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, 2023 and concluding on September 30, 2024. 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

**Certification Form:** The Certification Statement should be prepared on AAA letterhead and signed by the AAA Executive Director.

Please mail or scan the Certification Form to:

Tanya Brinkley

Department for Aging and Rehabilitative Services

1610 Forest Avenue, Suite 100

Henrico, VA 23229

Or email to [closeoutreports@dars.virginia.gov](mailto:closeoutreports@dars.virginia.gov).

Your submission should include all contracts issued by DARS to support contract year 2024 operations. All funds received during the period, October 1, 2023 to September 30, 2024, should be accounted for and included.

**As a reminder, your agency’s audit report is due to DARS by December 15th**. If, for reasons not within the control of the Agency, this report cannot be submitted by this time, the Agency shall make a written request for an extension of time before December 15th.

Requests for extensions should be made to John Carpenter at [John.Carpenter@dars.virginia.gov](mailto:John.Carpenter@dars.virginia.gov).