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MEMORANDUM

TO: AAA Directors **NOTICE#: 031412-1-I-SWCBS**
FROM: Charles T. Corley
Secretary
DATE: March 13, 2012
SUBJECT: Notice of Instruction: Clarification to Notice of Instruction #: 022312-1-I-SWCBS: Older Americans Act (OAA) Program Income Reporting

The purpose of this notice is to provide clarification to Notice of Instruction #: 022312-1-I-SWCBS in regard to information required by the Administration on Aging as follows:

A. Program income is defined in 45 CFR Part 92.25 (b) as gross income received by the grantee or subgrantee directly generated by a grant-supported activity, or earned only as a result of the grant agreement during the grant period. This definition includes consumer contributions. Consumer contributions are collected and expended under the following terms:

- The Contractor assures compliance with Section 315 of the OAA as amended in 2006, in regard to consumer contributions;
- Consumer contributions are not to be used for matching;
- Consumer contributions are to be used only to expand services;
- Accumulated consumer contributions are to be used prior to requesting federal reimbursement; and
- Consumer contributions must be expended within the fiscal year earned.

B. The attached Receipt and Expenditure Report forms are revised in this notice as follows: program income is removed from Form 105aa; and instead, program income is documented as earned in Part A and expended in Part C on Forms 105as and 105ae. The Request for Payment Form 106a, is revised to include services, units, and rates.

Please use the attached forms for your March 15, 2012, submission. If you have questions, please contact your contract manager. We greatly appreciate your attention to this matter.

<http://elderaffairs.state.fl.us>