Older Americans Act (OAA) Financial Reporting Guidance

Date: Monday, March 21, 2022  
Time: 9:30 am

Measures

Due to the multiple ongoing OAA grants and corresponding reporting, KDADS is issuing this reporting requirements guidance for submission of ALL OAA grants monthly financial reports during Federal Fiscal Year 2022 (October 1, 2021 – September 30, 2022) and future federal reporting periods.

In accordance with Kansas Department on Aging Field Services Manual (FSM):8.1.7 OAA Title III Financial Report Requirements

1. The AAA is required to submit financial reports to KDADS to comply with Federal and State reporting requirements. The AAA shall be responsible for gathering accurate information necessary to complete the following reports within the specified timeframes:

   - The KDADS Financial Report Forms shall be completed monthly and submitted to KDADS on or before the 20th of the month following the reporting period as stated on the annual AAA Calendar of Deadline and Dates.
   - Furthermore, it is of the utmost importance that the KDADS FSM, field-service-manual--complete.pdf (ks.gov) section 8, updated 2013, section-8-complete.pdf (ks.gov) be used as your ONLY point of reference when creating your report. Any other materials may be outdated, and therefore create insufficient reporting methods. These include but are not limited to Information Memorandums, Policy updates, or any other materials that predate the creation of Kansas Department of Aging and Disability Services.
   - All required reports are detailed in Table 1 below.

2. Report Format. All Reports shall be provided to KDADS in electronic excel format and portable document format.

   - Such Reports shall itemize Grantee’s progress for the reporting period. The last report shall be a cumulative report for the Agreement term.
   - Monthly reports should include ALL grants unless all the funds have been exhausted for a specific grant (must indicate as Final).
   - Your monthly report email must be formatted as follows:
[PSA #] + OAA Regular or COVID 19 + [FFY of Grant] + Financial Reports [Month] [Year]

- Attachments must include excel format and PDF format with signature pages. Each fiscal year’s grant reports (Admin, B, C1, C2, D, and E) should be included one document and attachment. Do not send a single attachment that combines multiple grant year award reports.
- Body of email: If you are submitting OAA reports as an attachment, but only reporting on B, C1 and C2 for example, you must indicate on the email what titles you are reporting for that specific month and what titles were previously exhausted. Each month, all OAA reports must be submitted at one time regardless of whether funds were spent, unless the entire award has been exhausted per #2 above.
- If there is a resubmission of a revised monthly report. Please indicated on subject of email and body “revision.”
- Submit All reports TO KDADSOAASCA@ks.gov

3. Report Forms
- The AAA is responsible for using the most current financial reports forms. They are updated on the KDADS website, here.
- Regular OAA Financial Report is used for all Fiscal year grants and ARPA grant.

Grant #: Add [Fiscal Year] and [Grant] + [Date] of last approved by KDADS budget.
- For the month of: [Month] [Year] of report
- Grant period from: This should be the fiscal year period corresponding with the Federal Fiscal Year.

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KANSAS DEPARTMENT ON AGING
Title III-B Supportive Services
Financial Report

Grant #: FFY2022 Regular OAA
Budget Approved [MM/DD/YYYY]

I. General Information:

Area Agency: Kansas Area Agency on Aging
PSA#: 12

II. RECEIPTS

A. Funding Sources

1. State Cash Non-Match
2. Program Income Non-Match

B. Grant Period From: 10/1/2021

For the month of: Oct-21

Report Month Year-to-Date

To: 9/30/2022

If appropriate "X" Fin. Report
Revised Report:

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• COVID 19 consolidated financial report must be submitted for CARES, FFCRA, HDC5, and VAC 5. This is all in one report and it is submitted in one attachment. Include signature on each report page. (See below)

Financial Reports received to the KDADSAASCA inbox will be reviewed to ensure the form and file format are as requested. After review, reports will be sent to KDADS fiscal team for the review of the funds. KDADS fiscal team will contact the AAA directly while cc’ing the KDADSOAASCA inbox if a report needs to be revised or corrected.

4. Final Financial Reports. The final Financial Report and supporting documentation is due to KDADS on or before December 15th following the end of the September 30th grant period (KAR 26-2-3). This report will revise the September 30th report, thereby providing an accurate accounting for the fiscal year.

5. Consolidated Financial reports. The AAA shall submit a consolidated final financial report to KDADS for each program component and shall include a summarized report, certified by the AAA Executive Director, listing the program’s receipts and expenditures as reported by each subgrantee, contractor, and subcontractor that supports the AAA’s final financial report.

The instructions detailed in this guidance are intended to be permanent and not just for the duration of the COVID-19 pandemic recovery period. Question should be directed to KDADSOAASCA@ks.gov.

Amy Penrod
Commissioner
Long Term Services and Supports
Kansas Department for Aging and Disability Services
503 S. Kansas Avenue
Topeka, KS 66603-3404
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