



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

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Commissioner

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Re: Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding

Greetings! We first want to thank you and your agency for the sustained dedication and invaluable work being performed in the face of this world pandemic. This notice is to provide guidance for expenditure and tracking of the Consolidated Appropriations Act, 2021 Supplemental Nutrition funding.

Reporting Requirements

The Consolidated Appropriations Act, 2021 Supplemental Nutrition funds have been issued under a separate grant award number; therefore, funds must be accounted for separately from the regular issuance of Title III Older Americans Act funding. A separate supplemental form will be required for financial report submissions. States are required to continue maintaining appropriate records and documentation to support the charges against the Federal awards. At a minimum and where possible, States should be recording the number of clients to whom service is provided, the name or category of services provided, the number of units of service provided, and the expenditures related to providing such services.

AMR OC

Payments for this funding will be separate from other Title III funding. A Supplemental Nutrition worksheet (see below) has been added to the AMR-OC form for you to request payment and track your expenditures. You will need to enter the amounts that your agency has been awarded and then update your YTD expenditures each month with the number of units and clients served. Columns have been added to the Payment and Request sheet for the new funding as well.

Supplemental Nutrition						
1						
2	PSA: 0					
3	Month: 0	Year: 0				
4	YTD Expenditures	Approved Budget	YTD Expenditures		Administration	Balance
5	Funding Source		Congregate	Home Delivered	Preparation & Administration	
6	Supplemental Nutrition					0
7	Title III-C(2)					
8	Other Funds					
9	Other Non-Federal					
10	Voluntary Contributions					
11	Fees					
12	Other Federal					
13	DIMAS - Ombudsman					
14	Other Local Federal Funding					
15	NSIP					
16	General Funds					
17	OAA General					
18	Community Based					
19	Transportation					
20	Home Delivered Meals					
21	Supplemental Nutrition					
22	CCEVP					
23	Ombudsman					
24	In-Kind Amount					
25	Service Data:					
26	Actual Number of Units		Meals	Meals		
27	Unit Defined as:					
28	Unit Cost					
29	Actual Persons Served					
30						
31	Area Plan Administration: Calculated as 10% of the Supplemental Nutrition grant					
32	However, if taken, Area Plan administration match is required at the normal 25% match rate.					
33	Revised 02/10/2021					
34						

Transfers

Transfer requests are not necessary **at this time**. AAA’s have the ability to designate funds as “disaster relief” and expend them in response to the identified needs to any part of the regular OAA funding as long as the Major Disaster Declaration is in place. This is true for Supplemental Nutrition funding as well. AAA’s can expend the funds for Congregate and/or Home Delivered without the need for a transfer.

Questions pertaining to the information above can be addressed to Maurice Talley and/or Kathy Miller.

PeerPlace

New Service Types for Consolidated Appropriations Act, 2021 Supplemental Nutrition

To assist you with utilizing Consolidated Appropriations Act, 2021 Supplemental Nutrition aid, new Service Types have been setup for your agency in the programs where you normally track Congregate Meals and Home Delivered Meals.

These new Service Types were setup for tracking meals related to Supplemental Nutrition. The Service Types are named ‘Supplemental Nutrition CM’ and ‘Supplemental Nutrition HDM’.

You will need to establish new Event Profiles for these new Service Types and add the individuals receiving meals under Supplemental Nutrition to those new Events. Enter units into those new

Events the same way you already do for your existing meals services each month.

For monthly reporting, use the report on PeerPlace named Service and Units Summary and pull numbers from the tab named State_Service_Type_Funding to identify the Supplemental Nutrition CM and Supplemental Nutrition HDM service units and individuals served.

These numbers are to be entered on the newly revised AMR OC in the corresponding location for the service.

Questions regarding PeerPlace usage for this process are to be directed to the helpdesk at NWDHelp@dars.virginia.gov.