

# Fiscal Instructions

## Completing and Submitting Monthly Contract Expense Reports

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# Completing and Submitting Monthly Contract Expense Reports

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

Quarterly download the most recent claim form from the GWAAR website under the Fiscal technical assistance page – located at: <https://gwaar.org/fiscal-p>. Although this is a quarterly form, expenses must be submitted each month.

## 2. Information within the Claim Form

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

- General Claim Instructions – standardized instructions on how to save the form and basic guidelines for claiming.
- Submission Dates – list of claim form fiscal submission dates and deadlines to GWAAR and SAMS data entry deadlines.
- 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 definitions 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 (Optional) – this tool assists in allocating of meal cost expenses between various contracts and funding sources.
- 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.
- Compliance Issues – if there are issues that do 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. During the first two months of each quarter you must acknowledge these reminder notices by initializing next to them. By the third month, these compliance requirements must be met or GWAAR will be in contact to determine outcome.
- Claim Sheet – within this tab select the Aging Unit/Provider name and report period. 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.
- Monthly Sheets – these tabs will include the months of the quarter for the current claim workbook. The current claimed monthly expenses must be entered on its individual tab before the monthly claim can be submitted. Once all amounts are entered and compliance issues are acknowledged or addressed – you must click on the Certify button for that month only.
- YTD Totals – this tab includes a rollup of each monthly expenses claimed, and the YTD totals copied from the previous quarter. It will also require January through the end of quarter SAMS exported data, along with explanations of inconsistencies in reporting –

either fiscally or within SAMS. In addition to this, an explanation of expenses claimed under cash match, in-kind match, other federal/state/other, and program income will have to be described by the end of the Federal reporting year (September).

- YTD to Copy – at the end of each quarter the data on this tab will be copied and pasted into the next quarters claim form on the YTD to Paste tab to assist in continued YTD rollup amounts.
- YTD to Paste – at the end of each quarter the data on the YTD to Copy tab will be copied and pasted into this tab to assist in continued YTD rollup amounts.

The following is a list of the columns within the monthly claim tabs:

- IIIB, IIIC1, IIIC2, IIID, IIIE – these columns are the Title III funds used for drawdown of those contracts. Carryover funds will be incorporated as an amendment to these contracts. If your agency does not receive funding through these contracts with GWAAR simply skip over these columns – do not remove or modify in any way.
- NSIP – this column is for the NSIP funds used for drawdown of that contract. These funds are meant to be spent against raw food costs only and not towards the full cost of a meal.
- SSCS, EBS, SHIP, SPAP, MIPPA – these columns are for supplemental funds provided through GWAAR used for drawdown of those contracts. These funds are meant to supplement line-item spending within the Title III contracts. If your agency does not receive funding through these contracts simply skip over these columns – do not remove or modify in any way.
- AFCSP, Elder Abuse – these columns are for funds provided through GWAAR used for drawdown of those contracts. If your agency does not receive funding through these contracts simply skip over these columns – do not remove or modify in any way.
- CARES Act B, C2, E – these columns are for stimulus funds provided through GWAAR used for drawdown of those contracts during the COVID-19 pandemic. Carryover funds will be incorporated as an amendment to these contracts
- Cash Match – County/Tribal funds used to supplement contract dollar expenses to pay for Title III services. This includes excess cash match above the minimum required as needed to continue to pay for Title III expenses.
- In-Kind Match – In-kind contributions include the estimated value of donated goods and services and volunteer time for which the program would expend cash if not donated. This includes excess In-kind match above the minimum required as needed to continue providing Title III services.
- AFCSP used as Match for NFCSP 60+ or EOD – AFCSP expenses contributed by the provider to meet Title IIIE required match allocations. The services provided using these AFCSP funds must be entered into SAMS as a NFCSP service.
- Other Federal/State/Local – Non-Older Americans Act federal funds, other state contracted funds or grants from other local sources, such as United Way or city municipalities, used to support Title III services.

- Program Income/Program Expenses – Program income is gross income received by the provider and all sub providers of Title III services, such as voluntary participant contributions or income earned through fund-raising. This does not include revenue received from Family Care, IRIS, DOT, ineligible participant services or other non-Title III income. This income must be fully expensed each month as it is received before contract dollars can be expended. This funding must be spent within the same contract program in which it was received.
- Total Monthly Cash Expenses – this column will display the overall cash expense totals for the claimed month.
- Total Monthly Expenses Including In-Kind – this column will display the overall cash plus In-kind expense totals for the claimed month.

### 3. Choosing the Aging Unit/Provider and Report Period

On the Claim Sheet – first select the Aging Unit or Provider 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.

CERTIFICATION OF	
AGENCY NAME/PROVIDER	
100 Adams Co	
100 Adams Co 110 ADRC Central WI 111 North Central 120 Ashland 121 Ashland HSD 130 Bad River Tribe 140 Barron Co 141 Barron DHHS	
TOTAL REBIDDER/ARDEL EXPENDITURES	
Contact Person First and Last Name:  Signature (optional)	NAME BELOW THAT EXPENDITURES REPORTED IN HIS RECORDS. January 2021 February 2021 March 2021 April 2021 May 2021 June 2021 July 2021 August 2021
REPORT PERIOD	
January 2021	
Contact Person First and Last Name:  Signature (optional)	Contact Person's Email Address:  Contact Person's Phone Number:
Contact Persons: Email and Phone Number (separate lines)	

Providing a signature is optional by the local Aging Unit/Provider and not necessary to process the claim.

## 4. Saving format

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

**120 - Ashland - 01-2021**

## 5. Submission Deadlines

Each agency/provider 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 monthly reports.

Claim Forms are to be submitted accurately **by the 5<sup>th</sup> 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, to include Match, Other Federal, Other State, Other Local and Program Income where funds are being expended. The YTD tab will rollup each monthly tab for an accurate YTD amount. 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.

**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 should be expensed within the CARES Act programs if funds are expensed – 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 claimed into the next month's claim tab – do not stop claiming because all contract dollars have been expended or because minimum match has been met.

### ***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 YTD Totals tab 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, Chore, Home Security and Safety or Visiting 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 YTD Totals tab 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 1/9<sup>th</sup> 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/Provider 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.

Contract carryover as per policy for IIIB is limited to 10% of your contract amount.

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.

### ***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 1/9<sup>th</sup> 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/Provider 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.

For this contract carryover is not allowed – ensure this contract is fully expended each calendar year.

NOTE: Program Income earned through providing a IIIC1 service must be maintained and spent within the IIIC1 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 and cannot be assigned as a Congregate Meal.

### ***c. IIIC2 – Home Delivered Meals***

Within the IIIC2 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 1/9<sup>th</sup> 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/Provider 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.

For this contract carryover is not allowed – ensure this contract is fully expended each calendar year.

NOTE: Program Income earned through providing a IIIC2 service must be maintained and spent within the IIIC2 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 and cannot be assigned as a Congregate Meal.

### ***d. NSIP – Nutrition Supplement Incentive Program***

The NSIP contract is used to draw down costs of Title III meal raw food expenditures only. This contract supplements the IIIC1 and IIIC2 programs and the eligible meals associated with these expenditures are used for future contract funding. The GWAAR standard rate of raw food cost of \$1.25 per eligible Title III meal served can be used to determine monthly drawdown.



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.

For this contract carryover is not allowed – ensure this contract is fully expended each contract year.

***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 on the claim form 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 1/9<sup>th</sup> 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/Provider 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.

Contract carryover as per policy for IIID is limited to 10% of your contract amount.

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 column 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/Providers 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 caregiver/care recipient in a calendar year.
- Supplemental Services – not to exceed 20% of the total expenditures (this limit has been lifted for 2020/2021 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 YTD Totals tab 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 1/3<sup>rd</sup> 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/Provider 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. In order to claim these expenses as match they must be first used to provide services under the AFCSP program. The amount to be used as match can then be entered into the column AFCSP used as Match for NFCSP 60+ or EOD by associated service line item. 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 Match for NFCSP 60+ or EOD by associated service line item. 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.

Contract carryover as per policy for IIIIE is limited to 10% of your contract amount.

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.

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

This column specifies a Caregiver, age 55+, who is caring for someone who is either under age 18 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 column – this includes Case Management, Counseling, Training, Support Groups, Respite and Supplemental Services. The expenses in this column will be used in combination with those expense for NFCSP age 60+ or with Early Onset Dementia to ensure compliance. Expenses related to Cash Match, In-Kind Match and Program Income must also be separated and allocated accordingly as well.

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. In order to claim these expenses as match they must be first used to provide services under the AFCSP program. The amount to be used as match can then be entered into the

column AFCSP used as Match for NFCSP 60+ or EOD by associated service line item. 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 Match for NFCSP 60+ or EOD by associated service line item. 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.

Contract carryover as per policy for AFCSP is limited to 3% of your contract amount.

#### ***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 1/9<sup>th</sup> 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/Provider 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.

For this contract carryover is not allowed – ensure this contract is fully expended each calendar year.

#### ***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, allocate expenses on the Legal Services line item within the EBS column.

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 1/9<sup>th</sup> 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/Provider 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.

For this contract carryover is not allowed – ensure this contract is fully expended each calendar year.

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. 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, allocate expenses on the Legal Services line item within the SHIP column. If the service is provided by someone other than the EBS or not under the guidance of the EBS, enter those expenses under Insurance and Benefits.

No Match is required.

For this contract carryover is not allowed – ensure this contract is fully expended each contract year.

**l. 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, allocate expenses on the Legal Services line item within the SPAP column. If the service is provided by someone other than the EBS or not under the guidance of the EBS, enter those expenses under Insurance and Benefits.

No Match is required.

For this contract carryover is not allowed – ensure this contract is fully expended each contract year.

**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.

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 MIPPA this contract is no longer provided through GWAAR for those receiving the waiver.

In order to claim MIPPA expenses, allocate expenses on the Legal Services line item within the MIPPA column. If the service is provided by someone other than the EBS or not under the guidance of the EBS, enter those expenses under Insurance and Benefits.

No Match is required.

For this contract carryover is not allowed – ensure this contract is fully expended each contract year.

#### ***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.

For this contract carryover is not allowed – ensure this contract is fully expended each calendar year.

#### ***o. 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).

Within the CARES B-Supportive Services contract, Aging Units/Providers are required to provide services and expend funds within the following service areas: Access to Services (6%), In-Home Services (7%) and Legal Assistance (5%). Refer to section IIIB for specific details.

Within the CARES C2-Home Delivered Meals contract, Aging Units/Providers are required to provide once per quarter Nutrition Education and assign a Carryout Meal as a Home-Delivered Meal, Carryout – not as a Congregate Meal. Refer to section IIIC2 for specific details.

Within the CARES E-National Family Caregiver Support Program contract, Aging Units/Providers 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 caregiver/care recipient in a calendar year.
- Supplemental Services – not to exceed 20% of the total expenditures (this limit has been lifted for 2020/2021 due to COVID 19)
- Information and Assistance/Case Management
- Information Services

Refer to section IIIE for specific details for both NFCSP for those caring for individuals age 60+ or 19-59 with Early Onset Dementia and NFCSP for those caring for individuals under age 18 or 19-59 Disabled.

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 CARES contracts. NSIP funds can also be expended based on raw food costs only – or at the GWAAR standard rate of raw food cost of \$1.25 per eligible Title III meal served.

Services in SAMS are no longer required to be entered as a CARES service by attaching the corresponding fund identifier as of 01/01/2021. After CARES funds are fully expended Title III 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.

## 7. Compliance Issues

If there are issues within a certain contract 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.

		Provider	GWAAR	
		Verified	Approved	
<b>Claim Sheet</b>				
Missing Contact Information				Not Ok, Enter a Contact Name on the Claim Sheet.
Missing Contact Email Address				Not Ok, Enter a Contact Email Address on the Claim Sheet.
Missing Contact Phone Number				Not Ok, Enter a Contact Phone Number on the Claim Sheet.
Submit button has not been selected to complete form				Not Ok, the Certify button on the current month's tab must be selected before submitting the claim.
SAMS Errors Notice				Reminder, SAMS data and explanations must be entered end of each quarter. Initial under Provider
<b>General</b>				
Title III Contract Dollars Must Be Expended				Ok
Claiming Expenses on Outreach				Ok
<b>IIIB</b>				
IIIB - Remaining Budget Balance			\$ 35,685	Ok - You still have contract dollars to spend.
CARES B - Remaining Budget Balance			\$ -	Ok
IIID - Program Income Spend Down			\$ -	Ok
IIIE/CARES B - Percent of Access to Services			0.00%	Reminder - Lines 7, 10, 11, 14 and 15 - combined - need to total at least 6% of your expenses. Initial u

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 opt-out area stating the service is being provided using other Title III funds or no Title III funds at all (IIIB and IIIE) – this will be verified annually, but must be acknowledged by the Aging Unit/Provider during the year.
- 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/expended (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).

Additionally the form may display a reminder message which will not prevent you from submitting the claim until the end of the quarter or closer to the end of the contract but serves to provide notice to the submitter of specific contract requirements. The submitter of the claim will have to initial next to this issue to acknowledge the requirement and their intent to meet it.

## 8. SAMS Reports

In order to complete the end of quarter submission, SAMS data must be included. A SAMS user will need to run the following report: Top section: Title III All Services, Bottom Section: Review Report 99 – Monthly/Quarterly/Annual Report Export for Fiscal and then export it in Excel format for Fiscal’s use.

The screenshot displays the SAMS Report Definitions interface. On the left, a list of reports is shown, including 'Service Delivery Export Report (Advanced)', 'Service Delivery Profile - Cross Tab', 'Service Demographics', 'Service Suspension Report', 'Title III All Services', 'Topic Profile - Outcome Chart', 'Topic Profile - Topic Hours Distribution', and 'Topic Profile - Topic Time Spent Chart'. The 'Title III All Services' report is highlighted. Below this list, the 'Report Definitions' section is visible, showing a table with columns for 'Sorted By Title (Filtered)' and 'Row Actions Title'. The 'Review Report 99 - Monthly/Quarterly/Annual Report Export for Fiscal' report is selected and highlighted.

On the right, a detailed view of the 'Review Report 99 - Monthly/Quarterly/Annual Report Export for Fiscal' report definition is shown. This view includes a 'Comments' section with the text: 'This report allows you to change the dates. Please make a copy of this report for your own use, if you like.' Below the comments, the 'Report Definition' section is displayed, showing the title 'Review Report 99 - Monthly/Quarterly/Annual Report Export for Fiscal' and the comments 'This report allows you to change the dates. Please make a copy of this report for your own use, if you like.' The 'Shared With' field is set to '(All)'. The 'Modifications Allowed' field is set to 'Date Fields Only'. The 'User Options' section includes fields for 'Service Start Month' (01/2021), 'Service End Month' (02/2021), 'Service Provider(s)' (78 items selected), and 'Service(s)' (40 items selected).

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. Always run this report from January of the year to the current fiscal reported month (ie 01/2021 – 03/2021).

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, click on enable editing then 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 YTD Totals tab





36	Exporting SAMS Review Report 99 must be used to input SAMS Service Delivery data				
	SAMS Data - Individual Clients	SAMS Data - Units for Individuals	SAMS Data - Group Entry	SAMS Data - Units for Group Entry	Average Cost per Participant
01					
	0	0.00	0	0.00	\$ -
	0	0.00	0	0.00	\$ -
	0	0.00	0	0.00	\$ -
72	44	1,500.00	0	0.00	\$ 6,547.09
	0	0.00	0	0.00	\$ -
	0	0.00	0	0.00	\$ -
97	0	0.00	0	0.00	Error-No Servi

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 prevent you from submitting the claim form and an explanation of inconsistencies will have to be state and approved by GWAAR before payment can be processed. 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 (optional to use)

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, IIC1/C2 contracts and Cash Match within the Revenue Applied Column. During the COVID-19 stimulus funding period beginning April 1<sup>st</sup> 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.

Fill in the spaces with your corresponding numbers.					
<b>Title III-C1 - Congregate Meals</b>					
<b>Total Title III-C1 Meal Expenses</b>		<b>\$</b>	<b>-</b>		
<b>Funding Source</b>	<b>Revenue Applied</b>	<b>Expenses yet to cover</b>	<b>Previous Months YTD</b>	<b>Current Month YTD</b>	<b>Annual Allocation</b>
Current Monthly Program Income - Congregate		\$ -	\$ -	\$ -	\$ -
NSIP - Congregate	\$ -	\$ -	\$ -	\$ -	\$ -
FFCRA C1 - Congregate		\$ -	\$ -	\$ -	\$ -
SCSP - Congregate		\$ -	\$ -	\$ -	\$ -
GWAAR Title III-C1 Contract		\$ -	\$ -	\$ -	\$ -
Cash Match (Tax Levy) - Congregate		\$ -	\$ -	\$ -	\$ -
Other (FED) - Congregate		\$ -	\$ -	\$ -	\$ -
Other (State) - Congregate		\$ -	\$ -	\$ -	\$ -
Other (Local) - Congregate		\$ -	\$ -	\$ -	\$ -
<b>Title III-C2 - Home Delivered Meals</b>					
<b>Total Title III-C2 Meal Expenses</b>		<b>\$</b>	<b>-</b>		
<b>Funding Source</b>	<b>Revenue Applied</b>	<b>Expenses yet to cover</b>	<b>Previous Months YTD</b>	<b>Current YTD</b>	<b>Annual Allocation</b>
Current Monthly Program Income - HDM		\$ -	\$ -	\$ -	\$ -
NSIP - HDM	\$ -	\$ -	\$ -	\$ -	\$ -
FFCRA C2 - HDM		\$ -	\$ -	\$ -	\$ -
CARES C2 - HDM		\$ -	\$ -	\$ -	\$ -
SCSP - HDM		\$ -	\$ -	\$ -	\$ -
GWAAR Title III-C2 Contract		\$ -	\$ -	\$ -	\$ -
Cash Match (Tax Levy) - HDM		\$ -	\$ -	\$ -	\$ -
Other (FED) - HDM		\$ -	\$ -	\$ -	\$ -
Other (State) - HDM		\$ -	\$ -	\$ -	\$ -
Other (Local) - HDM		\$ -	\$ -	\$ -	\$ -

- 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 (2019).
- 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.

Other (Local) - HDM		\$ -	\$ -	\$ -	\$
<b>NSIP Allocation</b>					
Raw food cost per meal	\$	1.25			
# of Title III meals provided	Current Month Meal Count	NSIP Monthly Allocation			
	Congregate	0	\$ -		
	HDM	0	\$ -		
	0	\$ -			
<b>In-Kind Match - Volunteer Hours</b>					
Wisconsin Average Cost of a Volunteer Hour	\$	25.66			
	# of volunteer hours	Value of volunteer hours			
	Congregate	0	\$ -	C1 In-Kind Match	
	HDM	0	\$ -	C2 In-Kind Match	
	0	\$ -			

## 10. Match Requirements (Cash and In-Kind Match)

To determine Cash Match or In-Kind Match one of two methods can be used. The first is determined by the overall grand total cost of the expense, including contract and match. The second is determined by how much contract funds are drawn down against expenses. On the claim form the second method is used to determine how much match should be claimed against actual contract dollars expended.

For example, if a provider has a program with a total cash cost of \$10,000, the provider would request \$9,000 (ninety percent) in federal/state funds and the matching share of \$1,000 (ten percent) would be in cash match.

Total costs of program	\$ 10,000
Matching share (ten percent)	<u>x .10</u>
Cash Matching Share	\$ 1,000

Total costs of program	\$ 10,000
Federal/state share (ninety percent)	<u>x .90</u>
Federal Share	\$ 9,000

Matching share (ten percent)	\$ 1,000
+ Federal/state share (ninety percent)	<u>+ \$ 9,000</u>
Total Program Costs	\$ 10,000

From a different perspective, if a provider knows the amount of federal/state expenses they plan to draw down against the contract, or is developing a budget using the total grant amount, the following process is used to determine the amount of matching share needed:

Federal/state (contract) funds	\$ 9,000
Divided by 9	<u>÷ 9</u>
Matching Share Needed	\$ 1,000

This method of match is best used to determine In-Kind Match, for such In-Kind expenses as volunteer hours. The matching share may be cash, in-kind, or a combination of both but must equal, and will typically exceed, the minimum required. If your match exceeds the minimum you are required to continue reporting this as it will show the overall true cost of your services provided on the Federal NAPIS Report.