSA #

2

3 Projected Resources and Spending

4 Estimated Unencumbered Cash on Hand on 10/1/25

5 FY26 Obligation

6 FY26 Transfers

Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - EA	NSIP	Title VII - OMB
0	0	0	0	0	0	0	

■ State Fund Transfers – Rows 14 and 16

10							
11	Projected Resources and Spending	OAA General	Community Based	Transportation	Home Delivered Meals	Supplemental Nutrition	CCEVP
12	Estimated Unencumbered Cash on Hand on 10/1/25						
13	FY26 Obligation (Oct 1, 2025 - Jun 30, 2026)	0	0	0	0	0	0
14	FY26 Transfers (Oct 1, 2025 - Jun 30, 2026)						
15	FY27 Obligation (Jul 1, 2026 - Sep 30, 2026)	0	0	0	0	0	0
16	FY27 Transfers (Jul 1, 2026 - Sep 30, 2026)						

Total Resources

- Once the Estimated Unencumbered Cash on Hand and Transfers have been entered, the total available funds will populate as Total Resources as demonstrated below.

6	FY26 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 FY26								
9	Proposed Carryover into FY27	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	FY26 Obligation (Oct 1, 2025 - Jun 30, 2026)	99,564	71,536	25,906	91,326	22,072	62,470	6,927	
14	FY26 Transfers (Oct 1, 2025 - Jun 30, 2026)		5,000	5,000	(10,000)				
15	FY27 Obligation (Jul 1, 2026 - Sep 30, 2026)	16,933	23,845	8,635	30,442	7,357	20,823	2,309	
16	FY27 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

Requirements Tab

- The Requirements tab has formulas that verify whether the information provided follows federal and state requirements and automatic calculations that verify requirements are met for:
 - Minimum Adequate Proportion (MAP)
 - Title III-B Preparation and Administration
 - Title III-B Services
 - Title III-C1 Services
 - Title III-C2 Services
 - Federal Transfer Limits
 - State Transfer Limits
 - Title III-E
 - Title III-E Categories
 - Title III-E Grandparents
 - Ombudsman Title III-B expenditures
 - CCEVP Tab
 - Undesignated Funds

Minimum Adequate Proportion



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- Must spend at least 15% of 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.
- Must spend at least 5% of OAA Title III-B allotment on In-Home Services, such as Adult Day Center, Checking, Chore, Homemaker, and/or Personal Care.
- Must spend at least 1% of OAA Title III-B allotment on Legal Assistance.

MAP Location

- MAP section is calculated and shown in the upper left corner of the Requirements tab

	A	B	C	D
1	Agency:	0		
2				
3	Requirement			Agency Status
4	Minimum Adequate Proportion			
5	Access (minimum 15%)			
6	In-Home (minimum 5%)			
7	Legal (minimum 1%)			

Requirement		Agency Status
Minimum Adequate Proportion		
Access (minimum 15%)	100,000	30.2%
In-Home (minimum 5%)	100,000	30.2%
Legal (minimum 1%)	1,500	0.5%

Preparation and Administration



- Operating costs are considered Prep and Admin.
- Costs 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 Prep and Admin costs.
- The proportion of funds available 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.
- Prep and Admin expense may be charged to Title III-B, Title III-C(1), Title III-C(2), and Title III-E.
- Prep and Admin expenses must not be charged to Title III-D, Title VII, and NSIP funds.
- Up to 5% may be used from the general fund category 'OAA General Fund' for Prep and Admin costs.

Prep and Admin Location

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)	

LTC Ombudsman



- 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.
- Referred to as Maintenance of Effort (MOE).
- 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.

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				

State and Local Match



- 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 (state and local) 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 general funds.

Prep and Admin Match



- Title III Area Plan Administration Costs
 - The Federal Fund share may not exceed 75% of total costs.
 - The match (state and local) must equal or exceed 25%.
- There are no match requirements for III-D, Title VII Elder Abuse, and Title VII Ombudsman

National Family Caregiver



- Title III-E: National Family Caregiver Support Program (NFCSP)
 - The Federal Funding share of the total program costs provided under Title III-E shall not be more than 75%. Match (state and local) must be equal to or exceed 25%.
 - Federal Funds spent on Grandparents shall not exceed 10% of the total of Title III-E spending.
 - Costs for Prep and Admin 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 Prep and Admin costs.

Match Location



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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				Enter Title III-C1 general fund expenditures used to match non OAA funds.	
25	Title III-C1 Services				
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%	Enter Title III-C2 general fund expenditures used to match non OAA funds.	
29					
30	Title III-C2 Services				
31	Federal Share (85% or less)	50,000	96.2%		
32	Non-Federal Share plus State Share (15% or more)	2,000	3.8%	CCEVP Tab (If yellow go to tab)	
33	State Share (5% or more)	2,000	3.8%	Care Coordination Level 2	

Transfer Requirements Example



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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

CCEVP

- If the Requirements Tab highlights a service in yellow, visit the CCEVP tab and complete the needed information.

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		

Undesignated Funds



- 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. The Requirements tab will calculate the match required and if the match is met; any general funds 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.

Using Undesignated Funds



- In the example below, the dollars show \$72,237 calculated as Undesignated funds.
- This is the amount that can be reallocated to other services by subtracting the amount of general funds 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.

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 *		

Service Tabs

- Location of 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).

Service Data Entry

- BLUE highlighted cells of each tab indicate that data entry is permitted.
- Any service containing planned expenditures must also contain correlating service data at the bottom of 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.

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

Service Data Entry cont.



- If the Area Plan indicates a service will be provided, there must be a correlating Budget line item to reflect those expenditures and unit costs.
- The 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.
- 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.
- The funding source data will automatically be populated as the “Total Proposed Spending FY26” on the Summary tab.

	A		B		C		D		E		F		G		H		I		J		K	
1	PSA:		1																			
2	This row is left available for your internal comments. For example, some agencies use it to indicate internal account numbers.																					
					Individual Counseling	Support Groups	Caregiver Training	Care / Service Coordination Level 2	Information and Assistance	Outreach / Public Information/ Education	Respite Voucher											
3	Planned Expenditures																					
					Individual Counseling	Support Groups	Caregiver Training	Care / Service Coordination Level 2	Communication Referral & I&A	Outreach / Public Information/ Education	Respite Voucher	Adult Day Care (Out of Home)	Homemaker (In-Home)									
4	Funding Source																					
5	Older Americans Act																					
6		Title III-E																				
7	Other Funds																					
8		Voluntary Contributions																				
9		Other Non-Federal																				
10		Fees																				
11	Other Federal																					
12		Other Local Federal Funding																				
13		NSIP																				
14	General Funds																					
15		OAA General																				
16		Community Based																				
17		Transportation																				
18		Home Delivered Meals																				
19		Supplemental Nutrition																				
20	Undesignated Funds to OAA General*																					
21	Total Cash																					
22	In-Kind Amount																					
23	Service Data:																					
24	Planned Units of Service																					
25	Unit Defined as:				Hours	Sessions	Hours	Individual Hours	Contacts	# of Activities	# of Vouchers	Individual Hours	Individual Hours									
26	Unit Cost																					
27	Planned Persons Served with a Caregiver									Est. Audience Size												
28	Planned Caregivers Served																					
29	Planned Number of Caregivers Benefited																					

	A	B	C	D	E	F	G	H	I
1	Agency:	Mountain Empire Older Citizens, Inc.							
2									
3			Proposed Spending						
4			Respite Care Initiative Grant	Client Fees	Other (Specify)	Other (Specify)	Other (Specify)	General Fund Community Based	Total
5									
6	Personnel Expenses:								
7	Salaries (Supervisory and Support Staff)								0
8	Wages (Respite Provider Staff)								0
9	Fringe Benefits (FICA, WC, Health, etc.)								0
10	Total Personnel Services		0	0	0	0	0	0	0
11	Non-Personnel:								
12	Contractual Services (Direct Service Providers)								0
13	Supplies and Materials								0
14	Continuous Charges (Insurance, Rent, Maintenance, etc.)								0
15	Other (Identify)								0
16	Total Non-Personnel		0	0	0	0	0	0	0
17	In Kind Other (Identify)								0
18	Total		0	0	0	0	0	0	0
19									
20	Spending Requirements			Agency Status					
21	Respite Care Grant - no more than 55%								
22	Matching Funds - at least 45%								
23	In-Kind Matching Funds – no more than 20%								

CCEVP Tab



- “Client Data” must be entered on 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

CCEVP Hint

- Only provide client data derived solely from CCEVP as the funding source and not client data for other funding sources.
- For example, if the Agency 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, enter 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).

Client Data:

2. Estimated Options Counseling Hours

Budget Recap



1. On the Summary Tab:

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

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

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

Budget Recap



3. After initial expenditures have been entered, go the Requirements Tab:
- Check Minimum Adequate Proportion spending percentages
 - If there are yellow cells, go to Title III tab and adjust funding
 - Check Prep and Admin spending percentages
 - If yellow cells, go to Title III tab and adjust
 - Check LTC Ombudsman program comparison if III-B funds supported the program in FY19, if no amount listed under the YR 2019, disregard otherwise
 - Check Services Match percentages for Federal and Non-Federal Share
 - If yellow cells, go to Title III tab and adjust funding amounts and sources

Budget Recap (#3 cont.)



- Review State and Federal Transfers
 - If yellow cells, go to the Summary page and adjust transfer amounts
- Review Title III-E
 - If prep and admin have yellow cells, go to III-E tab and adjust funding
 - Review III-E categories to ensure that both Respite Services and Supplemental Services have amounts entered
 - Check % spent on Grandparents, if yellow, go to III-E Grandparents tab and adjust
- Enter any match exclusions (if applicable)
- Review CCEVP tab section
 - If yellow, ensure CCEVP tab has been checked
- Check undesignated funds to be reallocated, if applicable

Budget Recap



4. Go to CCEVP Tab:

- 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

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

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

Companion Manual



- The 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.
- Additionally, the Manual contains post-budget steps for processes such as how to revise a budget and procedures for amending a budget.
- The Area Plan Budget Companion Manual is located in the Providers' Portal.

Questions?