

# Instructions for Title III Older Americans Act (OAA) Receipts and Expenditure Report Forms

## ***DOEA FORMS***

**GENERAL**: The instructions below are applicable to all revised December 16, 2015, Receipts and Expenditure Report Forms (105as-ADMIN, 105as-IIIB, 105as-C1, 105as-C2, 105as-IIID, and 105as-IIIIE).

- **Provider Name, Address, Phone Number and FED ID Number**: This box requires Area Agency on Aging (AAA) identifying information, which must appear the same on the Request for Payment form. Enter the most current information for the AAA.
- **Program Funding Source**: This box identifies the Title III program funding. No data entry is needed.
- **This Report Period**: This box requires Report identifying information, which must appear the same on the Request for Payment form.
  - *From To*: Enter begin and end date for the month on which the report is based.
  - *Contract Period*: Enter the Month and Year (Month-YYYY)
  - *Contract Number*: Enter the identifying number for the contract.
  - *Report Number*: Enter the report number indicated in the contract invoice schedule.
  - *PSA Number*: Enter the Planning and Service Area for the AAA.
- **Certification**: This box requires two signatures and dates. Enter the original signature of the individual who prepares the report and the original signature of the individual who reviews and approves the report. The individual who approves the report may not be a subordinate of the individual who prepares the report.

**PART C or E INTEREST**: The instructions below are applicable to all December 16, 2015, Receipts and Expenditure Report Forms (105as-ADMIN, 105as-IIIB, 105as-C1, 105as-C2, 105as-IIID, and 105as-IIIIE).

- **Interest**: This box identifies income provided to the AAA from a financial institution for the use of money.
  - 1. **Earned on Advances**: This box requires the amount of income earned from placing advances in an interest-bearing account. Enter the earned interest amount.
  - 2. **Returned on Advances**: This box requires the amount of earned interest income that must be returned to the Department. Enter interest amount to be returned.
  - Note: Based on 2 CFR 200.305(b)(8), “The non-federal entity must maintain advance payments of Federal awards in interest-bearing accounts, unless the following apply.”
    - (i) The non-Federal entity receives less than \$120,000 in Federal awards per year.

- (ii) The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
- (iii) The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
- (iv) A foreign government or banking system prohibits or precludes interest bearing accounts.
- **Note:** In order to comply with the contract, advance recoupments shall begin with report number five (the September invoice due in October), and reflect 1/10<sup>th</sup> of the advance requested, for each title, reflected on Form 106 Part C.

### **TITLE III & GENERAL REVENUE – ADMINISTRATION**

#### ***DOEA FORM 105as-ADMIN***

**PART A:** The instructions below are applicable to Receipts and Expenditure Report Form 105as-ADMIN.

**Contracted Income/Receipts:** This box identifies the types of monetary payment or other gain to the AAA. No data entry is needed.

- 1. Federal Funds – OAA administrative funds
- 2. State Funds – General revenue administrative funds
- 3. Local Cash Match – Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction.
- 4. State Match – Match requirement is 25 percent of federal administrative funds received, made from cash, GR administrative funds, or in-kind resources;
- 5. Local In-Kind Match – Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property. In-kind match is based on fair market value of services and facilities.
- 6. Total Receipts: All income and receipts.

1. **Approved Budget:** This box requires itemized contracted income and receipts.
  - *Federal Funds:* Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
  - *State Funds:* Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
  - *Local Cash Match; State Match; Local In-Kind Match:* Enter the dollar amounts corresponding to match reported in the most recently executed CIIB OAA Budget Summary in the contract. The sum of these three amounts will be compared to the amount reported in the CIIB.
  - *Total Receipts:* No data entry is needed as this amount automatically calculates.

2. Actual Receipts for This Report: This box requires itemized contracted income and receipts for each source. Enter the amounts received since the previous report to the date of the current report.
3. Total Receipts Year to Date: This box requires itemized contracted income and receipts for each source. Enter the total amounts received up to the date of the current report. Federal or state funds received year to date should match Form 106 Part A, line 2.
4. Percent of Approved Budget: This box identifies itemized contracted income and receipts for each source. No data entry is needed as the percent automatically calculates.

**PART B:**

Contracted Expenditures: This box identifies the costs, spending, payments, or expenses for the AAA.

- Administrative Expenses – Operation cost, including rent, utilities, insurance, and managerial salaries.
  1. Approved Budget: This box requires amount budgeted for administrative expenses. Enter the administrative budget amount that matches the Request for Payment form.
  2. Expenditures for this Report: This box requires current expense data for the report period. Enter the dollar amount expended since the previous report to the date of the current report, which must match the back-up documentation provided and the Cost Reimbursement Summary Form.
  3. Expenditures Year to Date: This box requires expense data up to the date of the current report. Enter the dollar amount expended up to the current report. This information must be updated each month.
  4. Percent of Approved Budget: This box identifies budgeted the expense amount, No data entry is needed as the percent automatically calculates.

**TITLE III B**

**DOEA FORM 105as-IIIB**

**PART A:** The instructions below are applicable to Receipts and Expenditure Report Form 105as-IIIB.

Contracted Income/Receipts: This box identifies the types of monetary payment or other gain to the AAA. No data entry is needed.

- 1. Federal Funds – OAA funds
- 2. State Match – Match requirement is at least 10 percent by subcontracts in the form of cash or in-kind resources.
- 3. Local Cash Match – Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction.

- 4. Local In-Kind Match – Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property. In-kind match is based on fair market value of services and facilities.
- 5. Total Receipts – All income and receipts.

1. Approved Budget: This box requires itemized contracted income and receipts.
  - *Federal Funds*: Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
  - *Local Cash Match; State Match; Local In-Kind Match*: Enter the dollar amounts corresponding to match reported in the most recently executed CIIB OAA Budget Summary in the contract. The sum of these three amounts will be compared to the amount reported in the CIIB.
  - *Total Receipts*: No data entry is needed as this amount automatically calculates.
2. Actual Receipts for This Report: This box requires itemized contracted income and receipts for each source. Enter the amounts received since the previous report to the date of the current report.
3. Total Receipts Year to Date: This box requires itemized contracted income and receipts for each source. Enter the total amounts received up to the date of the current report. Federal or state funds received year to date should match Form 106 Part A, line 2.
4. Percent of Approved Budget: This box identifies itemized contracted income and receipts for each source. No data entry is needed as the percent automatically calculates.

#### PART B:

Contracted Expenditures and Program Income: This box identifies the costs, spending, payments, or expenses for the AAA, subcontractors, and set-aside; this box also identifies gross income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract during the reporting period.

- 1. AAA Direct Services – Services approved by the Department through a direct service waiver, to be provided directly by the AAA. Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
- 2. Subcontractor – An individual or business firm contracting to perform part or all of the AAA's contracted IIIB services. Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.

- 3. IIIB set-aside – Funds allowed by the Department for automation of information services and services reporting. Enter AAA set-aside dollar amount. Must match C.II.B.
- 4. Expenditures Sub Total – Expenses prior to program income being deducted. No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- 5. Program Income Collected – Income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract.
- 6. Total Net Expenditures – Expenses to be reimbursed after deducted program income.

1. Approved Budget: This box requires amount budgeted for AAA direct services, subcontractor, and IIIB set-aside.
  - AAA Direct Services: Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
  - Subcontractor: Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
  - IIIB set-aside: Enter AAA set-aside dollar amount. Must match C.II.B.
  - Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
  - Program Income Collected: Leave Blank. There is no approved budget for program income.
  - Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 2.
2. For This Report: This box requires current expense data for the report period.
  - AAA Direct Services: Enter dollar amount expended for AAA direct services. This amount must match back-up documentation.
  - Subcontractor: Enter dollar amount expended for subcontractor services. This amount must match back-up documentation.
  - IIIB set-aside: Enter dollar amount expended for IIIB set-aside. This amount must match the Cost Reimbursement Summary form.
  - Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
  - Program Income Collected: Enter dollar amount of program income collected for the reporting period.

- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 2.

3. Year to Date: This box requires expense data up to the date of the current report.

- AAA Direct Services: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Subcontractor: Enter the dollar amount expended up to the current report. This information must be updated each month.
- IIIB set-aside: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Enter dollar amount of program income collected year to date. Update information with each report.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 2.

4. Percent of Approved Budget: This box identifies budgeted expense amount.

- AAA Direct Services: No data entry is needed as the percent automatically calculates.
- Subcontractor: No data entry is needed as the percent automatically calculates.
- IIIB set-aside: No data entry is needed as the percent automatically calculates.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 2.

### **TITLE III C1 AND TITLE IIIC2**

#### ***DOEA FORM 105as-IIIC1 and DOEA FORM 105as-IIIC2***

**PART A**: The instructions below are applicable to Receipts and Expenditure Report Form 105as-IIIC1 and C2.

Contracted Income/Receipts: This box identifies the types of monetary payment or other gain to the AAA. No data entry is needed.

- 1. Federal Funds – OAA funds
- 2. State Match – Match requirement is at least 10 percent by subcontracts in the form of cash or in-kind resources.
- 3. Local Cash Match – Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction.
- 4. Local In-Kind Match – Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property. In-kind match is based on fair market value of services and facilities.
- 5. Total Receipts – All income and receipts.

1. Approved Budget: This box requires itemized contracted income and receipts.

- *Federal Funds*: Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
- *Local Cash Match; State Match; Local In-Kind Match*: Enter the dollar amounts corresponding to match reported in the most recently executed CIIB OAA Budget Summary in the contract. The sum of these three amounts will be compared to the amount reported in the CIIB.
- *Total Receipts*: No data entry is needed as this amount automatically calculates.

2. Actual Receipts for This Report: This box requires itemized contracted income and receipts for each source. Enter the amounts received since the previous report to the date of the current report.

3. Total Receipts Year to Date: This box requires itemized contracted income and receipts for each source. Enter the total amounts received up to the date of the current report. Federal funds received year to date should match Form 106 Part A, line 2.

4. Percent of Approved Budget: This box identifies itemized contracted income and receipts for each source. No data entry is needed as the percent automatically calculates.

## PART B:

Contracted Expenditures and Program Income: This box identifies the costs, spending, payments, or expenses for the subcontractors; and this box also identifies gross income received by the subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract during the reporting period.

- 1. Subcontractor – An individual or business firm contracting to perform part or all of the AAA's contracted C1 and C2 services. Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.

- 2. Expenditures Sub Total – Expenses prior to program income being deducted. No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- 3. Program Income Collected – Income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract.
- 4. Total Net Expenditures – Expenses to be reimbursed after deducted program income.

1. Approved Budget: This box requires amount budgeted for subcontractor services.

- Subcontractor: Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Columns 3 (C1) and 4 (C2).

2. For This Report: This box requires current expense data for the report period.

- Subcontractor: Enter dollar amount expended for subcontractor services. This amount must match Request for Payment form and back-up documentation.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Enter dollar amount of program income collected for the reporting period.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Columns 3 (C1) and 4 (C2).

3. Year to Date: This box requires expense data up to the date of the current report.

- Subcontractor: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.

- Program Income Collected: Enter dollar amount of program income collected year to date. Update information with each report.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Columns 3 (C1) and 4 (C2).

4. Percent of Approved Budget: This box identifies budgeted expense amount.

- Subcontractor: No data entry is needed as the percent automatically calculates.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave Blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Columns 3 (C1) and 4 (C2).

## **TITLE III D**

### ***DOEA FORM 105as-IIID***

**PART A:** The instructions below are applicable to Receipts and Expenditure Report Form 105as-IIID.

Contracted Income/Receipts: This box identifies the types of monetary payment or other gain to the AAA. No data entry is needed.

- 1. Federal Funds – OAA funds
- 2. Total Receipts – All income and receipts.

1. Approved Budget: This box requires itemized contracted income and receipts.
  - *Federal Funds*: Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
  - *Total Receipts*: No data entry is needed as this amount automatically calculates.
2. Actual Receipts for This Report: This box requires the contracted income and receipts. Enter the amounts received since the previous report to the date of the current report.
3. Total Receipts Year to Date: This box requires the contracted income and receipts. Enter the total amounts received up to the date of the current report. Federal funds received year to date should match Form 106 Part A line 2.
4. Percent of Approved Budget: This box identifies contracted income and receipts. No data entry is needed as the percent automatically calculates.

**PART B:**

Contracted Expenditures and Program Income: This box identifies the costs, spending, payments, or expenses for the AAA, and subcontractors; this box also identifies gross income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract during the reporting period.

- 1. AAA Direct Services – Services approved by the Department through a direct service waiver, to be provided directly by the AAA. Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
- 2. Subcontractor – An individual or business firm contracting to perform part or all of the AAA's contract. Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
- 3. Expenditures Sub Total – Expenses prior to program income being deducted. No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- 4. Program Income Collected – Income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract.
- 5. Total Net Expenditures – Expenses to be reimbursed after deducted program income.

1. Approved Budget: This box requires amount budgeted for AAA direct services and subcontractor.

- AAA Direct Services: Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
- Subcontractor: Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 5.

2. For This Report: This box requires current expense data for the report period.

- AAA Direct Services: Enter dollar amount expended for AAA direct services. This amount must match back-up documentation.
- Subcontractor: Enter dollar amount expended for subcontractor services. This amount must match back-up documentation.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Enter dollar amount of program income collected for the reporting period.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 5.

3. Year to Date: This box requires expense data up to the date of the current report.

- AAA Direct Services: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Subcontractor: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income collected: Enter dollar amount of program income collected year to date. Update information with each report.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 5.

4. Percent of Approved Budget: This box identifies budgeted expense amount.

- AAA Direct Services: No data entry is needed as the percent automatically calculates.
- Subcontractor: No data entry is needed as the percent automatically calculates.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 5.

**TITLE III E**  
***DOEA FORM 105as-IIIE***

**PART A:** The instructions below are applicable to Receipts and Expenditure Report Form 105as-III.E.

Contracted Income/Receipts: This box identifies the types of monetary payment or other gain to the AAA. No data entry is needed.

- 1. Federal Funds – OAA funds
- 2. State Match – Match requirement is at least 10 percent made by subcontracts in the form of cash or in-kind resources.
- 3. Local Cash Match – Contributions received by cash, check, electronic funds transfer, credit card, or payroll deduction.
- 4. Local In-Kind Match – Value of non-cash contributions in the form of real property, equipment, supplies, services, and other expendable property. In-kind match is based on fair market value of services and facilities.
- 5. Total Receipts – All income and receipts.

1. Approved Budget: This box requires itemized contracted income and receipts.

- *Federal Funds:* Enter the corresponding amount in the most recently executed CIIB OAA Budget Summary in the contract.
- *Local Cash Match; State Match; Local In-Kind Match:* Enter the dollar amounts corresponding to match reported in the most recently executed CIIB OAA Budget Summary in the contract. The sum of these three amounts will be compared to the amount reported in the CIIB.
- *Total Receipts:* No data entry is needed as this amount automatically calculates.

2. Actual Receipts for this Report: This box requires itemized contracted income and receipts for each source. Enter the amounts received since the previous report to the date of the current report.

3. Total Receipts Year to Date: This box requires itemized contracted income and receipts for each source. Enter the total amounts received up to the date of the current report. Federal funds received year to date should match Form 106 A line 2.

4. Percent of Approved Budget: This box identifies itemized contracted income and receipts for each source. No data entry is needed as the percent automatically calculates.

**PART B:**

Contracted Expenditures and Program Income: This box identifies the costs, spending, payments or expenses for the AAA and subcontractors; this box also identifies gross income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract during the reporting period.

- 1. AAA Direct Services – Services approved by the Department through a direct service waiver, to be provided directly by the AAA. Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
- 2. Subcontractor – An individual or business firm contracting to perform part or all of the AAA's contracted IIIE services. Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
- 3. Expenditures Sub Total – Expenses prior to program income being deducted. No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- 4. Program Income Collected – Income received by the AAA and subcontractors directly generated by a contract-supported activity, or earned only as a result of the contract.
- 5. Total Net Expenditures – Expenses to be reimbursed after deducted program income.

1. Approved Budget: This box requires amount budgeted for AAA direct services and subcontractor services.
  - AAA Direct Services: Enter dollar amount designated for AAA direct services. Must match C.I.C form with AAA as provider.
  - Subcontractor: Enter dollar amount designated to all providers for services. Must be the remaining service dollars when AAA direct service dollars are deducted.
  - Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
  - Program Income Collected: Leave blank. There is no approved budget for program income.
  - Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 2.
2. For This Report: This box requires current expense data for the report period.
  - AAA Direct Services: Enter dollar amount expended for AAA direct services. This amount must match back-up documentation.
  - Subcontractor: Enter dollar amount expended for subcontractor services. This amount must match back-up documentation.
  - Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.

- Program Income Collected: Enter dollar amount of program income collected for the reporting period.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 6.

3. Year to Date: This box requires expense data up to the date of the current report.

- AAA Direct Services: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Subcontractor: Enter the dollar amount expended up to the current report. This information must be updated each month.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income collected: Enter dollar amount of program income collected year to date. Update information with each report.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 6.

4. Percent of Approved Budget: This box identifies budgeted expense amount.

- AAA Direct Services: No data entry is needed as the percent automatically calculates.
- Subcontractor: No data entry is needed as the percent automatically calculates.
- Expenditures Sub Total: No data entry is needed as this amount automatically calculates. The program income amount is deducted.
- Program Income Collected: Leave blank. There is no approved budget for program income.
- Total Net Expenditures: This amount will be automatically calculated. This is the amount to be reported on form 106A, part B, line 2, Column 6.

#### PART C:

Expenditure Analysis: This box requires expense, units of service, and number of people served data, up to the date of the current report, for each service listed.

- 1. Expenditures by Services Year to Date – Expenses up to the date of the current report for each service listed. The total should equal Part B Line 3, column 3.
- 2. Units of Service Year to Date – Units provided up to the date of the current report for each service listed.

- 3. Number of People Served Year to Date – Individuals served up to the date of the current report for each service listed.

**PART D:**

**Grandparent Services:** This box requires the total dollar amounts expended for grandparent services and the match amount collected for all open federal fiscal year grants by fiscal years.

No less than 5 percent, but no more than 10 percent of the Title IIE funds may be expended for services to grandparents and older individuals who are relative caregivers.