Division for Aging Services

CFO Touch Base

October 29, 2025

Agenda

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Welcome/Opening/Agenda Review
- Federal Updates
- Closing Reports
  - Final 13th-Month AMR and AMR-OC
  - Schedules A, B, and C
  - Certification Form
  - Audit Extension Request
- FY26 AMR and AMR-OC Changes
- FY26 AMR and AMR-OC Initial Configuration
- NCI-AD Survey
- Question and Answer

Federal Updates

Federal Updates

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- Nothing new to report on the Federal Shutdown
- DARS was able to draw down previous year unspent OAA funds. Reimbursements for services delivered (cost requested on the AMR) will be paid through October
- Business as usual

Emergency Nutrition

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- Governor Youngkin declared a State of Emergency
- Emergency declaration will allow Virginia to maintain food benefits for approximately 850,000 residents who depend on the program for food security
- Using State dollars ~ $150M per month
- Virginia Emergency Nutrition Assistance (VENA)
- Set to begin November 3

VENA

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- Funded on a weekly basis and not monthly - $37.5M per week
- The first third of beneficiaries will get their benefits on Nov. 3 rather than Nov. 1, the second group will receive their benefits on Nov. 5 rather than Nov. 4 and the third group will receive theirs on Nov. 7, which is their usual distribution date
- Food bank system scheduled to receive additional funds in order to offset any temporary disruption as VENA launches at the beginning of November

Closeout Report Process

For FFY2025

FFY2025 Closeout Reports

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The Area Plan Contract Year 2025 Final (13th-Month) AMR, AMR-OC, Schedules A, B, and C, and the Certification Form should be completed and submitted by the close of business, November 14, 2025. These reports are used by Area Agencies on Aging (AAAs) to report finalized annual performance, expenditures, and receipts for the fiscal period October 1, 2024, through September 30, 2025.

Closeout Report Documents

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- Final 13th-Month AMR
- Final 13th-Month AMR-OC
- Schedules A, B, and C
- Certification Form
- Audit Extension Request

AMR and AMR-OC

First Step in the Year End Close Process

Final 13th-Month AMR

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- The AMR is used to report compiled annual programmatic and financial information for the period October 1, 2024, to September 30, 2025.
- When completing the report, select ‘Final (13th Mo)’ from the month drop down menu on the AMR payment worksheet.
- Please name the file, “Final PSA xx”, inserting the PSA number in the characters denoted by ‘xx’.
- Please email your submission to closeoutreports@dars.virginia.gov.

Final 13-Month AMR (cont)

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- Please review the Final 13th-Month AMR for accuracy and completeness:
  - Ensure all requirements are being met
  - Service unit data has been entered.
- Please use PeerPlace data to report service units. In the event a discrepancy exists between AMR and PeerPlace data, the PeerPlace data should be used for all services except Legal Assistance, Public Information and Education, and Outreach.
- PeerPlace data will be used to measure the statewide service performance.

Requirements

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- Priority Service Spending
- III-B Supportive Service, III-C Nutrition, and III-D Disease Prevention and Health Promotion- Prep and Admin
- III-B, III-C1, and III-C2 Services – Match Requirements
- III-E Family Caregiver Prep and Admin Spending
- III-E Grandparent Spending

Requirements Page

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Requirement		Agency Status
Priority Service Spending		
Access (minimum 15%)	272,246	21.4%
In-Home (minimum 5%)	155,446	12.2%
Legal (minimum 1%)	50,072	3.9%
Title III-B, C, and D Preparation and Administration		
Spending 10% or less of B, C, and D Fed Funds	190,440	6.5%
Federal Share (75% or less)	190,440	74.9%
Non-Federal Share (25% or more)	63,688	25.1%
Title III and Title III-E Preparation and Administration using OAA General Fund (5% or less)	15,107	3.3%
Enter the FY 2000 Title III-B Expenditures in the LTC Ombudsman Program		11,142
Title III-B Services		
Federal Share (85% or less)	1,102,237	54.3%
Non-Federal Share plus State Share (15% or more)	772,452	37.8%
State Share (5% or more)	667,059	34.1%
Title III-C1 Services		
Federal Share (85% or less)	757,153	81.7%
Non-Federal Share plus State Share (15% or more)	169,841	18.3%
State Share (5% or more)	169,591	18.3%
Title III-C2 Services		
Federal Share (85% or less)	708,865	56.1%
Non-Federal Share plus State Share (15% or more)	554,983	43.9%
State Share (5% or more)	554,983	43.9%

Requirement	Agency Status
Title III-E	
Prep & Admin Spending (10% or less)	5.4%
Prep & Admin Federal Share (75% or less)	74.6%
Services Federal Share (75% or less)	66.6%
Title III-E Categories	
Respite Services	69,930
Supplemental Services	
Supplemental % - 20% or less	
Funds Spent on Grandparents	9,967
% Spent on Grandparents - 10% or less	1.8%
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.	

Service Units to Expenditures

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- If there are expenditures in a service column, there must be unit data to support the cost
- Voluntary contributions collected must match expenses claimed under '**Other Funds -** Voluntary Contributions'
- Fees collected must match expenses claimed in '**Other Funds** – Fees'
- Unit costs are reviewed for year-end performance reporting to ACL

Schedules A, B, and C

Required Year End Reports

Schedules A, B, and C

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- Schedules A, B, and C are to be included in each AAAs audited financial statements as supplementary information and the contracted audit firm is required to include these schedules in their audit opinion.
- Please ensure all funds received from DARS are included and that recorded amounts reconcile to the September 2025 remittance advice.
- Please email the schedules to: closeoutreports@dars.virginia.gov.

Schedule A, Status of Funds

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DIVISION FOR AGING SERVICES

- Provides an accounting of grant funds on hand at the beginning of the period, and receipt and expenditures of grant funds during the period.
- General fund awards for the fiscal year ending on June 30, 2025, needed to be obligated by June 30, 2025, Agencies had until September 30, 2025, to liquidate the obligations.
- If a cash balance exists on September 30, 2025, from any general fund award for the Program Year (PY) ending on June 30, 2025, please refund the balance to DARS with a copy of Schedule A as your remittance advice.

Schedule A Document

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NAME OF AGENCY AUDITED

SCHEDULE A - STATUS OF FUNDS

From October 1, 2024 to September 30, 2025

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2025
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0
Vaccine Access				$0	$0	$0
American Rescue Plan (ARP) III-B				$0	$0	$0
American Rescue Plan (ARP) III-C(1)				$0	$0	$0
American Rescue Plan (ARP) III-C(2)				$0	$0	$0
American Rescue Plan (ARP) III-D				$0	$0	$0
American Rescue Plan (ARP) III-E				$0	$0	$0
American Rescue Plan (ARP) VII-Ombudsman				$0	$0	$0
Expanding Public Health Workforce				$0	$0	$0
ARPA Additional Ombudsman				$0	$0	$0
Other				$0		$0
Other				$0		$0

A – Preparation, Column B

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- Unencumbered Funds-on-Hand as of October 1, 2024 – FY2025 Final 13-Month AMR Unencumbered Cash-on-Hand at beginning of contract (Request Page, Row 4)

NAME OF AGENCY AUDITED		SCHEDULE A - STATUS OF FUNDS From October 1, 2024 to September 30, 2025	
FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025
Older Americans Act			
Title III-B			
Title III-C(1)			
Title III-C(2)			
Title III-D			
Title III-E			
Title VII-Elder Abuse			
Title VII-Ombudsman			

PSA #: 0	Month Ending:	Year:					
	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							

A – Preparation, Column C

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- Total Funds Received During Period - FY2025 Final 13-Month AMR Cash Received Y-T-D for this Contract (Request Page, Row 11)

NAME OF AGENCY AUDITED		SCHEDULE A - STATUS OF FUNDS From October 1, 2024 to September 30, 2025	
FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025
Older Americans Act			
Title III-B			
Title III-C(1)			
Title III-C(2)			
Title III-D			
Title III-E			
Title VII-Elder Abuse			
Title VII-Ombudsman			

PSA #:	Month Ending:			Year:			
0	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							
Y-T-D Expenditures							
Cash Received Y-T-D for This Contract							
Cash Requested Last Report But Not Yet Received							
Cash Disbursed Y-T-D							

A – Preparation, Column D

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- Funds Requested by September 30, 2025, but not Received by September 30, 2025 – This column is only used if you did not receive your requested September 2025 payment (August AMR) by September 30, 2025

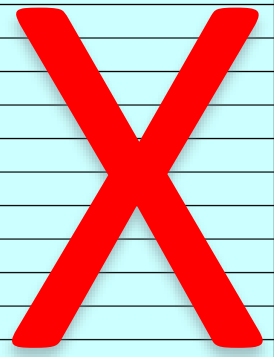
NAME OF AGENCY AUDITED		SCHEDULE A - STATUS OF FUNDS From October 1, 2024 to September 30, 2025	
FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025
Older Americans Act			
Title III-B			
Title III-C(1)			
Title III-C(2)			
Title III-D			
Title III-E			
Title VII-Elder Abuse			
Title VII-Ombudsman			

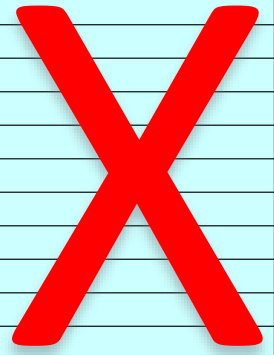
NAME OF AGENCY AUDITED

SCHEDULE A - STATUS OF FUNDS

From October 1, 2024 to September 30, 2025

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2025
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0
Vaccine Access				$0	$0	$0
American Rescue Plan (ARP) III-B				$0	$0	$0
American Rescue Plan (ARP) III-C(1)				$0	$0	$0
American Rescue Plan (ARP) III-C(2)				$0	$0	$0
American Rescue Plan (ARP) III-D				$0	$0	$0
American Rescue Plan (ARP) III-E				$0	$0	$0
American Rescue Plan (ARP) VII-Ombudsman				$0	$0	$0
Expanding Public Health Workforce				$0	$0	$0
ARPA Additional Ombudsman				$0	$0	$0
Other				$0		$0
Other				$0		$0
Other Federal						
Title V -(PY 06/30/25 Award)				$0		$0
Title V-(PY 06/30/26 Award)				$0		$0
Title V - DOL (STCS)				$0		$0
VICAP-(PY 03/31/25 Award)				$0		$0
VICAP-(PY 03/31/26 Award)				$0		$0
DMAS Ombudsman FY 23				$0		$0
DMAS Ombudsman FY 24				$0		$0
DMAS Ombudsman FY 25				$0		$0
MIPPA - Priority 1 - SHIP				$0		$0
MIPPA - Priority 2 - AAA				$0		$0
MIPPA - Priority 3 - ADRC				$0		$0
SNAP				$0		$0
Senior Farmers Market				$0		$0





A – Preparation, Column E

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- Total of Funds Available During Period – automatically calculated based upon entry in Columns B, C, and D

NAME OF AGENCY AUDITED				
		SCHEDULE A - STATUS OF FUNDS		
		From October 1, 2024 to September 30, 2025		
FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD
Older Americans Act				
Title III-B				$0
Title III-C(1)				$0
Title III-C(2)				$0
Title III-D				$0
Title III-E				$0
Title VII-Elder Abuse				$0
Title VII-Ombudsman				$0

A – Preparation, Column F

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- Accrued Cost to Contract Period – Contract Period Expenditures are automatically calculated (please note: will match Schedule B row 114), Off-cycle Awards require manual entry - FY2025 Final 13-Month AMR Y-T-D Expenditures (Request Page, Row 10)

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2025
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0
Vaccine Access				$0	$0	$0
American Rescue Plan (ARP) III-B				$0	$0	$0
American Rescue Plan (ARP) III-C(1)				$0	$0	$0
American Rescue Plan (ARP) III-C(2)				$0	$0	$0
American Rescue Plan (ARP) III-D				$0	$0	$0
American Rescue Plan (ARP) III-E				$0	$0	$0
American Rescue Plan (ARP) VII-Ombudsman				$0	$0	$0
Expanding Public Health Workforce				$0	$0	$0
ARPA Additional Ombudsman				$0	$0	$0
Other				$0		$0
Other				$0		$0
Other Federal						
Title V -(PY 06/30/25 Award)				$0		$0
Title V-(PY 06/30/26 Award)				$0		$0

PSA #: 0	Month Ending:			Year:				
	Federal							
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**	**NSIP**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract								
Unadvanced Balance of Previously Awarded Funds at VDA								
Current Year Award								
Total Funds Available for This Contract								
Planned Carryover								
Approved Budget								
Y-T-D Expenditures								
Cash Received Y-T-D for This Contract								
Cash Requested Last Report But Not Yet Received								
Cash Disbursed Y-T-D								

A – Preparation, Column G

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- Unencumbered Funds-On-Hand September 30, 2025 – automatically calculated, Column E minus Column F, reconciles to FY2025 Final 13-Month AMR Cash-On-Hand at End of Report Month (Request Page, Row 15)

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2023	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2024 BUT NOT RECEIVED BY SEPTEMBER 30, 2024	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2024
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0
Supplemental Nutrition C2				$0	$0	$0
Vaccine Access				$0	$0	$0
American Rescue Plan (ARP) III-B				$0	$0	$0
American Rescue Plan (ARP) III-C(1)				$0	$0	$0
American Rescue Plan (ARP) III-C(2)				$0	$0	$0
American Rescue Plan (ARP) III-D				$0	$0	$0
American Rescue Plan (ARP) III-E				$0	$0	$0
American Rescue Plan (ARP) VII-Ombudsman				$0	$0	$0
Expanding Public Health Workforce				$0	$0	$0
Other				$0		$0
Other				$0		$0
Other Federal						
Title V -(PY 06/30/24 Award)				$0		$0
Title V-(PY 06/30/25 Award)				$0		$0
Title V - DOL (STCS)				$0		$0
VICAP-(PY 03/31/24 Award)				$0		$0
VICAP-(PY 03/31/25 Award)				$0		$0
DMAS Ombudsman FY 22				$0		$0
DMAS Ombudsman FY 23				$0		$0

PSA #: 0	Month Ending:			Year:			
	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Y-T-D Expenditures							
Cash Received Y-T-D for This Contract							
Cash Requested Last Report But Not Yet Received							
Cash Disbursed Y-T-D							
Accounts Payable at End of Report Month (Accrued Expenses)							
Cash-on-Hand at End of Report Month							
Cash Required for 30 Days of Program Operations							

NAME OF AGENCY AUDITED

SCHEDULE A - STATUS OF FUNDS

From October 1, 2024 to September 30, 2025

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2025
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0
Vaccine Access				$0	$0	$0
American Rescue Plan (ARP) III-B				$0	$0	$0
American Rescue Plan (ARP) III-C(1)				$0	$0	$0
American Rescue Plan (ARP) III-C(2)				$0	$0	$0
American Rescue Plan (ARP) III-D				$0	$0	$0
American Rescue Plan (ARP) III-E				$0	$0	$0
American Rescue Plan (ARP) VII-Ombudsman				$0	$0	$0
Expanding Public Health Workforce				$0	$0	$0
ARPA Additional Ombudsman				$0	$0	$0
Other				$0		$0
Other				$0		$0
Other Federal						
Title V -(PY 06/30/25 Award)				$0		$0
Title V-(PY 06/30/26 Award)				$0		$0
Title V - DOL (STCS)				$0		$0

PSA #: 0	Month Ending:			Year:			
	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							
Y-T-D Expenditures							
Cash Received Y-T-D for This Contract							
Cash Requested Last Report But Not Yet Received							
Cash Disbursed Y-T-D							
Accounts Payable at End of Report Month (Accrued Expenses)							
Cash-on-Hand at End of Report Month							
Cash Required for 30 Days of Program Operations							
Cash Request Calculated							
Cash Requested (See Note Below)							
YTD Percentage of Cash Requested							

Schedule ABC and September/Final AMR

Schedule A is matched to the remit
Schedule B is the amount spent on the programs which should match to the AMR report

The totals on the Request Page of the September/Final AMR should be the figures that are reported on Schedules A and B.

- Row 4 funds on the Sept/Final AMR are reported under the Oct 1 Unencumbered FOH column on Schedule A
- Row 11 funds on the Sept/Final AMR are reported under the Total funds received during the period column on Schedule A
- Row 10 funds on the Sept/Final AMR matches up with the Accrued Cost to Contract Period on Schedule A
- Row 15 funds on the Sept/Final AMR matches up with the Sept 30th Unencumbered FOH column on Schedule A

A - Conclusion

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- The previous set of instructions were based on the Final 13th-Month AMR.
- Please repeat these steps for the Final 13th-Month AMR-OC using the following:
  - Unencumbered Funds On Hand as of October 1, 2024– from the previous year's Schedule A, Column G, Unencumbered Funds On Hand September 30, 2024
  - Total Funds Received During Period – Request Page, Row 8
  - Funds Requested by September 30, 2025, but not Received by September 30, 2025 – AAA calculation if payment was delayed
  - Accrued Costs to Contract Period – Request Page, Row 7
  - Encumbered Funds on Hand September 30, 2025 – Request Page, Row 13

Schedule B, Costs by Program Activity

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- This schedule accounts for the expenditure of funds by activity rather than grant and can be used to reconcile to Schedule A 'Accrued Costs to Contract Period' for OAA awards.
- Schedule B includes separate sections to report the following activities:
  - Title III (Except III-E) which also includes Title VII
  - III-E
  - Grandparents and older individuals who are relative caregivers of children.
- The data reported on your final AMR and AMR-OC should be the same as reported on Schedule B.

Schedule B Document

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

NAME OF AGENCY:	0													
	SCHEDULE B - COSTS BY PROGRAM ACTIVITY													
	FROM 10/1/2024 TO 9/30/2025													
	COSTS TO FEDERAL III-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS	COSTS TO FEDERAL Vaccine Access	COSTS TO FEDERAL ARP III-B FUNDS	COSTS TO FEDERAL ARP III C-1 FUNDS	COSTS TO FEDERAL ARP III C-2 FUNDS	COSTS TO FEDERAL ARP III-D FUNDS	COSTS TO FEDERAL ARP III-E FUNDS	COSTS TO FEDERAL ARP VII Ombuds FUNDS
TITLE III (EXCEPT III-E) OLDER AMERICAN ACT FUNDS:														
Adult Day Care														
Checking														
Chore														
Homemaker														
Personal Care														
Care Coordination Level 2														
Service Coordination Level 1														
Care Transitions														
S.O.S.														
Comm. Referral Info. &Assist														
Options Counseling														
Transportation														
Assisted Transportation														
Congregate Meals														
Congregate Grab & Go Meals														
Home Delivered Meals														
Home Delivered Grab & Go Meals														
Home Delivered Fee for Service														
Nutrition Counseling														
Nutrition Education														
Other "EB" Disease Prevention														
CDSME														
Falls Prevention														
Health Education Screening														
Assistive Tech/DME/PERS-Devices														
Assitive Tech/DME/PERS-Payments														
Consumable Supplies														
Emergency Services														
Employment														
LTC Coordinating Activity														

Schedule B, Instructions

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Transfer expenditure data from the Final 13-Month AMR and AMR-OC to Schedule B
- Please include the data from each worksheet :
  - Title III
  - Title III-E
  - Title III-E Grandparents
  - COVID-19 MDD
  - Vaccine Access
  - ARPA
  - Expanding Public Health Workforce

Schedule B, Example 1

DARS | Virginia Department for Aging and Rehabilitative Services

FOR AGING SERVICES

PSA: 0
Month:

This row is left available for your internal comments. For example, some agencies use it to ind

YTD Expenditures

	In-Home Services				
Funding Source	**Adult Day Care**	**Checking**	**Chore**	**Homemaker**	**Personal Care**
Older Americans Act					
Title III-B					
Title III-C(1)					
Title III-C(2)					
Title III-D					
Title VII - Ombudsman					
Title VII - Elder Abuse					

NAME OF AGENCY: 0

SCHEDULE B - COSTS BY PROGRAM ACTIVITY

FROM 10/1/2024 TO 9/30/2025

	COSTS TO FEDERAL III-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS
TITLE III (EXCEPT III-E) OLDER AMERICAN ACT FUNDS:							
Adult Day Care							
Checking							
Chore							
Homemaker							
Personal Care							
Care Coordination Level 2							
Service Coordination Level 1							
Care Transitions							

Schedule B, Example 2

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

PSA: 0
Month:

YTD Expenditures		Nutrition				
Funding Source		Congregate	Home Delivered	Home Delivered Fee for Service	Nutrition Counseling	Nutrition Education
Older Americans Act						
	Title III-B					
	Title III-C(1)					
	Title III-C(2)					
	Title III-D					
	Title VII - Ombudsman					
	Title VII - Elder Abuse					
Other Funds						

NAME OF AGENCY: 0

SCHEDULE B - COSTS BY PROGRAM ACTIVITY

FROM 10/1/2024 TO 9/30/2025

	COSTS TO FEDERAL III-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS
TITLE III (EXCEPT III-E) OLDER AMERICAN ACT FUNDS:							
Options Counseling							
Transportation							
Assisted Transportation							
Congregate Meals							
Congregate Grab & Go Meals							
Home Delivered Meals							
Home Delivered Grab & Go Meals							
Home Delivered Fee for Service							
Nutrition Counseling							

Schedule B, Example 3

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

PSA:	0				
Month:	0	Year:	0		
YTD Expenditures		10/01/2024 Expenditure Balance	In-Home Services		
Funding Source			Adult Day Care	Checking	Chore
American Rescue Plan (ARP)					
	Title III-B				
	Title III-C(1)				
	Title III-C(2)				
	Title III-D				
	Title III-E				
	Title VII - Ombudsman				

	COSTS TO FEDERAL ARP III-B FUNDS	COSTS TO FEDERAL ARP III C-1 FUNDS	COSTS TO FEDERAL ARP III C-2 FUNDS	COSTS TO FEDERAL ARP III-D FUNDS	COSTS TO FEDERAL ARP III-E FUNDS
TITLE III (EXCEPT III-E)					
OLDER AMERICAN ACT FUNDS:					
Adult Day Care					
Checking					
Chore					
Homemaker					
Personal Care					
Care Coordination Level 2					

Schedule B, Total Page

DARS | Virginia Department for Aging and Rehabilitative Services

SERVICES

NAME OF AGENCY:	0										
	SCHEDULE B - COSTS BY PROGRAM ACTIVITY										
	FROM	10/1/2024			TO	9/30/2025					
	COSTS TO FEDERAL III-B FUNDS	COSTS TO FEDERAL III C-1 FUNDS	COSTS TO FEDERAL III C-2 FUNDS	COSTS TO FEDERAL III-D FUNDS	COSTS TO FEDERAL III-E FUNDS	COSTS TO FEDERAL VII ELD. AB. FUNDS	COSTS TO FEDERAL VII OMB FUNDS	COSTS TO FEDERAL Vaccine Access	COSTS TO FEDERAL ARP III-B FUNDS	COSTS TO FEDERAL ARP III C-1 FUNDS	COSTS TO FEDERAL ARP III C-2 FUNDS
TITLE III (EXCEPT III-E)											
Outreach/Public Information/Education											
Respite Voucher											
Adult Day Care (Out of Home)											
Homemaker (In-Home)											
Personal Care (In-Home)											
Institutional Respite (Out of Home Overnight)											
Other Respite Services											
Assistive Tech/DME/PERS-Devices											
Assistive Tech/DME/PERS-Payments											
Chore											
Consumable Supplies											
Financial Consultation											
Congregate Meals											
Home Delivered Meals											
Homemaker											
Personal Care											
Residential Repair and Renovation											
Transportation											
Assisted Transportation											
Direct Supplemental Service Pymnts											
Other Supplemental Services											
Incentive Program											
TOTAL TITLE III & TITLE VII	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Schedule C, Status of Inventories

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Tangible personal property purchased with funds from a federal grant or state funds should be included.
- Generally, equipment or large quantities of food would be the main items reported such as:
  - Kitchen hardware
  - Mobile equipment such as vans and cars
  - Generator.
- Equipment with a fair market value of less than $5,000 per unit should not be reported.

Schedule C Document

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

NAME OF AGENCY AUDITED	0		
	SCHEDULE C - STATUS OF INVENTORIES		
	YEAR ENDED SEPTEMBER 30, 2025		
Fund Source and Type of Inventory	Value on Hand 10/1/2024	Increase (Decrease) During Period	Value on Hand 9/30/2025
Title III-B Older Americans Act			0
Title III-C(1) Older Americans Act			0
Title III-C(2) Older Americans Act			0
Title III-D Older Americans Act			0
Title III-E Older Americans Act			0
Title VII Elder Abuse			0
Title VII Ombudsman			0
Other Funds (Specify funds)			0
Other Funds (Specify funds)			0

Additional Documents

Certification and Audit Extension Request

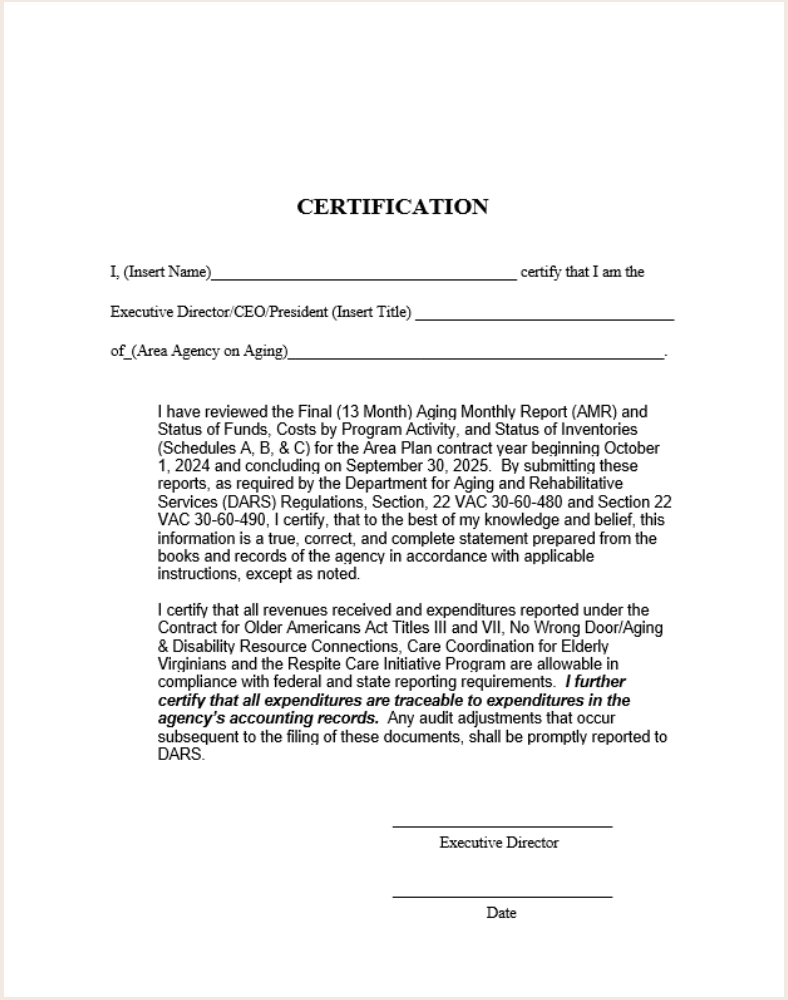
Certification Form

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Executive Director - reviewed the Final 13th-Month AMR and AMR-OC and Schedules A, B, and C for the Area Plan contract year beginning October 1, 2024, and concluding on September 30, 2025.
- Certify that all revenues received and expenditures reported under the AP Contract are allowable in compliance with federal and state reporting requirements.
- Certify that all expenditures are traceable to expenditures in the agency's accounting records.

Agency Letterhead

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES



CERTIFICATION

I, (Insert Name)_____ certify that I am the

Executive Director/CEO/President (Insert Title) _____

of_(Area Agency on Aging)_____.

I have reviewed the Final (13 Month) Aging Monthly Report (AMR) and Status of Funds, Costs by Program Activity, and Status of Inventories (Schedules A, B, & C) for the Area Plan contract year beginning October 1, 2024 and concluding on September 30, 2025. By submitting these reports, as required by the Department for Aging and Rehabilitative Services (DARS) Regulations, Section, 22 VAC 30-60-480 and Section 22 VAC 30-60-490, I certify, that to the best of my knowledge and belief, this information is a true, correct, and complete statement prepared from the books and records of the agency in accordance with applicable instructions, except as noted.

I certify that all revenues received and expenditures reported under the Contract for Older Americans Act Titles III and VII, No Wrong Door/Aging & Disability Resource Connections, Care Coordination for Elderly Virginians and the Respite Care Initiative Program are allowable in compliance with federal and state reporting requirements. ***I further certify that all expenditures are traceable to expenditures in the agency's accounting records.*** Any audit adjustments that occur subsequent to the filing of these documents, shall be promptly reported to DARS.

_____
Executive Director

_____
Date

Please email to:
closeoutreports@dars.virginia.gov

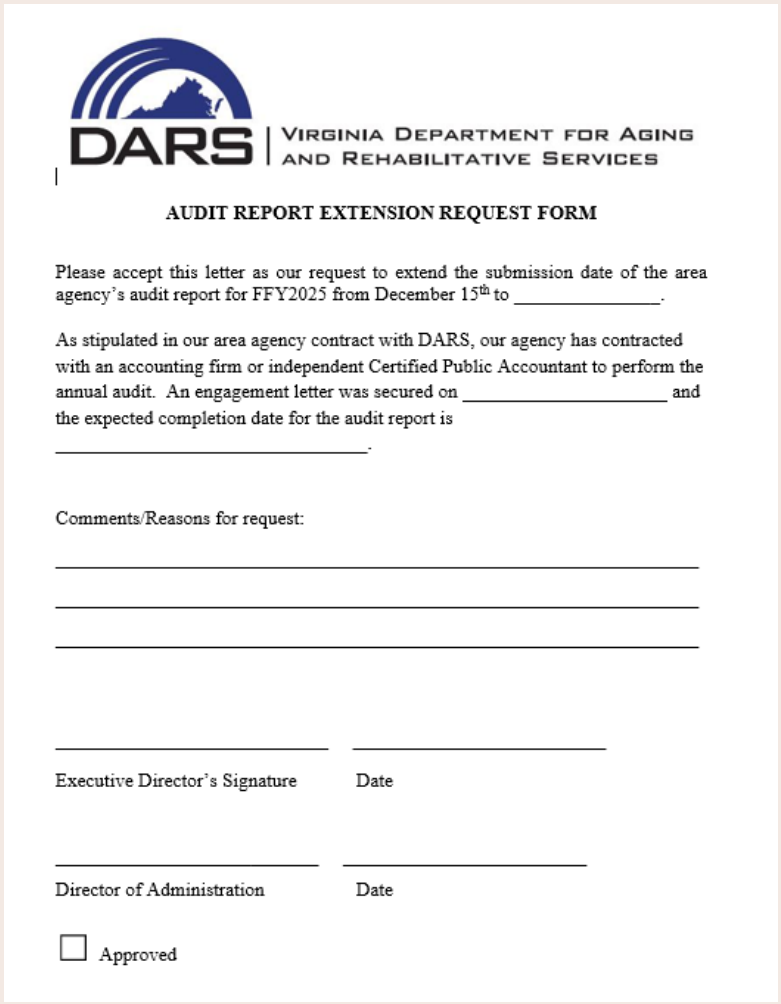
Audit Extension Request

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- All AAA audit reports are due to DARS by December 15, 2025.
- The audit should include an audited version of Schedules A, B, and C.
- The independent public accountant shall render an opinion on three schedules per 22VAC30-60-470.
- If this report cannot be submitted by this time, the Agency shall request an extension before December 15, 2025, using the DARS Audit Report Extension Request.

Audit Extension Request Form

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES



DARS | Virginia Department for Aging and Rehabilitative Services

AUDIT REPORT EXTENSION REQUEST FORM

Please accept this letter as our request to extend the submission date of the area agency's audit report for FFY2025 from December 15th to _____.

As stipulated in our area agency contract with DARS, our agency has contracted with an accounting firm or independent Certified Public Accountant to perform the annual audit. An engagement letter was secured on _____ and the expected completion date for the audit report is _____.

Comments/Reasons for request:

_____

_____

_____

_____ _____

Executive Director's Signature Date

_____ _____

Director of Administration Date

☐ Approved

Please email to:
john.carpenter@dars.virginia.gov

FFY26 Changes

AMR and AMR-OC

AMR & AMR-OC Changes

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- "Minimum Adequate Proportion" – name change
- Title III-E Requirements – "Supplemental % - 20% or less" removed.
- "LTC Coordinating Activity" service removed from Title III worksheet.
- "American Rescue Plan (ARP)" worksheet removed
- "Expanding Public Health Workforce" worksheet removed
- "CDSME" & "Falls Prevention" worksheets removed
- "Guardianship" worksheet removed

AMR Change 1 – Requirements

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

"Priority Service Spending" changed to "Minimum Adequate Proportion"

Priority Service Spending
Access (minimum 15%)
In-Home (minimum 5%)
Legal (minimum 1%)

Minimum Adequate Proportion
Access (minimum 15%)
In-Home (minimum 5%)
Legal (minimum 1%)

AMR Change 2 - Requirements

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

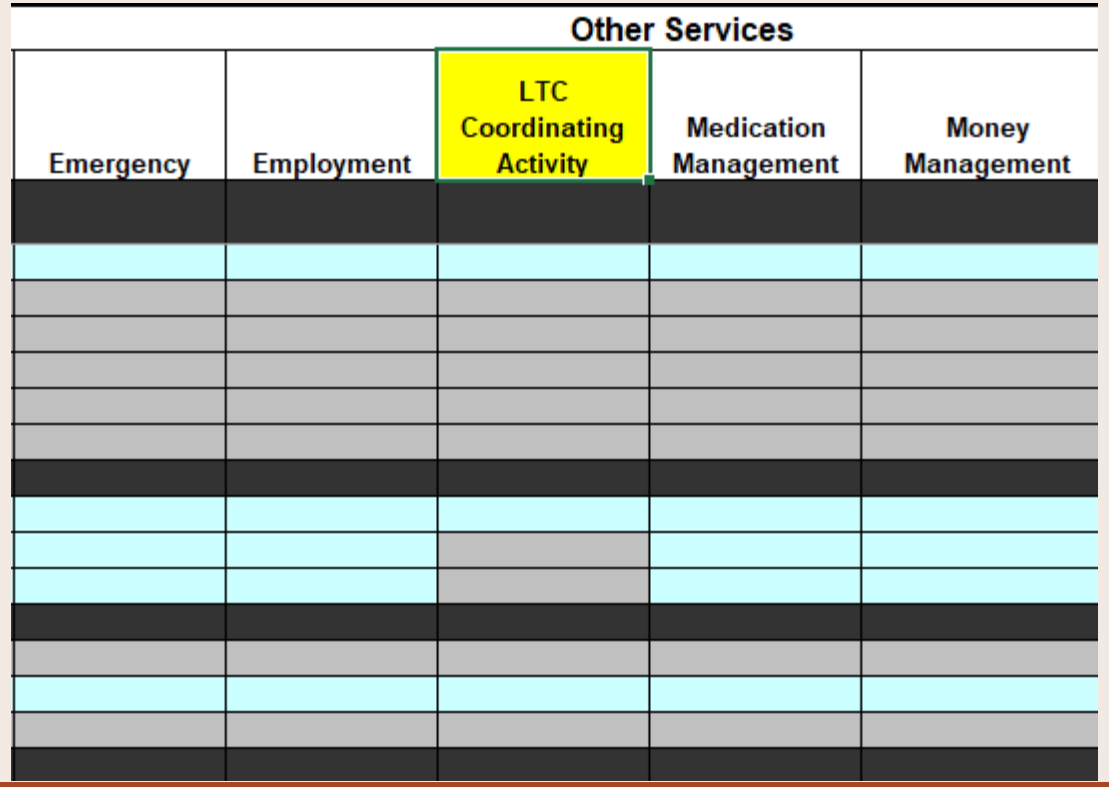
"Supplemental % - 20% or less" has been removed as a Requirement

Title III-E Categories	
Respite Services	
Supplemental Services	
Supplemental % - 20% or less	
Funds Spent on Grandparents	
% Spent on Grandparents - 10% or less	

AMR Change 3 – Title III

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

"LTC Coordinating Activity" service removed from Other Services on the Title III Worksheet



Other Services				
Emergency	Employment	LTC Coordinating Activity	Medication Management	Money Management

AMR-OC Change 1, ARP Removed

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

American Rescue Plan (ARP)

PSA: 0
Month: 0 Year: 0

YTD Expenditures		10/01/2024 Expenditure Balance	In-Home Services					Access Services			
Funding Source			Adult Day Care	Checking	Chore	Homemaker	Personal Care	Care / Service Coordination Level 2	Care Transitions	Communication Referral & I&A	Options Counselin
American Rescue Plan (ARP)											
	Title III-B										
	Title III-C(1)										
	Title III-C(2)										
	Title III-D										
	Title III-E										
	Title VII - Ombudsman										
Other Funds											
	Other Non-Federal										
	Voluntary Contributions										
	Fees										
Other Federal											
	DMAS - Ombudsman										
	Other Local Federal Funding										
	NSIP										
General Funds											
	OAA General										
	Community Based										
	Transportation										
	Home Delivered Meals										
	Supplemental Nutrition										
	CCEVP										
	Ombudsman										
In-Kind Amount											
Service Data:											
Acutual Number of Units											
Unit Defined as:			Hours	Contacts	Individual Hours	Individual Hours	Individual Hours	Individual Hours	Contacts	Contacts	Hours
Unit Cost											
Actual Persons Served											

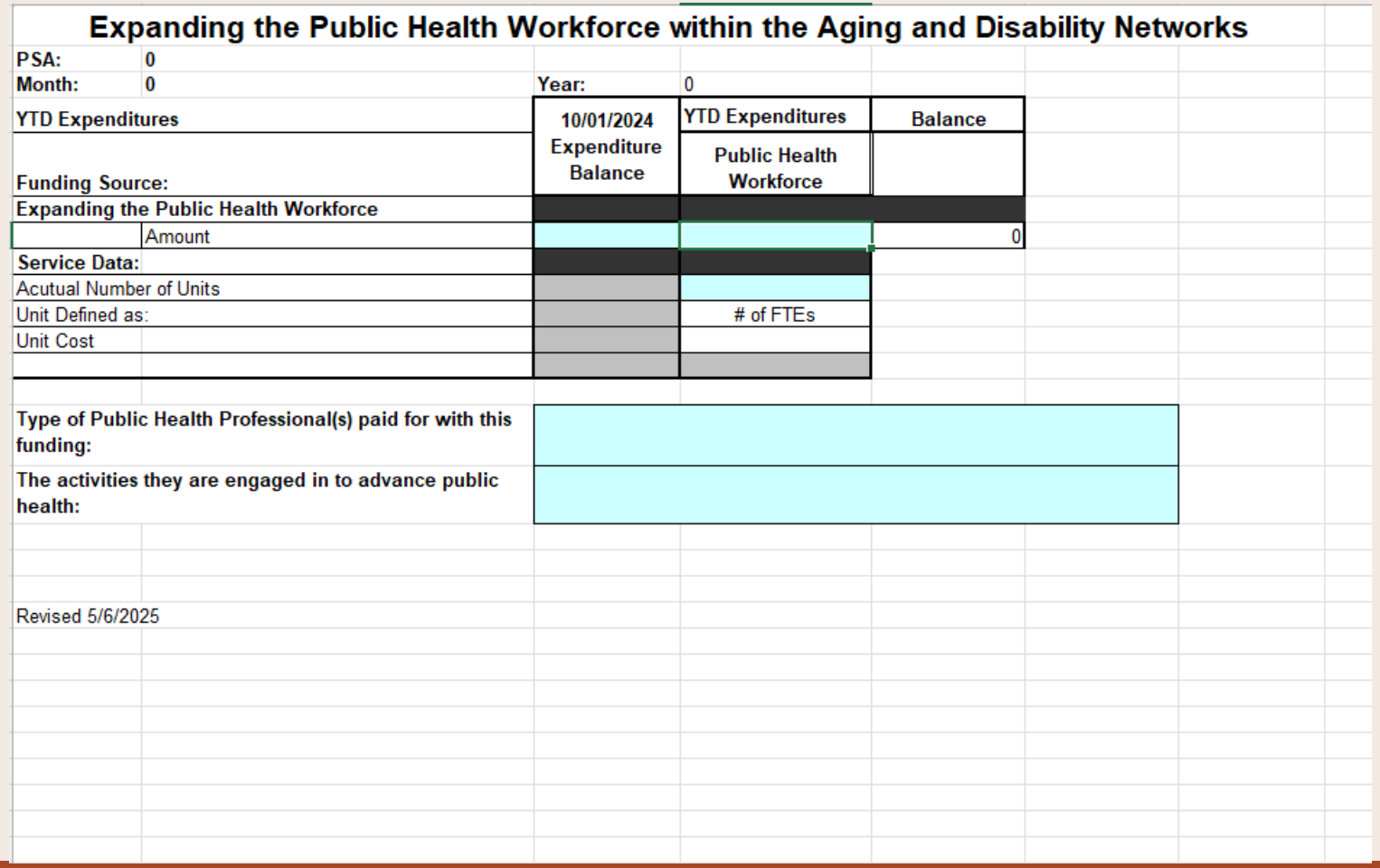
Area Plan Administration: Calculated as 10% of the American Rescue Plan (ARP) grant
However, if taken, Area Plan administration match is required at the normal 25% match rate.

Revised 5/6/2025

Payment | Request Instructions | Request | American Rescue Plan (ARP) | Expanding Public Health Workfor | NWD Grant Fund | CDSME | Falls Prevention | Directed Appropriations

AMR-OC Change 2 – Expanding Public Health Workforce worksheet - Removed

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES



Expanding the Public Health Workforce within the Aging and Disability Networks

PSA:	0			
Month:	0	**Year:**	0	
YTD Expenditures		**10/01/2024 Expenditure Balance**	**YTD Expenditures Public Health Workforce**	**Balance**
Funding Source:				
Expanding the Public Health Workforce				
	Amount			0
Service Data:				
Acutual Number of Units				
Unit Defined as:			# of FTEs	
Unit Cost				

Type of Public Health Professional(s) paid for with this funding:	
The activities they are engaged in to advance public health:	

Revised 5/6/2025

AMR-OC Change 3 – CDSME & Falls Prevention worksheets - Removed

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Agency:			
Month:		Year:	

Budgeted Completers	Total Cost Per Completer	Approved Budget

Number of Completers Y-T-D	Total Cost Per Completer	Total Expenditures

Bonus Budget	Bonus Requested

Revised 5/6/2025

Agency:			
Month:		Year:	

Period 5/2024 - 4/2025	Cost Per Completer	Actual Completers YTD	Total to be Reimbursed
AAA's	100		

Period 5/2024 - 4/2025	MaineHealth Licence to Use Renewal Fee	Requested Reimbursement
AAA's	300	

AMR-OC Change 4 – Guardianship worksheet– Removed

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Year:

l Budget	Guardianship VDA	Guardianship VDA Mental Health	Guardianship DBHDS ID/DD	Guardianship DBHDS Mental Illness	Contracted Budget Total

egories (List)	Guardianship VDA	Guardianship VDA Mental Health	Guardianship DBHDS ID/DD	Guardianship DBHDS Mental Illness	Y-T-D Contracted Expenditures	Other Funds Used in the Program

eing Served Currently:					% of Contracted Funds Spent	0%
s that Have Left Since nning of Contract Year:						
YTD Unduplicated:						

Guardianship Example

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Approved Budget	Guardianship VDA	Guardianship VDA Mental Health	Guardianship DBHDS ID/DD	Guardianship DBHDS Mental Illness	Contracted Budget Total	
	200,000				200,000	

Approved Budget Categories (List)		Guardianship VDA	Guardianship VDA Mental Health	Guardianship DBHDS ID/DD	Guardianship DBHDS Mental Illness	Y-T-D Contracted Expenditures	Other Funds Used in the Program
Personnel		52,504				52,504	
Travel		991				991	
Training & Education							
Supplies & Equipment		2,428				2,428	
Client Services							
Other Expenses (List)	Indirect Cost	885				885	
Other Expenses (List)	ADP Fees	115				115	
Other Expenses (List)							
Total		56,923				56,923	

Number of Persons Being Served Currently:	38				% of Contracted Funds Spent	28.5%
Number of Persons that Have Left Since Beginning of Contract Year:	2					
Total Persons Served YTD Unduplicated:	40					

Starting FFY26

October 1, 2025 – September 30, 2026

New FY2026 AMR

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Refer to 'Request Instructions' tab on the FY2026 AMR
- Begin by populating the 'Request' tab
- Unencumbered Cash-on-Hand
  - Amount of advanced funds received by the AAA and should be the liability on the agency's records from the prior year. This is the last column that was reported on Schedule A

NAME OF AGENCY AUDITED

SCHEDULE A - STATUS OF FUNDS
From October 1, 2024 to September 30, 2025

FUND	UNENCUMBERED FUNDS ON HAND OCTOBER 1, 2024	TOTAL FUNDS RECEIVED DURING PERIOD	FUNDS REQUESTED BY SEPTEMBER 30, 2025 BUT NOT RECEIVED BY SEPTEMBER 30, 2025	TOTAL OF FUNDS AVAILABLE DURING PERIOD	ACCRUED COSTS TO CONTRACT PERIOD	UNENCUMBERED FUNDS ON HAND SEPTEMBER 30, 2025
Older Americans Act						
Title III-B				$0	$0	$0
Title III-C(1)				$0	$0	$0
Title III-C(2)				$0	$0	$0
Title III-D				$0	$0	$0
Title III-E				$0	$0	$0
Title VII-Elder Abuse				$0	$0	$0
Title VII-Ombudsman				$0	$0	$0
NSIP				$0	$0	$0

PSA #: 0	Month Ending:	Year:						
	Federal							
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**	**NSIP**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract								
Unadvanced Balance of Previously Awarded Funds at VDA								
Current Year Award								
Total Funds Available for This Contract								

New FY2026 AMR (cont.)

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Unadvanced Balance of Previously Awarded Funds
  - This is amount of funds previously awarded remaining on the September remittance (carryover funds). The amount will not change throughout the year.

REMITTANCE ADVICE SUMMARY	CFDA#	PROJECT #	FFY 2025 PERIOD	SUMMARY OF ALL REMITTANCE ADVICES OBLIGATION	PAID PRIOR 10/1/2023	PREVIOUSLY PAID	SEPT 2025 THIS PAYMENT	GRANT TO DATE PAYMENT	BALANCE
T-III B AP & SS	93.044	0000126469	FY'25 10/24 - 09/25	11,747,054.00		8,805,954.00	791,807.00	9,597,761.00	2,149,293.00
T-III C1 CON MEAL	93.045	0000126468	FY'25 10/24 - 09/25	6,440,291.00		4,510,408.00	467,238.00	4,977,646.00	1,462,645.00
T-III C2 - H D MEALS	93.045	0000126470	FY'25 10/24 - 09/25	9,369,283.00		6,557,379.00	799,463.00	7,356,842.00	2,012,441.00
T-III D PREV HEAL	93.043	0000126471	FY'25 10/24 - 09/25	563,056.00		347,190.00	38,354.00	385,544.00	177,512.00
T-III E NFCSP	93.052	0000126472	FY'25 10/24 - 09/25	4,271,425.00		2,847,326.00	340,569.00	3,187,895.00	1,083,530.00
T-VII G ELDER ABUSE	93.041	0000126474	FY'25 10/24 - 09/25	97,671.00		67,792.00	8,303.00	76,095.00	21,576.00
T-VII OMBUDSMAN	93.042	0000126475	FY'25 10/24 - 09/25	504,658.00		456,111.00	22,992.00	479,103.00	25,555.00

PSA #: 0	Month Ending:	Year:						
	Federal							
Status of Funds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman	NSIP
Unencumbered Cash-on-Hand at AAA at Beginning of Contract								
Unadvanced Balance of Previously Awarded Funds at VDA								
Current Year Award								
Total Funds Available for This Contract								

New FY2026 AMR (cont. 2)

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Current Year Award
  - On the obligation page (issued or pending contract) – this is the sum of prior year obligation and current year obligation plus any transfers request on the budget. Please note: this should mirror the new year's funding allocation that was issued in June plus any transfers

DEPARTMENT FOR AGING ND REHABILITATIVE SERVICES
FY 2026 Feder Funding Allocations

	TITLE III					TITLE VII	
PSA	B- Supportive Services	C(1) - Congregate Meals	C(2) - Home Delivered Meals	D - Preventive Health	E - Family Caregiver	Elder Abuse	Ombudsman
1	314,383	166,771	279,380	14,092	107,863	2,478	13,044
2	392,422	208,245	349,027	28,618	134,685	3,087	12,804
3	600,114	318,193	533,722	41,463	205,963	4,724	21,065
4	282,556	149,887	251,365	17,589	96,929	2,222	14,956
5	552,598	292,943	491,569	22,205	189,728	4,343	30,125
6	534,112	283,301	474,865	7,501	183,251	4,207	24,755
7	424,548	225,170	377,969	12,628	145,685	3,332	19,961

PSA #: 0	Month Ending:				Year:			
	Federal							
Status of nds	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E	Title VII - Elder Abuse	Title VII - Ombudsman	NSIP
Unencumb d Cash-on-Hand at AAA at Beginnin f Contract								
Unadvance alance of Previously Awarded s at VDA								
Current Year Award								
Total Funds Available for This Contract								

New FY2026 AMR (cont. 3)

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Projected Resources and Spending	Title III-B	Title III-C(1)	Title III-C(2)	Title III-D	Title III-E
Estimated Unencumbered Cash on Hand on 10/1/25					
FY'26 Obligation	314,383	166,771	279,380	14,092	107,863
FY'26 Transfers	35,000	25,000	(60,000)		
Total Resources	349,383	191,771	219,380	14,092	107,863
Total Proposed Spending FY'26	349,383	191,771	219,380	14,092	107,863
Proposed Carryover into FY'27	0	0	0	(0)	0

New FY2026 AMR (cont. 4)

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Projected Resources and Spending	OAA General	Community Based	Transportation	Home Delivered Meals	Supplemental Nutrition
Estimated Unencumbered Cash on Hand on 10/1/25					
FY'26 Obligation (Oct 1, 2025 - Jun 30, 2026)	99,564	71,536	25,906	91,326	22,072
FY'26 Transfers (Oct 1, 2025 - Jun 30, 2026)		(25,000)	35,000	(10,000)	
FY'27 Obligation (Jul 1, 2026 - Sep 30, 2026)	16,933	23,845	8,635	30,442	7,357
FY'27 Transfers (Jul 1, 2026 - Sep 30, 2026)		(3,000)	5,000	(2,000)	

New FY2026 AMR (cont. 5)

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DIVISION FOR AGING SERVICES

- Total Funds Available for this Contract
  - Auto-calculated (formula)
- Planned Carryover
  - If you have planned a carryover for FY2027, please record this amount here (limit is 10% unless waived)

PSA #:	Month Ending:				Year:		
0	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							

New FY2026 AMR (cont. 6)

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- Approved Budget
  - Auto-calculated (formula)
  - 'Total Funds Available for This Contract' minus 'Planned Carryover'

PSA #: 0	Month Ending:				Year:		
	Federal						
Status of Funds	**Title III-B**	**Title III-C(1)**	**Title III-C(2)**	**Title III-D**	**Title III-E**	**Title VII - Elder Abuse**	**Title VII - Ombudsman**
Unencumbered Cash-on-Hand at AAA at Beginning of Contract							
Unadvanced Balance of Previously Awarded Funds at VDA							
Current Year Award							
Total Funds Available for This Contract							
Planned Carryover							
Approved Budget							

New FY2026 AMR (final)

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- Remainder of the AMR entered throughout the course of the year
- Please repeat the process for the AMR-OC
- Please note the AMR-OC does not have the 'Unencumbered Cash-on-Hand at the Beginning of Contract' due to the nature of the award (temporary or one-time awards)
- The 'Request Instructions' tab is located adjacent to the 'Request' tab for reference.

Questions?

National Core Indicators for Aging and Disabilities (NCI-AD)

Survey Implementation Process

DARS Partners with VCU

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- DARS is partnering with the Virginia Commonwealth University Partnership for People with Disabilities (VCU or VCU-PPD).
- VCU-PPD will conduct 577 telephonic surveys of Older Americans Act (OAA) or AAA clients across Virginia during the fall/winter of 2025 and the spring of 2026.

VCU Partnership for People with Disabilities
School of Education

Process: 1. Survey Sample

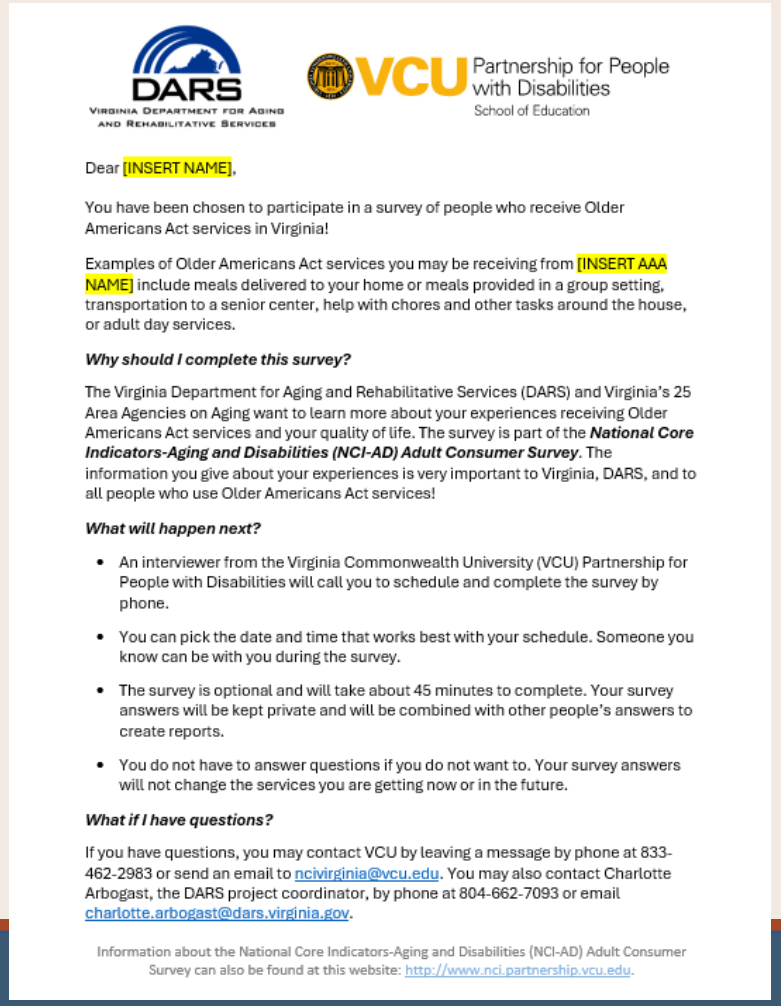
DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Timing: Early November
- DARS will supply VCU with the universe data sample
  - Information about the AAA clients who meet the survey criteria
  - Includes information about the types of OAA services the clients receive and their contact information
  - Also includes information if the AAA client has a legal guardian identified in PeerPlace

Process: 2. Preparing Contact

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- **Timing:** Early November
- VCU will select a random sample of AAA clients from the DARS data and craft Engagement Letters
- VCU will mail Engagement Letters to the first round of AAA clients to be surveyed via USPS
- The letters will include the name of the AAA providing OAA services to the AAA client



DARS
Virginia Department for Aging and Rehabilitative Services

VCU Partnership for People with Disabilities
School of Education

Dear [INSERT NAME],

You have been chosen to participate in a survey of people who receive Older Americans Act services in Virginia!

Examples of Older Americans Act services you may be receiving from [INSERT AAA NAME] include meals delivered to your home or meals provided in a group setting, transportation to a senior center, help with chores and other tasks around the house, or adult day services.

Why should I complete this survey?

The Virginia Department for Aging and Rehabilitative Services (DARS) and Virginia's 25 Area Agencies on Aging want to learn more about your experiences receiving Older Americans Act services and your quality of life. The survey is part of the ***National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey***. The information you give about your experiences is very important to Virginia, DARS, and to all people who use Older Americans Act services!

What will happen next?

- An interviewer from the Virginia Commonwealth University (VCU) Partnership for People with Disabilities will call you to schedule and complete the survey by phone.
- You can pick the date and time that works best with your schedule. Someone you know can be with you during the survey.
- The survey is optional and will take about 45 minutes to complete. Your survey answers will be kept private and will be combined with other people's answers to create reports.
- You do not have to answer questions if you do not want to. Your survey answers will not change the services you are getting now or in the future.

What if I have questions?

If you have questions, you may contact VCU by leaving a message by phone at 833-462-2983 or send an email to ncivirginia@vcu.edu. You may also contact Charlotte Arbogast, the DARS project coordinator, by phone at 804-662-7093 or email charlotte.arbogast@dars.virginia.gov.

Information about the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey can also be found at this website: http://www.nci.partnership.vcu.edu.

Process 2. Preparing Contact

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

How AAA NCI-AD Liaisons can help at this stage:

- 1. Send an email to your AAA staff colleagues to let them know about the NCI-AD survey
- 2. Post the NCI-AD survey flyer in your AAA offices, congregate meal sites, senior centers, and adult day centers
- 3. Print and include the ½ page flyer in home delivered meals
- Other ideas?

- Sample emails and flyers are available for you to customize and use in the DARS AAA Providers' Portal here:

Process: 3. Making Contact

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- **Timing:** November
- VCU will then start making phone calls to the selected AAA clients

If VCU Makes Contact	If VCU Cannot Make Contact
• Upon contact, VCU will try to schedule and complete the survey by phone with the AAA clients • AAA clients can pick the date and time that works best with their schedules • AAA clients can have someone they know with them during the survey if they want	• VCU will leave a voicemail • VCU calls 3 times before marking the AAA client as non-responsive and moving on to another AAA client in the sample

Promotional Materials

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Sample Engagement Letter
  - VCU sends this directly to AAA clients selected for the survey
- Email to AAA Colleagues
- Full-Page Flyer
- Half-Page Flyer
- 2023-2024 Adult Consumer Survey At-A-Glance Results (upcoming slide)

EMAIL TO AAA ST

FROM: NCI-AD AAA LIAISION

TO: AAA STAFF

SUBJECT: Survey of Individuals Receiving AAA Serv

MESSAGE:

Colleagues,

In partnership with Virginia Commonwealth Unive
PPD), the Virginia Department for Aging and Reha
Area Agency on Aging (AAA) clients across Virgin

**This email is to inform all AAA staff about th
(NCI-AD) Adult Consumer Survey in case yo**

The aim of the NCI-AD survey is to gather inf
needs and preferences, and their quality of
used to inform statewide planning efforts.

A random sample of AAA clients across Vi
PPD staff. The survey is administered by
is voluntary and completely anonymous

VCU will start reaching out to selected

Attached is a flyer that has additional

As opportunities arise in the course
AAA clients to participate.

If you or our AAA clients have any
NUMBER] or email [EMAIL ADDR

Information about the NCI-AD S
http://www.nci.partnership.vcu

Thank you for your help!
[AAA LIAISON NAME]

DARS Virginia Department for Aging and Rehabilitative Services

VCU Partnership for People with Disabilities School of Education

Survey of Individuals Receiving Older Americans Act Services

The Virginia Department for Aging and Rehabilitative Services (DARS) and [AAA NAME] want to learn more about the experiences of older adults receiving Older Americans Act (OAA) services.

OAA services include receiving home delivered meals or meals provided in a group setting, transportation to a senior center, help with chores and other tasks around the house, or adult day services.

Some individuals who receive OAA services wil be randomly selected to participate in the survey.

The ***National Core Indicators-Aging and Dis*** questions about the services you receive, yo
The survey is part of the national effort and v
The information you give about your experie
and to all people who use OAA services!

What does the survey include?

- DARS is partnering with the **Virginia People with Disabilities** to conduc
- If you are randomly selected, an in Disabilities will call you to schedu
- You can pick the date and time th can be with you during the surve
- The survey is optional and will t will be kept private and will be
- You do not have to answer qu change the services you are g

What if I have questions?

If you have questions, you may contact VCU by leaving a message
or send an email to ncivirginia@vcu.edu. You may also contact [AAA LIAISON NA
NAME] by phone at [PHONE NUMBER] or email [EMAIL ADDRESS].

Information about the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey can also be found at this website: http://www.nci.partnership.vcu.edu.

DARS Virginia Department for Aging and Rehabilitative Services

VCU Partnership for People with Disabilities School of Education

Survey of Individuals Receiving Aging Services

Virginia Commonwealth University Partnership for People with Disabilities (VCU-PPD) and the Virginia Department for Aging and Rehabilitative Services (DARS) is conducting a survey of Area Agency on Aging (AAA) clients across Virginia.

The aim of the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey is to gather information about the services that AAA clients receive, their needs and preferences, and their quality of life.

A random sample of AAA clients across Virginia will be selected for the survey and contacted by VCU-PPD staff. The NCI-AD survey is administered by VCU-PPD staff over the telephone. Participating in the survey is voluntary and completely anonymous.

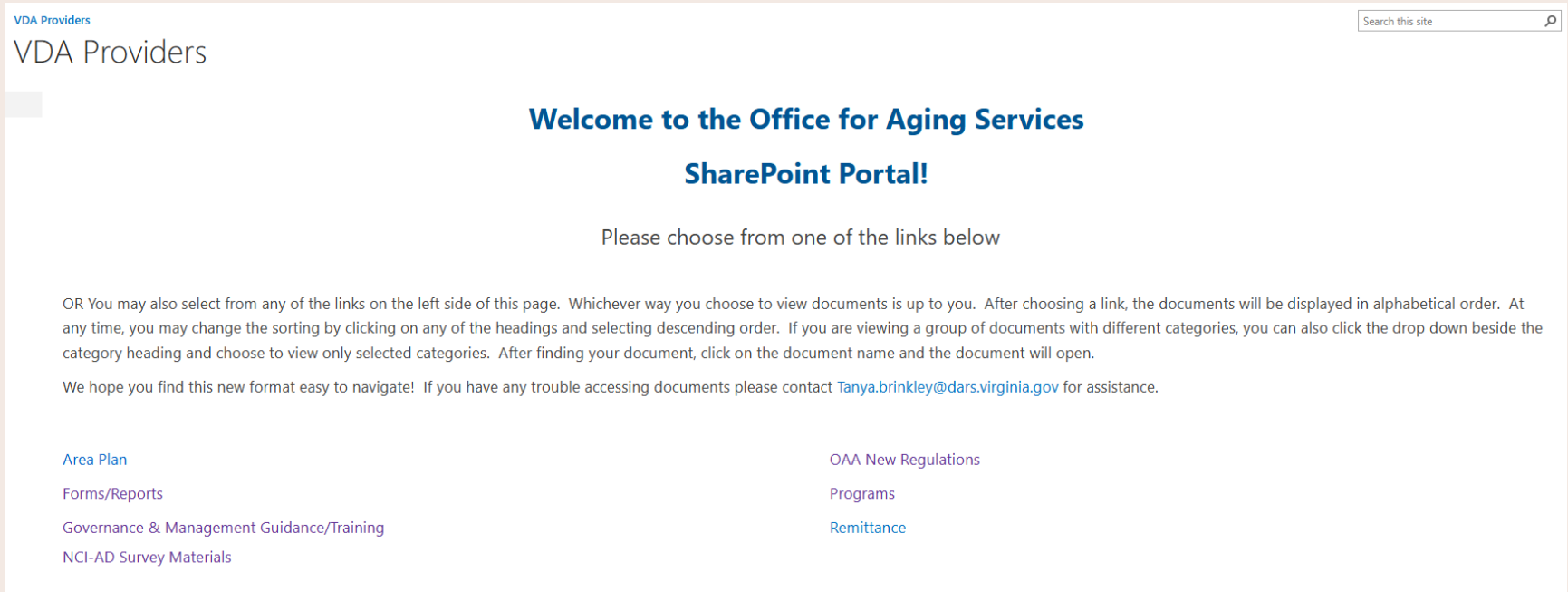
Your voice matters! If you are contacted by VCU-PPD, please consider participating.

If you have any questions, you may contact [AAA LIAISON NAME] by phone at [PHONE NUMBER] or email [EMAIL ADDRESS]. Information about the NCI-AD Adult Consumer Survey can also be found at this website: http://www.nci.partnership.vcu.edu.

Promotional Materials

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- https://sharepoint.wwrc.net/VDAproviders/SitePages/Home.aspx



Click the link or scan the QR code

Points of Contact

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

DARS

- Charlotte Arbogast, MS
- charlotte.arbogast@dars.virginia.gov
- 804-662-7093
- https://sharepoint.wwrc.net/VDAproviders/SitePages/Home.aspx

VCU-PPD

- Kayla Diggs-Brody, PhD
- diggskg@vcu.edu
- 833-462-2983 – *leave a message*
- https://nci.partnership.vcu.edu/
- **https://nci.partnership.vcu.edu/nci---ad-oaa-project/**

No Wrong Door

Annual Documents

NWD Documents

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- The NWD Annual Review (user seat review and NWD Standards) will be due in conjunction with the AAA Annual Documents on Feb. 1, 2026.
- The NWD Annual Review files will be available in the blue "NWD Documents" folder on the DARS SharePoint site in early January.
- Additional guidance from the NWD Team will be communicated via email.

NWD Helpline

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- Effective November 1, all technology support requests related to CRIA or PeerPlace must be sent to NWD Help Desk via email at NWDHelp@dars.virginia.gov.
- To reach any member of the No Wrong Door team by phone during business hours, you can call DARS at the following numbers: Local: (804)662-7000 or Toll Free: (800)552-5019.
- For help finding local services, the No Wrong Door Virginia's 24/7 Toll Free number is available. Please call (888)992-0959 to speak with a specialist from 211 Virginia.

Upcoming Events

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- AAA Input Session – Wednesday, November 12 from 3:00-4:00p.m.
- Division for Aging Services new address:
  - 5620 Cox Road, Glen Allen, VA 23060
- Please change the addresses below to reflect the Cox Road location
  - 8004 Franklin Farms Dr.
  - 1610 Forest Ave.
  - 1602 Rolling Hills Dr.
    - All Henrico, VA 23229