



Volume 2, No. 10, March 10, 2020 Office (608) 243-5670 Fax (866) 813-0974 info@gwaar.org www.gwaar.org

GWAAR Updates

Calendar of Events

Links to files may download or open, depending on your settings.

General

Nice to Know

GWAAR April ACE Meetings: Save the Date!

Tuesday, April 14, Lussier Family, Heritage Center, 3101 Lake Farm Road, Madison, WI

Tuesday, April 21, Greenwood Hill Country Club, 7100 Stoneridge Dr., Weston, WI

The registration e-mail/link will come from Rosanna Mazzara in a few weeks!

Watch for a GWAAR Communications Survey

We'd like to know if/how this newsletter and GWAAR's web calendar are being used and if they are meeting initial objectives. Later this week a separate e-mail with a link to a short survey will be sent to all newsletter recipients. Please watch for the e-mail and respond-we appreciate your input!

Reminder: Call for Presentation Proposals

The 2020 Wisconsin Aging and Disability Network Conference will be held at the Kalahari Conference Center in Wisconsin Dells September 24-25, with preconference sessions September 23. There is a call for [presentation proposals](#).

The conference focus areas are innovation, equity, advocacy, health, rejuvenation, and leadership. They welcome submissions of ideas for innovative programming for both workshops and half-day or full-day preconference intensives. Please use [this survey link](#) provided to submit presentations.

For questions regarding this call for proposals or the submission process, contact conference planner [Peggy Rynearson via email](#) or at 608-446-4206.

Submissions deadline is March 16th.

Census

Nice to Know

Get the Word Out!

Go to the [Census.gov webpage](#) for outreach and social media materials.

Age Options has a lot of good information on [their page](#).

Here is the [one-pager specific to older adults](#)

This file [addresses accessibility](#).

There are additional posters and one-pagers to specific populations, like LGBTQ+, minorities, businesses, Native Americans and more. Go to the Census website under [Partners, Outreach](#) materials.

Ask your place of worship to host a Census Worship Weekend to reach more places! Use [this information](#) to support that effort!

Family Caregiver Support

Accurate Census Data Can Help Ensure Funding for Children's Programming

Did you know 10% of children under age 5 were missed in the 2010 census? Many communities lost out on important funding or received reduced funding as a result. Children raised by grandparents are among the hard to count children. Help educate your community about how to count these children and the importance of having every child counted!

Here are resources to help:

- [Grandparents Day Social Media Toolkit](#) (Even though Grandparents Day is in September, this toolkit has a lot of great ideas around the Census.)
- [Infograph from US Census Bureau](#)
- [Count All Kids website](#)

Fiscal

[Patrick Metz](#), Fiscal Manager

Need to Know

Important Information: 2020 GWAAR Claim Form

Thank you for your patience in awaiting the roll out of the 2020 GWAAR Claim Form. Below are some very important, general instructions to follow when submitting your **monthly** claim forms. Please keep in mind the word **monthly**. Beginning with the January 2020 claim, we will be requiring from every provider a **monthly** claim form so that our quarterly and annual reports to our State and Federal partners are a *true, accurate and a complete representation* of what Wisconsin did in their OAA programming each quarter and for the Federal Fiscal Year (October – September). Below you will find a list of **monthly** claim deadlines that must be met, so that we can maintain our contractual obligations with the State. We understand that there are always unavoidable circumstances that may delay a claim form, but please make every effort to meet these deadlines.

In 2020 GWAAR will also be thoroughly reviewing each and every entry our into forms to ensure that all information is being submitted within the necessary guidelines so that our quarterly and annual reports to our State and Federal partners are *true, accurate and complete*. If we do not receive your claim form by the scheduled deadline, we will be contacting you to assist you in submitting your claim form in a timely manner. If we have any questions regarding your submitted claim, we will be reaching out to you to verify the numbers submitted, so it is vital that you include your contact information on our "Claim Sheet". You will now find that if your contact information is not filled in, it will prevent your "Claim Sheet" from filling in with your monthly claim. It is also important to contact us immediately, should you have any questions regarding how to complete our claim form. We will make every effort to return your phone call or email within a couple business days or sooner. In early 2020 will also be recording webinars on each tab of the claim form so that you can use these as a reference when completing your claims.

I just want to mention a couple subtle changes in the AFCSP and SSCS tabs. You will see that the first column is the "CASH MATCH Monthly Expenses" and not the "SSCS or AFCSP Monthly Expenses" as you'll find those one 5-7 columns over to the right. This is due to how the reports are set up in the "background" of this claim form. Please be aware of this when filling out your forms for AFCSP and SSCS allocation expenses. We will also keep an eye on it as well.

Continued on next page:

Instructions: DO NOT DELETE OR MODIFY THE FORM

To avoid modifying the template, begin by selecting Save As from your File menu drop down list and save this as the 3-digit organization code - county/tribal name - 2-digit month-4 digit year.

- 1) Begin on the Certificate of Claim tab.
 - a) Select your county, tribe or organization from the drop down list under Agency Name.
 - b) Select the month of this claim from the drop down list under Report Period.
 - c) Type in the date the form was completed and the contact information.
- 2) Using your 3-digit organization code and county/tribal name from the Claim Sheet and the claim Month and Year, save the document in the following format:

120 - Ashland - 01-2020

- 3) On each applicable tab enter in all required information, such as monthly expenditures, year to date expenditures, cash and in-kind match, other expenditures (federal, state, local), current year program income and expenditures, and prior year program carryover and expenditures.
 - ** If a specific program does not apply to you simply skip over the tab, **do not delete or modify the form as such action will disrupt formula calculations.** HOWEVER, even if you are not submitting a financial request for an applicable program, complete all areas above for the current year to date figures.
 - ** Enter in all dollar amounts as whole dollars, no cents.
 - ** **Do not enter more contract expenditures on the Title III Expenses YTD column than what your budget allocation is.**
 - ** **Continue to claim every month all expenses even after you have expended contract dollars - i.e. meal programs will always have program income to claim and expend, possibly along with match. There should be 13 claim forms submitted per year - including the Final Submission.**
- 4) Verify on the Compliance Issues tab that you do not have errors on the form.
 - ** Note that certain requirements might not be met until towards the end of the fiscal period, monitor the warnings for each contract requirement so that you are fulfilling these requirements by the end of the year.
- 5) Email this completed spreadsheet to fiscal@gwaar.org by the 10th of each month. Ensure that the Certificate of Claim is electronically signed or authorized before submitting the claim form. **This form must be submitted in Excel format to fiscal@gwaar.org.**

Expense Claim Month	Due to GWAAR	Estimated Pay
January	March 10th	1st Week April
February*	March 31st	1st Week May
March	May 10th	1st Week June
April	June 10th	1st Week July
May	July 10th	1st Week August
June	August 10th	1st Week September
July	September 10th	1st Week October
August	October 10th	1st Week November
September**	November 10th	1st Week December
October	December 10th	1st Week January
November	January 10th	1st Week February
December	February 10th	1st Week March
Final Submission****	March 3rd	1st Week April

SAMS Service Received	SAMS Data Entry Deadlines
January	End of February
February	End of March
March	End of April
April	End of May
May	End of June
June	End of July
July	End of August
August	End of September
September***	End of October
October	End of November
November	End of December
December	End of January

A separate claim form must be submitted each month by the deadline date for accurate state and federal reporting.

* February's Expenses must be submitted by March 31st for state reporting

** September's Expenses must be submitted by November 10th for end of year federal reporting.

*** September SAMS data must be entered by October 31st - the system will be locked down after that and back data will not be able to be entered

**** A Final Submission Expense report must be submitted by March 3rd - after which contract payments cannot be made, the contract is closed.

Health Promotion

[Angie Sullivan](#), OAA Consultant - Health Promotions Specialist

Nice to Know

A "questions and answers" technical assistance document related to the provisions and priorities of Title III-D has been created and is now on the GWAAR website under [technical assistance/health promotion/resources](#).

Nutrition Program

[Jean Lynch](#), OAA Consultant - Nutrition Program Specialist

[Pam VanKampen](#), Older Americans Act Consultant — Nutrition Specialist — Senior Center Representative

Nice to Know

New Food Label Toolkit from the Food and Drug Administration

The [new toolkit](#) includes ppt, pre and post-test evaluation, handouts, sample tweets, and Facebook posts.

Volunteerism

[Carrie Diamond](#), *Older Americans Act Consultant - Transportation & Volunteerism Specialist*

Nice to Know

Wisconsin Volunteer Coordinator Association 2020 Conference Registration is Open!

May 7 & 8 in Madison.

[Registration information can be found here.](#)

The Wisconsin Volunteer Coordinators Association, WVCA, hosts an annual conference and registration is now open. This has traditionally been an outstanding educational and networking opportunity that all volunteer coordinators and managers should consider attending. Check out the diverse and important topics [at this link](#).

For those volunteer coordinators who work with volunteer driver programs, your attendance may be eligible for an RTAP scholarship [at this link](#). All applications for scholarships must be submitted at least 30 days prior to the event.