

April 1, 2021

Dear Providers:

Re: 2021 New Claim Form and reminders from the latest Fiscal Webinar

Hope this memo finds you all continuing to stay healthy and well.

Attached is the much-anticipated GWAAR Expense Claim form.

We were thrilled to see the response and attendance in our recent webinars, and we look forward to your feedback on the new form.  As mentioned, while we tested our new claim form, the true test will come as you start using it.  So, thank you for your assistance with this and your patience as we continue to make this a better reporting tool.

A few reminders from our webinars that we want to ensure you heard are:

* **COMMUNICATION!**  If you do not already, please establish regular communication between your Aging/SAMS staff and Fiscal staff. This is the only way to ensure accurate expense and data reporting.
* Even though this form has 3 months of reporting on it, **you must submit a separate monthly claim each month**. This is required for our state and federal reporting.
* **Review the submission dates** - there are very important deadlines outside of the monthly claim deadline that must be met for state and federal reporting.
* The NSIP, SHIP and SPAP contract funds in the claim form have been modified to show only what is remaining of your current contract based on your claims through December 31, 2020.
* Your current MIPPA 2020-2021 contract has changed from an Oct-Sept to Sept-Aug contract period.  While we realize the contracts were just recently received, please ensure you are drawing down these funds to fully expend them by August 31, 2021.
* If you have already submitted your January claim, you will need to re-enter your monthly numbers into the new form so that your YTD amounts correctly add up.
* Only include expenses on the GWAAR form that are directly related to Title III Aging services or contracts received directly through GWAAR.

Due to the delayed roll-out, the deadline for submission will be Wednesday April 7th.

If you have any questions, please reach out to us through the [fiscal@gwaar.org](mailto:fiscal@gwaar.org) email.  Thank you all for participating and have a wonderful weekend!

Patrick and the GWAAR Fiscal Staff

Patrick Metz, MA, MPH

Fiscal Manager

Cell # (608) 228-8089

[patrick.met@gwaar.org](mailto:patrick.met@gwaar.org)