

Fiscal Instructions

Completing and Submitting Monthly Contract Expense Reports

(rev. 11-19-2020)



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1. Location of Contract Expense Report (aka Claim Form)

Each month download the most recent claim form from the GWAAR website under the Fiscal technical assistance page – located at: <https://gwaar.org/fiscal-p>.

2. Information within the Claim Form

The following is a list of the tabs within the claim form and their primary role:

- Claim General Instructions – standardized instructions on how to save the form, basic guidelines for claiming and deadlines for submitting the monthly claim form.
- Column Definitions – state approved definitions of where and what type of funding should be saved within each column, used for state and federal reporting.
- Service Definitions – state approved definition of services to provide under each contract, used for state and federal reporting. These services match what is in SAMS and should align accordingly.
- Meal Expense Tool – this tool assists in allocating of meal cost expenses between various contracts and funding sources.
- EBS Expense Tool – this tool assists in allocating EBS expenses between various contracts and funding sources and must be used to complete all EBS, SHIP, SPAP and MIPPA contracts with GWAAR.
- Notes to GWAAR – although notes can be provided to GWAAR within your email when submitting the form, please also comment here for better follow up.
- Submission Dates – list of claim form fiscal submission dates and deadlines to GWAAR and SAMS data entry deadlines.
- Compliance Issues – if there are issues on a certain contract tab that does not allow the claim form to be in compliance it will be displayed in red lettering on this tab. The issue must be addressed before the claim form can be submitted for payment. Reminder notifications will also be displayed to ensure follow up by the Aging Unit.
- Claim Sheet – within this tab select the Aging Unit/Vendor name and claiming month. This tab will display the monthly amount for each contract claimed and the YTD figures as they compare against the budget amounts. Reminder, a claim form needs to be submitted each month even if there are no contract dollars being expended. At the end of the year there should also be a Final Claim submitted to ensure all expenses have been reported.
- 180B IIIB, IIIC1, IIIC2, IIID, IIIE – these tabs are the Title III contract tabs used for drawdown of those contracts. If your agency does not receive funding through these contracts with GWAAR simply skip over these tabs – do not remove or modify in any way.
- AFCSP, SSCS, EBS, SPAP, SHIP, MIPPA, Elder Abuse – these tabs are for supplemental contracts provided through GWAAR used for drawdown of those contracts. If your agency does not receive funding through these contracts simply skip over these tabs – do not remove or modify in any way.

- Families First and CARES Act – these tabs are for stimulus contracts provided through GWAAR used for drawdown of those contracts during the COVID 19 pandemic.
- Overall Totals – this tab will display the overall YTD totals for each section as it will be reported for state and federal reporting.
- Monthly Title III with SAMS – this tab provides for the collaboration of Monthly expenditures and SAMS services to be aligned and analyzed to assist with accurate state and federal reporting.
- YTD Totals Title III with SAMS – this tab provides for the collaboration of total expenditures and SAMS services to be aligned and analyzed to assist with accurate state and federal reporting. This tab may be more resourceful to analyze SAMS and Fiscal data on a YTD basis.

3. Choosing the Aging Unit/Vendor and claim period

On the Claim Sheet – first select the Aging Unit or Vendor name from the Agency Name dropdown list.

Next select the month and year for the claim from the Report Period dropdown list. This information will be needed when saving this report to submit to GWAAR.

Enter in contact information – Contact Name, Email Address and Phone Number. Missing this information will create a compliance issue.

The screenshot displays a software interface for claim management. A dropdown menu for 'AGENCY NAME' is open, showing a list of agencies including '100 Adams Co', '110 ADRG Central WI', '120 Ashland', '125 Ashland', '130 Bas', and '140 Bas'. '120 Ashland' is highlighted. Below the menu is a form with the following fields:

- AGENCY NAME (with '120 Ashland' selected)
- DATE FORM COMPLETED (MM/DD/YY)
- A signature line with the text: 'OF PERJURY, I CERTIFY BY ELECTRONIC SIGNATURE OR TYPING IN MY REPORTED HERE IS TRUE AND CORRECT. I FURTHER CERTIFY THE EXP...' and a date selector showing 'Jan' and 'Feb'.

At the bottom of the interface, there is a section for 'TOTAL REIMBURSABLE EXPENDITURES' with a table structure, and a field for 'Contact Person First and Last Name'.

4. Saving format

Using the 3-digit organization code and county/tribal/vendor name from the Claim Sheet tab and the claim Month and Year, save the document in the following format:

120 - Ashland - 01-2020

5. Submission Deadlines

Each agency/vendor must submit a monthly claim form even if no contract dollars are being expended. This is extremely important as this data will be used for state and federal quarterly reports.

Claim Forms are to be submitted accurately **by the 10th of each month** in order for payment to be processed. Errors submitted on the form could cause a delay in payment.

Refer to the Submission Dates tab for exact dates and deadlines.

6. Claiming for each contract:

Reminder – claim only up to your contract dollars for reimbursable expenditures. Continue to claim monthly any and all additional expenses (ie. Match, Program Income) that were used to provide the service throughout the end of the year. **Program Income earned must be spent prior to claiming any Title III/contract dollars.**

Monthly amounts must be entered for each column, along with Year-to-Date amounts, to include Match, Other Federal, Other State, Other Local and Program Income where funds are being expended – do not only update the Year-to-Date column. This is a requirement to complete state and federal monthly reports.

Any and all funds expended on the GWAAR claim form must be used to support providing a Title III service. Meaning if you are spending Cash Match under Personal Care there should also be spending under the Title III column for Personal Care – and these services must be entered in to SAMS as Title III. Do not expense on the GWAAR claim form such contracts as 85.21, Family Care, IRIS or Title VI Tribal dollars – or those services that are paid for as a private pay ineligible Title III service. Please refer to the <https://gwaar.org/covid-19> site for additional information regarding the COVID 19 stimulus funds/services.

During COVID 19 Program Income received in Title III programs can be expensed in other Title III programs – for example program income received through Title III C1 program can be expensed within the Title III C2 program. In addition to this, program income earned under Title III C1/C2 should be expensed within the Families First and CARES Act programs – as per policy Program Income should be expensed prior to drawing down contract dollars.

As each month is claimed ensure that any and all expenses are carried forward into the next month's claim form – do not stop claiming because all contract dollars have been expended or because minimum match has been met. Also, with the new COVID 19 contracts continue to show expenses on all other claims that have already been expended in prior months.

a. IIIB – Supportive Services

Within the IIIB-Supportive Services contract, Aging Units are required to provide services and expend funds within the following service areas:

- Access to Services: a minimum of 6% of expenses must be allocated to Case Management, Assisted Transportation, Transportation, Information and Assistance, or Outreach services. If other Title III funds are being used to perform these services; or other contract funds or another agency within the county/tribe is providing these services and no Title III dollars are being used – check off the box to the far right on the claim form and state how these services are being provided/funded.
- In-Home Services: a minimum of 7% of expenses must be allocated to Personal Care, Homemaker or Chore services. If other Title III funds are being used to perform these services; or other contract funds or another agency within the county/tribe is providing these services and no Title III dollars are being used – check off the box to the far right on the claim form and state how these services are being provided/funded.
- Legal Assistance: a minimum of 5% of expenses must be allocated to Legal Services to support the EBS program. Your agency may have received a waiver if the EBS is located in the ADRC, they are under the direction of the ADRC Director and are conducting 100%-time reporting – this waiver must be granted by the state. Please contact GWAAR if you do not have a waiver and would like to apply for one.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

NOTE: Program Income earned through providing a IIIB service must be maintained and spent within the IIIB program and cannot be transferred or used within other contracts.

During COVID 19 IIIB funds can be used for meals that do not meet the dietary requirements to NSIP eligible participants – these meals must have the IIIB fund identifier attached to their meal service in SAMS. These funds can be used in March 2020 prior to when Families First and CARES Act funds were awarded.

b. IIIC1 – Congregate Meals

Within the IIIC1 contract congregate meals will be provided. Along with this service Nutrition Education must be provided once per quarter in-person at each meal site – this will typically happen in presentation or demonstration format. Services and expenses should reflect these services provided.

For assistance on how to drawdown meal related expenses the use of the Meal Expense Tool should be used – see the Meal Expense Tool instruction section.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or

exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

NOTE: Program Income earned through providing a IIC1 service must be maintained and spent within the IIC1 program and cannot be transferred or used within other contracts.

During COVID 19 **C2** funds must be used for carryout/grab-n-go meals provided to a Title III eligible participant from a meal site – these meals must have the Carryout Meals subservice attached to the 05-Home Delivered Meal service in SAMS.

c. IIC2 – Home Delivered Meals

Within the IIC2 contract home delivered meals will be provided. Along with this service Nutrition Education must be provided once per quarter to each participant – this will typically happen via the use of written materials. Services and expenses should reflect these services provided.

For assistance on how to drawdown meal related expenses the use of the Meal Expense Tool should be used – see the Meal Expense Tool instruction section.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

NOTE: Program Income earned through providing a IIC2 service must be maintained and spent within the IIC2 program and cannot be transferred or used within other contracts.

During COVID 19 **C2** funds must be used for carryout/grab-n-go meals provided to a Title III eligible participant from a meal site – these meals must have the Carryout Meals subservice attached to the 05-Home Delivered Meal service in SAMS.

d. NSIP – Nutrition Supplement Incentive Program

The NSIP contract is used to draw down costs of raw food expenditures only. This contract supplements the IIC1 and IIC2 programs and the eligible meals associated with these expenditures are used for future contract funding. The standard rate of raw food cost is \$1.25 per eligible Title III meal served.

For assistance on how to drawdown meal related expenses the use of the Meal Expense Tool should be used – see the Meal Expense Tool instruction section.

No Match is required.

e. IIID – Health Promotion Evidence Based Programs

Funding under the IIID Health Promotion contract can only be used for high level Evidence Based programs, refer to the Service Definitions tab to see the currently approved list from the state.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

NOTE: Program Income earned through providing a IIID service must be maintained and spent within the IIID program and cannot be transferred or used within other contracts.

f. IIIE – NFCSP for those caring for individuals age 60+ or 19-59 with Early Onset Dementia

While this tab/section specifies a Caregiver, 18+, who is caring for someone who is either age 60+ or someone who is between the ages of 19-59 with Early Onset Dementia the information below applies to both IIIE sections listed here – with the exception of the AFCSP Match, that is only applicable to this tab.

Within the IIIE-National Family Caregiver Support Program contract, Aging Units are required to provide services and expend funds within the following five core service areas:

- Caregiver Counseling, Caregiver Training, Caregiver Support Groups
- Respite Care (In-Home, Facility-Based Day, Facility-Based Overnight) – not to exceed 112 hours for the care recipient in a calendar year.
- Supplemental Services – not to exceed 20% of the total expenditures (this limit has been lifted for 2020 due to COVID 19)
- Information and Assistance/Case Management
- Information Services

If other Title III funds are being used to perform these services; or other contract funds or another agency within the county/tribe is providing these services and no Title III dollars are being used – check off the box to the far right on the claim form and state how these services are being provided/funded.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/3rd of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

AFCSP contract fund expenditures are also able to be used as a form of Cash Match if your agency receives both contracts. In order to claim these expenses as match they must be first used to provide services under the AFCSP program and entered in to the AFCSP claim form. The amount to be used as match will then be entered into the column AFCSP used as Cash Match for IIIE Monthly/YTD Expense – they will pull over and be allocated automatically on the IIIE form. If your agency receives the AFCSP contract directly from

the state and not GWAAR you may still use these expenses as Cash Match – simply enter those expenses into the AFCSP used as Cash Match for IIIIE Monthly/YTD Expense columns. If AFCSP expenses are used for Cash Match those services must also be entered in to SAMS under the NFCSP program so that services and expenses align.

NOTE: Program Income earned through providing a IIIIE service must be maintained and spent within the IIIIE program and cannot be transferred or used within other contracts. This can be used between both IIIIE tabs.

g. IIIIE – NFCSP for those caring for individuals 18 and under or 19-59 Disabled

This tab/section specifies a Caregiver, age 55+, who is caring for someone who is either age 18 and under or someone who is between the ages of 19-59 and disabled. When providing services to these Caregivers the expenditures must be separated and allocated accordingly to this tab – this includes Case Management, Counseling, Training, Support Groups, Respite and Supplemental Services. The expenses on this tab will be used in combination with those expense above to ensure compliance.

In order to determine which services qualify request the following SAMS report: (top) SAMS Service Delivery Consumer Listing Report (with Care Recipient data), (bottom) Review Report 15 – NFCSP Grandparent and Other Elderly Relative.

Note: In 2020 the 10% spending limit on grandchildren has been discontinued.

h. AFCSP

Within the Alzheimer's Family Care Support Program, funds are available to assist individuals to purchase services and goods related to the care of someone with Alzheimer's disease – or to the individual themselves if a caregiver is not associated with the participant. Up to \$4,000 per participant may be available and the person should not be enrolled in both the AFCSP and NFCSP programs at concurrent times. No more than 10% of the expenses may be used for administration.

AFCSP contract fund expenditures are also able to be used as a form of Cash Match if your agency receives both contracts. In order to claim these expenses as match they must be first used to provide services under the AFCSP program and entered in to the AFCSP claim form. The amount to be used as match will then be entered into the column AFCSP used as Cash Match for IIIIE Monthly/YTD Expense – they will pull over and be allocated automatically on the IIIIE form. If your agency receives the AFCSP contract directly from the state and not GWAAR you may still use these expenses as Cash Match – simply enter those expenses into the AFCSP used as Cash Match for IIIIE Monthly/YTD Expense columns. If AFCSP expenses are used for Cash Match those services must also be entered in to SAMS under the NFCSP program so that services and expenses align.

No Match is required.

i. SSCS

Within the State Senior Community Services contract these funds are meant to supplement the Title III program. Meaning on any service line item where you are spending funds you

must also be expending funds from a Title III program on an identical service line. These funds can only supplement the Title IIIB, IIIC1, IIIC2 and IIID contracts – NOT IIIE.

For assistance on how to drawdown meal related expenses using SSCS funds the use of the Meal Expense Tool should be used – see the Meal Expense Tool instruction section.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

j. EBS

Within this contract Aging Units are required to provide benefit specialist services, broad access to benefits and legal rights assistance for older persons.

Your agency may have received a waiver if the EBS is located in the ADRC, they are under the direction of the ADRC Director and are conducting 100%-time reporting – this waiver must be granted by the state. If you have received this waiver you are able to claim EBS I&A Replacement Federally Matched funds through the ADRC effective 01/2020 – this contract is no longer provided through GWAAR for those receiving the waiver.

In order to claim EBS expenses, the EBS Expense Tool must be completed each month – see the EBS Expense Tool instructions section.

In addition to this, the local agency is required to provide through either Cash Match (ie tax levy, tribal dollars) or In-Kind Match (ie volunteer hours) a matching share equal to or exceeding 1/9th of the contract expenditures. If required funds are needed in match to continue to provide the service throughout the remainder of the year, the Aging Unit is required to continue to report these funds on the claim form monthly so that accurate reporting can be provided as to the true cost of the service.

NOTE: Program Income earned through providing a EBS service must be maintained and spent within the EBS program and cannot be transferred or used within other contracts.

k. SPAP

Within the State Pharmaceutical Assistance Program contract these funds are meant to supplement Legal Services (EBS) program to assist participants with Medicare Part D costs.

Your agency may have received a waiver if the EBS is located in the ADRC, they are under the direction of the ADRC Director and are conducting 100%-time reporting – this waiver must be granted by the state. If you have received this waiver you are able to claim SPAP I&A Replacement Federally Matched funds through the ADRC effective 01/2020 – this contract is no longer provided through GWAAR for those receiving the waiver.

In order to claim SPAP expenses, the EBS Expense Tool must be completed each month – see the EBS Expense Tool instructions section.

No Match is required.

I. SHIP

Within the State Health Insurance Assistance Program (SHIP) contract these funds are meant to supplement the Legal Services (EBS) program to provides education, counseling, and enrollment assistance to Medicare beneficiaries.

In order to claim SHIP expenses, the EBS Expense Tool must be completed each month – see the EBS Expense Tool instructions section.

No Match is required.

m. MIPPA

Within the Medicare Improvements for Patients and Providers Act (MIPPA) contract these funds are meant to supplement the Legal Services (EBS) program to help low-income Medicare beneficiaries apply for programs that make Medicare affordable.

In order to claim MIPPA expenses, the EBS Expense Tool must be completed each month – see the EBS Expense Tool instructions section.

No Match is required.

n. Elder Abuse

These funds are to be used for direct services for short-term needs to stabilize a situation and address immediate concerns (less than 6 months). It should not be used to supplement long-term care, nor should it be used for staff costs, administrative overhead or indirect costs. Only staff costs associated with provisions of a direct service and/or preventative services are allowable. No more than 10% of the allocation may be used for outreach and training combined.

No Match is required.

o. Families First Coronavirus Response Act (FFCRA)

Within the FFCRA contract NSIP eligible participants are provided congregate and home delivered meals, nutrition counseling and nutrition education. These funds are to be used for C1/C2 services provided as of April 1st, 2020. These funds are to be expended in full prior to using CARES funds or continuing to draw down Title III C1 and C2 funds.

No Match is required.

Program Income earned is required to be expended prior to drawing down Families First funds. Program Income earned in other contracts (IIIB, IIID, IIIE) can be expended within the C1/C2 contracts. NSIP funds can also be expended based on raw food costs – or at the standard rate of raw food cost of \$1.25 per eligible Title III meal served.

Services in SAMS are required to be entered as a FFCRA reported meal by attaching the FFCRA fund identifier. It is recommended by GWAAR that meals and expenses should match out to the approximate cost per meal served. After Families First funds are fully expended CARES funds should then be used, if available, or OAA funds – also consider spending down your SSCS contract.

During COVID 19 **C2** funds must be used for carryout/grab-n-go meals provided to a Title III eligible participant from a meal site – these meals must have the Carryout Meals subservice attached to the 05-Home Delivered Meal service in SAMS.

More information will be forthcoming as is provided from ACL and BADR. Monitor the FAQs on the BADR website or SharePoint site for additional information.

p. Coronavirus Aid, Relief, and Economic Security Act (CARES)

Within the CARES contract services will be provided under the IIIB, IIIC2 and IIIE programs (not IIIC1 or IIID).

No Match is required.

Program Income earned is required to be expended prior to drawing down CARES funds. Program Income earned in other contracts (IIIB, IIIC1, IIID, IIIE) can be expended within the C2 contracts. NSIP funds can also be expended based on raw food costs – or at the standard rate of raw food cost of \$1.25 per eligible Title III meal served.

Services in SAMS will be required to be entered as a CARES service by attaching the corresponding fund identifier. It is recommended by GWAAR that services and expenses should match out to the approximate cost per service provided. After CARES funds are fully expended OAA funds should then be used – also consider spending down your SSCS contract.

During COVID 19 **C2** funds must be used for carryout/grab-n-go meals provided to a Title III eligible participant from a meal site – these meals must have the Carryout Meals subservice attached to the 05-Home Delivered Meal service in SAMS.

More information will be forthcoming as is provided from ACL and BADR. Monitor the FAQs on the BADR website or SharePoint site for additional information.

General Note:

On the forms where Match is not a requirement, the column for Cash Match may be open in order to allow for such funds as tax levy or tribal dollars to be reported as per the column definitions in order to provide additional support for the service to be provided.

7. Compliance Issues

If there are issues on a certain contract tab that does not allow the claim form to be in compliance it will be displayed in red lettering on this tab. The issue must be addressed before the claim form can be submitted for payment.

	A	B	
1		April 2019	
5	ERRORS - see below		
6	IIIB		
7	Remaining Budget Balance	\$ 263,742	Ok - You still have contract dollars to
8	Title III dollars must be expended	\$ 5,000	Not Ok - You have claimed expenses
9	Program Income Spend Down	\$ -	Ok
10	Claiming period - no expenses		Ok
11	Percent of Access to Services	0%	Ok
12	Percent of Legal/Ben. Assist.	100%	Not Ok - You have received a waiver
13	Percent of In-Home Services	0%	Ok
14	Total Non-Federal Match	\$ 500	Not Ok - Your Cash Match and/or In-Ki
15	Match Amount Needed	\$ 556	
16			
17	IIIC1		
18	Remaining Budget Balance	\$ 399,138	Ok - You still have contract dollars to

Example of Compliance Issues that will prevent the claim from being processed:

- Overclaiming expenditures against actual contract dollars.
- Claiming expenses without claiming any contract dollars.
- Not spending down all Program Income before claiming contract dollars.
- Not spending within required to provide service areas – or not checking off the waiver stating the service is being provided using other Title III funds or no Title III funds at all (IIIB and IIIE).
- Not meeting the minimum required amount of Match – this will be verified quarterly.
- Not claiming any Program Income where there should always be Program Income received (IIIC1 and IIIC2).
- Approaching the end of the contract period and no expenses have been reported.
- Over-reporting services expenses where a limit per contract exists (NFCSP and AFCSP).

Additionally the form may display a warning or reminder message which will not prevent you from submitting the claim until either quarterly requirements or closer to the end of the contract but serves to provide notice to the submitter of specific contract requirements.

42	Remaining Budget Balance	\$ -	Ok - You have spent down all your contract dollars
43	Title III dollars must be expended	\$ 5,000	Ok - C1 and/or C2 dollars have been expended
44	Claiming period - no expenses	\$ -	Ok
45			
46	IIID		
47	Remaining Budget Balance	\$ 22,361	Warning - You are a few months from the end

8. SAMS Reports

Row	Actions	Type	Title
+		Services	Service Delivery Profile - Cross Tab
+		Services	Service Demographics
+		Services	Service Suspension Report
+		Services	Title III All Services
+		Services	Topic Profile - Outcome Chart
+		Services	Topic Profile - Topic Hours Distribution
+		Services	Topic Profile - Topic Time Spent Chart

Click to hide report definitions

In order to complete the Totals with SAMS tab – Monthly or YTD – request from a SAMS user to run the following report. Top section: Title III All Services, Bottom Section: Review Report 99 – Monthly/Quarterly/Annual Report Export for Fiscal.

Save | Save and Close | Close | Reject Changes | Make a Copy | Open Audits

Comments

Please make a copy of this report for your own use.

[Open](#) **Report Definition**

Title	Review Report 99 - Monthly/Quarterly/Annual Rep
Comments	Please make a copy of this report for your own use
Shared With	(All)
Modifications Allowed	Date Fields Only

User Options

Within the report the SAMS user can change the Service Start Month and Service End Month by clicking on the blue Open link and under the User Options modifying the dates.

Next they will use the dropdown on the Preview tab at the top and select Microsoft Excel 2003 data – which will then export the data into excel. This document can be saved and sent to your fiscal staff personnel.

Once the excel document is opened, highlight the data in the four columns for Ind Clients, Ind Units, Group Clients, Group Units (do not include the headers only the data) for all data – copy and paste the data into either the Monthly with SAMS tab or the YTD with SAMS tab

- Review Report 04a - I		C	D	E
py Open Audits Preview		ADAMS CO AGING UNIT	Date Printed :	4/30/2
Include Consumer	Adobe F	Unit Type	Ind Clients	Ind Un
No	Crystal	hours	0	
	Microso	hours	0	
	Microso	hours	0	
	Microso	meals	65	2,26

There may be errors displayed if there are funds expended without services in SAMS being reported or if there are services in SAMS but no expenses are being reported. These errors will not prevent you from submitting the claim form and at times there may have been

expenditures where SAMS haven't been entered in yet or SAMS data where expenses haven't been reported – typically within a few months this should start balancing out on the YTD form. This information should be monitored as all data should be close to matching out by the September claim form before the fiscal and SAMS data is compiled and sent for state and federal reporting.

9. Meal Expense Tool

The Meal Expense Tool was designed to assist in allocating Congregate and Home Delivered Title III meal costs, NSIP expenses and determining In-Kind of volunteer hours.

To assist with meal cost allocation:

- 1) Enter in only Title III-C1 and Title III-C2 meal expenses in the blue fields under each section.
- 2) Enter in the number of Title III-C1 and C2 meals within NSIP allocation section to automatically calculate the NSIP expenses for both the C1 and C2 contracts. This number can be obtained from SAMS.
- 3) Input the Current Year Program Income received from each program under the Revenue Applied column.
- 4) At this point the expenses minus program income, minus NSIP provides a remaining balance that can be expended from the SSCS (SCSP) contract, IIIC1/C2 contracts and Cash Match within the Revenue Applied Column. During the COVID-19 stimulus funding period beginning April 1st 2020, Families First funds must be expended first and then CARES Act funds before expending Title III C1/C2 funds. Also, any carryout meals must be captured and expended as Home Delivered Meals-Carryout – and not Congregate Meals.
- 5) Most agencies will not have additional Other Federal or Other State funds to allocate – if expenses are allocated on the claim in these fields GWAAR will be contacting the Aging Unit to determine their validity.
- 6) Some agencies may have Other Local funds to allocate – if expenses are allocated on the claim in these fields GWAAR will be contacting the Aging Unit to determine their validity.
- 7) The amounts in each Revenue Applied field can then be transferred onto the corresponding C1 or C2 tab.
- 8) Entering the Previous Months YTD is helpful to determine accuracy in the Current Month YTD, as is entering in the Annual Allocation.

	A	B	C	D
4	Title III-C1 - Congregate Meals			
5	Total Title III-C1 Expenses		\$ -	
6	Funding Source	Revenue Applied	Expenses yet to cover	Previous Months YTD
8	Current Year Program Income - Congregate	\$ -	\$ -	\$ -
9	NSIP - Congregate	\$ -	\$ -	\$ -
10	SCSP - Congregate		\$ -	\$ -
11	GWAAR Title III-C1 Contract		\$ -	\$ -
12	Cash Match (Tax Levy) - Congregate		\$ -	\$ -
13	Other (FED)		\$ -	\$ -
14	Other (State)		\$ -	\$ -
15	Other (Local)		\$ -	\$ -
16				
17	Home Delivered Meals			
18	Total HDM Expenses			
19	Funding Source	Revenue Applied	Expenses yet to cover	Previous Months YTD

- 9) To assist in determining In-Kind costs using Volunteer hours, complete the volunteer section by entering in how many hours volunteers worked within the Congregate and Home Delivered Meal program. The amount will be multiplied by the Wisconsin Average Cost of a Volunteer Hour as determined by a nation-wide survey from the Independent Sector (2018).
- 10) The amounts in each Value of Volunteer Hours field can then be transferred onto the corresponding C1 or C2 tab as In-Kind Match.

	A	B	C
1	NSIP Allocation		
2	Raw food cost per meal	\$ 1.25	
3	# of Title III meals provided	Current Month Meal Count	NSIP Monthly Allocation
4	Congregate	0	\$ -
5	HDM	0	\$ -
6		0	\$ -
7			
8			
9	In-Kind Match - Volunteer Hours		
10	Wisconsin Average Cost of a Volunteer Hour		\$ 25.12

10. EBS Expense Tool

The EBS Expense Tool has been modified as of January 2020. This tool must be used to report and claim GWAAR contracted EBS, SHIP, SPAP and MIPPA expenses for Legal Services related to your EBS.

If someone other than the EBS is assisting participants to provide SHIP, SPAP or MIPPA services, record these expenses under 21s-Insurance/Benefits on the EBS Tool.

EBS Claiming for GWAAR by Month									
Month of claim									
1	2								
End of Prior Year Contract Expenses									4
FEDERAL EBS COSTS				STATE EBS COSTS			STATE EBS COSTS		
Jan-20	Total EBS Monthly Costs	Title III-B Monthly Allocated Costs	SHIP Monthly Allocated Costs	MIPPA Monthly Allocated Costs	SPAP Monthly Allocated Costs	SSCS Monthly Allocated Costs	EBS Monthly Costs		
	\$ 1,075	\$ -	\$ 100	\$ 100	\$ 200	\$ -	\$ 1,278		
EBS	Monthly Expense	EBS Expenses YTD	Monthly Cash Match	Cash Match Expenses YTD	Monthly In-Kind Match Expenses	In-Kind Match Expenses YTD	Monthly Other Federal Expense	Other Federal Expenses YTD	Monthly State I
12-Legal Services	\$ 1,128	\$ 1,128	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -
SPAP	SPAP Monthly	SPAP Expenses							

- 1) For the SHIP, MIPPA and SPAP contracts, if funds were expensed in the prior year enter in the year to date amount on top for each contract
- 2) Enter in the Total EBS expenses for the month that will be claimed through GWAAR contracts
- 3) Enter in expenses for Title IIIB, SHIP, MIPPA, SPAP or SSCS to draw down against those contracts (these will be subtracted from the overall monthly EBS expenses)
- 4) Check the box indicating these expenses were also not claimed by the ADRC for MA match
- 5) Within the EBS section enter in any Cash Match or In-Kind Match for the month
- 6) Within the EBS section enter in any Program Income earned and expensed for the month – reminder, any Program Income earned must be spent before claiming contract dollars
- 7) Within the EBS section enter any Other Federal, Other State or Other Local funds expensed for the month – these sections will typically be zero and should not include ADRC funds