

August 26, 2020

Dear Providers:

Hope you are all reading and enjoying the various memos from your friendly GWAAR Fiscal Team. We have found this to be the best and easiest way to disseminate important information, quickly and consistently across the entire network. Also, if you’re like me, I usually take important memos or emails and create a folder with all these important notes for future reference and the training of new staff.

We are diligently going through every claim form and ensuring that all the numbers add up and look for anything unusual that may need some follow up. Some recent requests and finds brought up the following topics:

**Gift Cards:** Providers sometimes use these to encourage or acknowledge volunteers. While it is always good to do this, there are unfortunately a few things to consider. Please consult your local finance expert to make sure this practice doesn’t result in some unexpected employment liabilities. Also, given the limited amount of Older Americans Act funding, these funds should be prioritized to pay for services and local funds used for the encouragement and acknowledgement of volunteers. The use of these local funds can be used as “cash match”, which is also a requirement for all OAA funding, and must be assigned to the service provided by the volunteer.

**OAA Match requirement:** Matches are a monthly requirement and should be included in every monthly claim. We field this question quite frequently so here’s a good summary.

* **11.2% match** for Title III-B, III-C1, III-C2, III-D, EBS and SSCS (or divide the monthly expense by 9)
* **33.4% match** for Title III-E (or divide the monthly expense by 3)
* **No match** for AFCSP, Elder Abuse, MIPPA, SPAP (EBS OCI Replacement), SHIP, Families First Coronavirus Recovery Act (FFCRA) and Coronavirus Aid, Relief and Economic Support (CARES) Act

**Pre-buying for future use:** It is always good to plan for the future, but given the requirement of matching a service and its expense within the same month or close to the same month, when you pre-buy a gift card, taxi ticket, pre-paid credit card, etc. the service doesn’t always immediately follow the purchase and if you over buy, it could go unused and therefore result in an unfortunate waste off precious funds.

As always, if you have questions, concerns or suggestions, please give the fiscal staff a call or email, so that we can get them answered and if it applies to the entire Aging Network we get it to everyone.

Thank you.

Patrick

Patrick Metz, MA, MPH - Fiscal Manager

(608) 228-8089 cell#

patrick.metz@gwaar.org