



JEB BUSH
GOVERNOR

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 082604-1-I-DS
FROM: Terry White
Secretary
DATE: August 25, 2004
SUBJECT: Notice of Instruction: *Hurricane Charley*

TERRY F. WHITE
SECRETARY

The U.S. Administration on Aging (AoA) in conjunction with the Department of Elder Affairs (DOEA) activated a series of emergency measures to provide immediate relief to seniors and their affected communities. These measures give area agencies the flexibility to respond quickly to community needs. The Department's priority is to help our elder victims obtain immediate relief and recovery through the provision of needed services. Under the disaster relief provisions of the Older Americans Act special consideration is given to the needs of elders, particularly in the area of disaster advocacy and outreach services, including critical essentials such as:

- Home delivered/congregate meals
- Transportation
- Moving and storage assistance
- Chore and homemaker services
- Other direct services to elders
- Gap-filling services
- Case management
- Crisis counseling
- Personal care services
- Legal/licensed appraisal services
- Minor home repairs
- Debris removal

AoA has approved an initial grant award of \$200,000 to be disbursed to area agencies for disaster relief purposes. In order to expedite the deployment of financial resources, the department is advancing these funds to each of the Area Agencies on Aging that include counties declared disaster areas. These funds are being distributed based upon estimate of need and elder population. After the fact expenditure summary by expenditure category and listing of aggregate count of clients served, type of service or commodity purchased or rented/leased is the documentation we will require (detail supporting records should be maintained at the area agency and provider level) for reporting to the AoA. See attached spreadsheet template that can be used to record the information needed. Please keep in mind that unused funds in one area will need to be redirected to another area.

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This Notice of Instruction (NOI) also reinforces the baseline record keeping and internal control requirements necessary for accurate documentation. It is recommended that the following documentation protocols be observed:

- A separate accounting of disaster relief expenditures be maintained, with supporting records such as-
 - Staff time (overtime
 - Number of senior contacts
 - Resource inventory used
 - Meals served
 - Phone log (be specific)
 - Contracted services
 - Type/ amount of services provided
 - Intake forms for all seniors
 - Personal expenses
- Funds must be recorded accurately to clearly establish an audit trail
- The submittal of a certification statement attesting that expenditures are
 - Allowable costs and related to disaster relief
 - Have not been submitted or requested under any other government program
 - Representative of items that have not been acquired gratuitously or free

The Department will apply for additional funds for emergency needs and for long-term recovery efforts. Therefore, request for further funding needs with a summary budget should be forwarded to the Department in order for the department to support the additional request to AoA. Please send this request as soon as possible.

The Department is also applying for Older American Act reallotment funds to assist with this disaster. If funds are available to AOA, they would be released by mid September.

If you have any questions regarding this information, please contact Barbara Badertscher at (850) 414-2357. Thank you in advance for your cooperation.

TW/dh/bb

Attachment