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GOVERNOR

CHARLES T. CORLEY
SECRETARY

MEMORANDUM

NOTICE #: 011514-1-T-SWCBS

TO: Area Agencies on Aging (AAAs)

FROM: Charles T. Corley, Secretary

DATE: January 15, 2014

SUBJECT: Notice of Transmittal: Clarification of General Revenue Funds Transfers

The purpose of this Notice is to provide AAAs clarification regarding the transfer of General Revenue funds from one program to another. As in the past, transfers are allowable between the Home Care for the Elderly (HCE) and the Community Care for the Elderly (CCE) programs only, with Department approval. The HCE and CCE funds are appropriated within the same budget category, as per Senate Bill 1500, General Appropriations Act (GAA) # 414. No transfers are allowed for the Alzheimer's Disease Initiative Program.

Since these programs are funded on the State Fiscal Year of July 1 through June 30, transfers should be considered after the first half of the year. The Department will consider requests from the AAAs during the months of January and February and will initiate contract amendments based upon review and approval of these requests. AAAs must provide the following information when requesting transfers between HCE and CCE:

- An explanation that addresses the impact to individuals ranked 4, 5, and imminent risk on the PSA's waitlists for these programs; and
- An expenditure plan that addresses resolution of surplus/deficit spending in these programs, including projected number of clients to be served and projected units of services to be provided.

AAAs are responsible for the management of contract funds at the Planning and Service Area (PSA) level and may transfer allowable program funds as appropriate.

Your cooperation and assistance are appreciated. If you have any questions concerning the information provided in this memorandum, please contact your contract manager.