

2024 OAA/SCA AAA Calendar of Deadlines and Dates

All reports / items requested by KDADS **ARE DUE** no later than the close of business the second business day following the request, or **PAYMENT MAY BE DELAYED**.

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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March 2024						
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31						

April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

Friday, January 26, 2024	Distribute 2024 Federal Poverty Guidelines
Friday, February 2, 2024	**OAA 2024 Amendment for Nutrition Check Off**
Friday, February 2, 2024	2024 UPR Released for Distribution (Effective 4/1/2024)
Friday, March 22, 2024	SCA Administration Final Budget SFY 2024
Monday, April 1, 2024	New 2024 UPR Effective
Friday, April 19, 2024	NSIP Commodity Elections FFY 2025
Saturday, April 20, 2024	OAA IIIIE Activity Report Data Entry (Group II)
Sunday, April 28, 2024	ARPA Semi-Annual Narrative Report
Sunday, April 28, 2024	**First Actual Budget FFY 2024 (per ACL awards)**
Wednesday, May 1, 2024	Final Revised SCA SFY 2024 Budget
Tuesday, May 21, 2024	**SCA SFY 2025 First Budget**
Friday, May 24, 2024	**2024 Actual Budget (Combined) Revision (Per KDADS)**
Monday, June 3, 2024	SCA One-Time Service Request Due
Monday, June 3, 2024	**SCA SFY 2025 Agreements Signed and Returned**
Monday, July 1, 2024	Effective SCA Sliding Fee Scale SFY 2025
Friday, July 5, 2024	Regular OAA Transfer of Title III C(1) and C(2) Funds
Wednesday, August 21, 2024	Data Entry SCA SFY 2024 Supplementals
Wednesday, August 28, 2024	**Annual Area Plan Update FFY 2025 (per KDADS)**
Wednesday, August 28, 2024	**Planning Budget and NOGA FFY 2025 (per KDADS)**
Thursday, September 19, 2024	**Budgets and APs Approved, OAA NOGAs FFY 2025 Returned and Signed**
Sunday, October 20, 2024	OAA IIIIE Activity Report Data Entry (Group II)
Monday, October 28, 2024	ARPA Semi-Annual Narrative Report
Thursday, October 31, 2024	Final Cash Requests Due
Friday, November 1, 2024	Final Narrative Report OAA FFY 2024
Friday, November 1, 2024	OAA Capital Expenditures Reporting FFY 2024 (If Applicable)
Friday, November 8, 2024	OAA Manual Report FFY 2024
Sunday, December 15, 2024	All OAA Financial Reports FFY2024 (per KDADS) through 9/30/2024
Sunday, December 15, 2024	OAA Final Consolidated Financial Reports FFY2024

Recurring (Monthly) Deadlines:

SCA/OAA Waiting List	3rd of the month
Form 333 SCA MOE (Match)	15th of the month
All OAA Financial Reports (KDADSOAASCA@ks.gov)	20th of the month
OAA IIIIE FCSP Data Entry (Group I)	20th of the month
OAA NSIP Data Entry	24th of the month
SCA Data Entry	24th of the month
UAI/CCM Training (Register by emailing KDADSOAASCA@ks.gov)	3rd Wed of the month 9am-12pm
Kansas Menu Approval Sheet and Documentation	2 weeks prior to cycle start

If the date falls on a weekend or holiday, the due date is the workday **BEFORE** the deadline.

Deadlines subject to change based on KDADS award and Guidance

Color Key:

Monthly	Holiday	
OAA/SCA	OAA	SCA

ARPA Ends 9.30.2024

July 2024						
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August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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29	30	31				

State Fiscal Year (SFY) July 1 - June 30
OAA Federal Fiscal Year (FFY) October 1 - September 30
MIPPA Federal Fiscal Year (FFY) September 30 - September 29
SHICK Federal Fiscal Year (FFY) April 1 - March 31
SMP Federal Fiscal Year (FFY) June 1 - May 31

Acronym Key

Area Agency on Aging	AAA
Functional Assessment Instrument	FAI
Family Caregiver Support Program	FCSP
Federal Fiscal Year: 10/01 - 09/30	FFY
Information Memorandum	IM
Kansas Department for Aging and Disability Services	KDADS
Maintenance of Effort	MOE
Medicare Improvement for Patients and Providers Act	MIPPA
Nutrition Services Incentive Program	NSIP
Older Americans Act	OAA
Senior Care Act	SCA
State Health Insurance Counselors for Kansas	SHICK
Senior Medicare Patrol	SMP
State Fiscal Year: 07/01 - 06/30	SFY
Uniform Assessment Instrument	UAI
Uniform Program Registration	UPR

Helpful Tips

1. All mandatory budget revisions for SCA are contingent on the dates that KDADS receives the award notification from the Kansas Legislature. All mandatory budget revisions for OAA are contingent on the dates that KDADS receives the award notification from the Federal Government. The due dates for these revisions will be provided by KDADS.
2. KDADS will process Carryover or Rollover between the months of March and April. New allocations will be provided to the AAAs, but the date is contingent on when all AAAs have provided their completed budgets and signed NOGAs.
3. June 1st is the final day to submit an SCA revision unless otherwise requested by KDADS.
4. July 2nd is the final day to submit an OAA revision. Budget revisions cannot be accepted in the final **90 days** of the current FFY.
5. For SCA SFY 2023 all AAAs must have their new budget approved and provide signed copies of the Non-boycott of Israel statement, the Sexual Harassment statement, and the SCA agreement must be fully executed (signed and returned by the AAA Director and sign by the KDADS secretary).
6. Heather Driver is the OAA/SCA program manager. All inquires or issues should be sent to the KDADSOAASCA@ks.gov email address, which can also be accessed by the Aging Services Director and OAA Nutritionist.
7. Anne Searcy is the SCA grant monitor for all PSAs. Anne and grantsaccounting@ks.gov should be CC'd on any emails that relate to budgeting or billing for SCA.
8. Melissa Calhoon is the NSIP Grant Monitor for all PSAs. Melissa and grantsaccounting@ks.gov should be cc'd on any emails that relate to budgeting or billing for NSIP.
9. OAA Grants are monitored by KDADS Fiscal staff. All OAA Financial Reports are to be sent to KDADSOAASCA@ks.gov and copy AAA assigned grant monitor.
10. Certified Public Accountant (CPA) audit information should be sent to the KDADS Fiscal Audit Manager at KDADS.CPAAUDITS@ks.gov and KDADSOAASCA@ks.gov.