



MEMORANDUM

TO: Area Agency on Aging Executive Directors
NOTICE #: 102512-1-I-CFAL

FROM: Charles T. Corley, Secretary

DATE: October 25, 2012

SUBJECT: Notice of Instruction: Title III D administrative and program coordination costs

RICK SCOTT
GOVERNOR

CHARLES T. CORLEY
SECRETARY

The purpose of this Notice is to provide clarification regarding the use of Title III D funds in regard to administrative and program coordination costs effective January 2013. These determinations have been made based on the guidance provided by the U.S. Administration on Aging.

- All activities necessary for implementation and fidelity assurance of the programs are allowable costs, as long as they follow the Reference Guide For State Expenditures. You may access this document at <http://www.fcadv.org/sites/default/files/Reference%20Guide%20For%20State%20Expenditures.pdf>
- Such activities may include time spent on finding a location for the program, monitoring program fidelity, and time spent invoicing for the evidence-based program provided. All time and supplies charged to Title III D must be properly justified and documented. For example, if an individual is not working on Title III D 100% of their time, then only the percentage related to Title III D activities is allowable.
- All costs associated with the provision on Title III D services must be included in the services' unit costs. Administrative and program coordination costs may not be billed separately from the service. Currently, the cost of providing Title III D services is reimbursed after the service is provided and a reasonable assurance that fidelity was met; this includes all administrative and program coordination costs.

Please consider this as you are developing your 2013 – 2015 area plans and accompanying Direct Service Waivers, if applicable to you.

For additional clarification, please contact Larry Baxter at (850) 414-2058 or baxterl@elderaffairs.org

4040 ESPLANADE WAY
TALLAHASSEE, FLORIDA
32399-7000

phone 850-414-2000
fax 850-414-2004
TDD 850-414-2001