

SENIOR RESOURCES

AGENCY ON AGING

TITLE III PROGRAM

POLICIES AND PROCEDURES

MANUAL

This copy contains changes made and approved by the Board of Directors as of October 26, 2017

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100.00 GENERAL INFORMATION

100.10 Philosophy and Goal

The elderly segment of our population is growing at a rate ten times faster than any other segment. This cultural phenomenon has implications throughout out social, political and economic institutions. It is the goal of the Senior Resources - Agency on Aging not only to assist in creating programs to meet the needs of the elderly but also to advocate to adjust social institutions and policies to reflect our changing culture and to integrate the elderly in an appropriate way, into services, and social and political activities. This advocacy effort is rooted in the older citizen controlled Senior Resources. The goals of the Senior Resources are three-fold:

1. To secure and maintain maximum independence and dignity in a home environment for older individuals capable of self-care with appropriate supportive services;
2. To remove individual and social barriers to economic and personal independence for older individuals;
3. To provide for a continuum of care for the vulnerable elderly.
4. Secure the opportunity for older individuals to receive managed in-home and community based long-term care services.

The achievement of these goals is pursued by Senior Resources through the following objectives:

1. Fostering the development of comprehensive and coordinated service systems;
2. Entering into a cooperative agreement with state and local agencies;
3. Encouraging the state and local agencies to concentrate resources to develop greater capacity to serve the elderly;
4. Re-directing public policy to meet the real needs of a changing and aging population.

The elderly deserves to live in dignity in a society responsive to their needs and the Senior Resources - Agency on Aging assists in this effort through effective, accountable advocacy and the development of services.

100.20 Authority and Purpose

Senior Resources is established as mandated in the Older Americans Act of 1965, as amended;

Title III, Section 305 and is recognized by the Connecticut State Unit on Aging to perform all Area Agency on Aging functions for the 56 town planning and service area of Eastern Connecticut.

The Older Americans Act intends that Senior Resources shall be the leader relative to all aging issues on behalf of all older persons in the planning and service area. Senior Resources shall pro-actively carry out a wide range of functions related to advocacy, planning, coordination, inter agency linkages, information sharing, brokering, monitoring, providing and evaluation designed to lead to the development or enhancement of comprehensive and coordinated community based systems in, or serving, each community in the planning and service area. These systems shall be designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities as long as possible.

100.30 Basis of Policy

The policies contained in this manual have been developed with the following federal and state statutes and/or regulations as a base:

1. Older Americans Act of 1965, as amended
2. Title 45 Code of Federal Regulations Part 1321 - Grants for State and Community Programs on Aging
3. Community Services Policy Manual for Title III Programs of the Older American's Act, Connecticut State Unit on Aging.

100.40 Applicability of Other Regulations

In addition to these specific requirements for programs for the elderly there are state and federal laws that apply to all programs utilizing public funds. The policies in this manual were developed to comply with the following laws and regulations:

1. Title 45 Code of Federal Regulations
 - a. Part 74 - Administration of Grants, except subpart N;
 - b. Part 80 - Non-discrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services: Effectuation of Title VI of the Civil Rights Act of 1964;
 - c. Part 81 - Practice and Procedures for Hearing Under Part 80;
 - d. Part 84 - Non-discrimination on the Basis of Handicap in Programs and Activities Receiving Benefits from Federal Financial Participation;
 - e. Part 91 - Non-discrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from HHS;
 - f. Part 100 - Intergovernmental Review of the Department of Health and Human

Services Programs and Activities.

2. The Freedom of Information Act
3. Section 504 of the Rehabilitation Act
4. The Privacy and Confidentiality Act. In addition to these regulations, agencies must also comply with other guidelines and materials as may be issued by Senior Resources
5. The Americans with Disabilities Act of 1990, as amended.

100.50 Applicability to Other Groups

The policies set forth in this manual apply to grants and contracts awarded by the Senior Resources - Agency on Aging to any recipient directly or under subcontract.

100.60 Policy Manual Changes

All proposed policy changes, prior to implementation, must be:

1. Reviewed by the Policy Committee of Senior Resources
2. Approved by the Board of Directors of Senior Resources

Notification of all approved policies will be made to agencies affected by this policy in writing with an effective date of implementation.

100.70 Definitions

The following are definitions of terms most commonly used in the award and administration of awards:

Senior Resources - Agency on Aging - Supported Activities - Those activities specified or described in a grant application, contract, bid specification, or other document that are approved for Senior Resources - Agency on Aging funding whether such funding constitutes all or only a portion of the financial support necessary to carry out such activities.

Budget - The financial expenditure plan approved by Senior Resources - Agency on Aging to carry out the Senior Resources - Agency on Aging supported project. The budget is comprised of the federal, state and non-federal share (including program income) of such plan and any subsequent authorized re-budgeting of funds. State funds received by grantees from the Senior Resources - Agency on Aging and utilized in Title III grant awards shall be treated as federal funds for the purpose of policy application.

Budget Period - The interval of time (usually 12 months) into which an award project period is divided for budgetary and reporting purposes.

Contract - An award document through which Senior Resources procures a service through a purchase of service agreement based upon bid specifications issued by Senior Resources. Generally, Senior Resources utilizes reimbursement based contracts.

Grant - An award of financial assistance to an eligible recipient under programs that provide for such assistance based on review and approval of an application, plan, or other document(s) setting forth a proposed activity or program.

Grantee/Contractor/Recipient - The institution, public or private corporation, organization, agency or other legally accountable entity that receives an award.

In-kind Contributions - In-kind contributions represent the value of non-cash contributions provided by the recipient or third parties. In-kind contributions may consist of charges for real property and non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the Senior Resources - Agency on Aging supported activity.

Maintenance of Effort - A requirement contained in legislation, regulations or administrative policies stating a recipient must maintain a specific level of financial effort in a specific area to receive Senior Resources - Agency on Aging funds and these funds may only be used to supplement, not supplant, the level of recipient funds.

Prior Approval - Written permission provided by an authorized official in advance of an act that would result in either (1) the obligation or expenditure of funds or (2) the performance or modification of an activity under the Senior Resources - Agency on Aging supported program where such approval is required. Documentation of the approved budget on the Notice of Award (for grant or contract) constitutes prior approval for the performance of activities and the expenditure of funds for specific purposes and items described in the application unless otherwise restricted by the Notice of Award.

Project Costs - Those costs, direct and indirect, incurred to carry out an approved Senior Resources - Agency on Aging supported project. Only project costs incurred during the budget period indicated in the Notice of Award are allowable unless specific approval to include other costs is given by Senior Resources - Agency on Aging.

Request for Proposals (RFP) - The document notifying prospective applicants of funds available for distribution. The document includes such items as purpose of funding, funds available, time frames, etc.

Terms and Conditions - All legal requirements imposed on a grant or contract by Senior Resources - Agency on Aging whether by statute, regulations, the award document itself, or any other documents.

Uniform Guidance - The Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance") was officially implemented in December 2014 by the Council on Financial Assistance Reform. The Uniform Guidance is a "government-wide framework for grants management" – is an authoritative set of rules and requirements for Federal awards that synthesizes and supersedes guidance from earlier OMB circulars.

200.00 APPLICATION AND REVIEW PROCEDURES

200.10 Eligible Applicants

Public or private non-profit agencies and organizations and municipalities within the planning and service area are eligible applicants. Applications from profit-making organizations may be considered only if it can be clearly demonstrated in the application that the profit-making organization can provide services in a superior manner and at competitive rates to other available public or private non-profit service providers. Any contract awarded to a profit-making organization must have prior approval of the Unit on Aging.

200.20 Eligible Programs

An applicant must demonstrate the proposed service will meet one or more objectives in the Area Plan and is not a duplication of an existing service.

200.30 Conditions

Federal support will not be used to replace existing non- federal resources.

Efforts must be in place to obtain support from private sources and other public organizations for services funded by Senior Resources.

Funding priority is given to programs which emphasize services to older persons with the greatest economic and social need. "Greatest economic need" means the need resulting from an income level at or below the poverty threshold established by the Bureau of Census. "Greatest social need" means the need by non-economic factors which include physical and mental disabilities, language barriers, cultural and social isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks or which threaten his or her capacity to live.

200.40 Request for Proposal Process

The Request for Proposal (RFP) is usually issued in January. Applications for funding are due in early spring. Review process is conducted with the Senior Resources - Agency on Aging decision generally made in June or July. All programs funded are expected to become operational in October. The RFP contains a copy of the Senior Resources - Agency on Aging Area Plan objectives for the appropriate fiscal year.

200.50 Application Review Procedures

Applications shall be submitted in a form acceptable to the Senior Resources - Agency on Aging and shall be hand delivered or posted by other assured- delivery method and received no later

than the close of business on the date set forth as advertised in the Request for Proposal. Senior Resources - Agency on Aging establishes deadlines in the application process to ensure equity and uniformity.

Applications are reviewed by staff for technical accuracy, the Allocations Committee for recommendations and the Board of Directors for final funding decisions. Reviews may include:

1. Funding based upon the Senior Resources - Agency on Aging's Area Plan objectives.
2. Service availability to socially and economically needy.
3. Agency's ability to deliver service in a financially accountable manner.
4. Evidence of coordination with appropriate agencies to prevent duplication of effort and enhance referral.
5. Concreteness, that is, ability to measure progress through meaningful objectives.
6. Efforts to obtain other funding.

Determination of final funding allocations will be based, in part, upon necessary and reasonable costs and past performances.

200.60 Multi-Year Awards

The Senior Resources - Agency on Aging may select service providers for a multi-year award. Under a multi-year award, an agency will be designated as the service provider for more than one fiscal year. The multi-year award will be for all Senior Resources - Agency on Aging funded services for which the service provider is approved.

The multi-year award period shall not exceed three years. Funds under a multi-year award will be awarded on a year to year basis only. All Senior Resources - Agency on Aging award obligations are subject to the availability of State and Federal funds.

The Senior Resources - Agency on Aging Board of Directors reserves the right to determine which applicant agencies will receive a multi-year award. Consideration in designating service providers for multi-year awards must include, but not be limited to, the following:

1. The applicant agency has been an approved Senior Resources - Agency on Aging service provider for the past five (5) years;
2. The applicant agency has not been placed on probationary status in the past five (5) years;

3. The applicant agency has not had major or multiple assessment or audit findings or have been cited more than once for the same finding in the past five (5) years;
4. The applicant agency has not had a history of difficulties in the past five (5) years in service delivery and/or contract management as identified by funding agencies other than Senior Resources - Agency on Aging.

The Senior Resources - Agency on Aging reserves the right to re-issue the RFP in any or all geographic service areas and for any or all services if it is determined that a new RFP is in the best interest of the Senior Resources - Agency on Aging and/or the client population.

200.61 Multi-Year Award Renewals

Service Providers who are approved for and operate under a multi-year award must submit the materials required by the Senior Resources - Agency on Aging for funding renewal by the established RFP deadline for proposals. All materials must be complete and accurate. The renewal materials must include but not be limited to the following:

1. Application Face Sheet and Signature Page
2. Budget
3. Budget narrative
4. Targets
5. All Programmatic Changes

Other application materials will be carried forward. Any proposed changes are subject to Senior Resources - Agency on Aging approval.

A funding award to a service provider approved for and operating under a multi-year award may be automatically renewed after the first year if the following conditions are satisfied:

1. The proposed unit cost for subsequent award years does not increase or decrease. Requests for any changes in unit cost must be presented to the Board of Directors each year and will be determined at the discretion of the Board;
2. The proposed levels of service (units) for subsequent award years do not change in each service category;
3. The proposed number of clients to be served in subsequent years does not change in each service category;
4. There is no significant change in the service provider's administrative or organizational structure or in the staffing pattern for each approved service category;

5. The service provider has not had major or multiple audit or assessment findings during the previous year.

One or more of the following conditions will require a conference session between the service provider and the Senior Resources - Agency on Aging to evaluate the continuation of the multi-year award and any special conditions thereof:

1. The service provider proposes an increase in the unit cost for an approved service program(s) in any subsequent award year;
2. The proposed service level (units) and/or clients level is reduced by more than 5% from the first year;
3. There are changes in the service provider's administrative or organizational structure;
4. The service provider has outstanding audit or assessment findings.

200.62 Re-Solicitation

The Senior Resources - Agency on Aging will re-issue the RFP for any or all service categories approved for a multi-year award under any one or more of the following conditions:

1. The designated service provider demonstrates inadequate performance, including but not limited to, unsatisfactorily resolved audit or assessment finding; inability to attain program objectives set for service and client levels; and violation of generally accepted accounting procedures.
2. There are irreconcilable differences between the service provider's proposed unit costs, service levels and/or client levels and the Senior Resources - Agency on Aging's acceptable cost, service and client levels.
3. There is a major change in the administrative authority or organizational structure of the designated service provider agency.
4. Subsequent amendments to the Senior Resources - Agency on Aging's Area Plan delete or otherwise modify the scope of fundable services within the region or re-designate service areas within the region.
5. Significant changes in the scope or nature of the service to be provided as related to State or Federal requirements are clearly set forth in the RFP.

200.70 Emergency Grants

Agencies may submit emergency grants outside of the normal grant process with the understanding that all requests must be presented to the Board of Directors in writing and in person and that the maximum award for emergency grants will not exceed \$5,000.

200.80 Conflict of Interest

Board members shall sign a bi-annual declaratory statement which discloses all other boards and commissions on which they may currently serve, and declare their intent to avoid participation in, discussion of, or in any way influence the vote on any issue affecting one of those boards or commissions.

Those ineligible for Board membership are:

1. paid staff of any Title III agency or applicant, and
2. Board members of funded programs or applicants.

200.90 Matching Requirement

Matching funds or resources for Senior Resources - Agency on Aging funds must not be obtained from other federal funding sources except for Community Development and Revenue Sharing funds.

Matching Requirements are as follows:

1st year	85% Senior Resources - Agency on Aging funding 15% non-federal cash or in-kind resources
2nd year	80% Senior Resources - Agency on Aging funding 20% non-federal cash or in-kind resources
3rd year	75% Senior Resources - Agency on Aging funding 25% non-federal cash or in-kind resources

Cash or in-kind resources to be used as match must be documented in writing. If an agency other than the applicant is to provide such match this must also be documented in writing by the other agency. Personnel match must be documented based upon actual rate of pay for a particular position. Volunteers should be valued at a minimum wage unless justification for a higher rate is made and approved by Senior Resources - Agency on Aging Staff. Building space must be documented in terms of the actual rental value of comparable space by a real estate agent, or based on actual rent paid.

201.00 Administrative Costs

Administrative costs are not to exceed 10% of the total program costs.

202.00 Pre-Agreement Costs

Any costs incurred by the potential recipient prior to the award of a Senior Resources - Agency on Aging grant or contract by the Senior Resources - Agency on Aging are not reimbursable; except in the case of senior center renovation funds. Limited prearrangement costs for specific items may be allowed on an individual basis.

203.00 Indirect Costs

Indirect costs are not allowable. Indirect costs are those costs which are not readily identifiable with the Senior Resources - Agency on Aging grant activities alone and cannot be documented in that portion which would be charged to the Senior Resources - Agency on Aging project.

204.00 Project Income

Project income is defined as contributions from program participants. Project income must be used to provide additional services to program participants. Project income may not be used to meet the matching requirements outlined in Section 200.80. Outreach projects, due to the nature of the service, are exempt from this requirement.

204.10 Other Income

Other income including, but not limited to, town funds, fundraising, non-federal grants and private donations may be secured to support the project. These types of income can be used to meet the matching requirements outlined in Section 200.80.

205.00 Appeals Procedure

An applicant for a grant or contract from the Senior Resources - Agency on Aging whose application is rejected or approved in an amount substantially less (25% or more of Senior Resources - Agency on Aging request) than requested, may appeal the decision on one or more of the following grounds:

1. That the application did not receive equal and fair consideration.
2. That the Agency's normal approval process was not followed.
3. That one or more of the members of the Board of Directors had a conflict of interest and did not act in fairness.

The purpose of the hearing is to receive additional factual evidence and testimony to that submitted in the original notification of adverse action including expert opinion testimony, related to the question of why the action of Senior Resources was wrong.

The following procedures will apply:

A written request for an appeal hearing must be received within ten (10) calendar days of receipt of written confirmation of action taken by Senior Resources.

Written request for hearing must include substantiation of grounds for the appeal. A hearing will be scheduled for a date within sixty (60) calendar days from the date of receipt of the written request for hearing.

At this meeting, the applicant filing the appeal will be given the opportunity to present reasons for the appeal with pertinent proof substantiating the grounds for the appeal as listed above.

The Board will then make a final decision, which can only be appealed to the Connecticut State Unit on Aging. The Connecticut State Unit on Aging will hear an appeal only on the issue of process utilized by Senior Resources in making the initial decision. Content issues cannot be appealed to the Department.

205.10 Appeal Reserve Fund

In the event an appeal is filed under policy 201.00, the Board of Directors of Senior Resources - Agency on Aging will notify each grantee that 10% of its award will be withheld pending resolution of the appeal. These funds will be used as a financial reserve for those applicants for grants or contracts seeking redress under the appeals process. Successful appellants will be awarded grants and contracts using the reserve fund. Any remaining balance will be allocated on a prorated base to all previously designated grant recipients for the current fiscal year.

206.00 Acceptance of Award

An applicant offered a grant or contract may accept or reject the offer within 45 days of the date of issuance by returning the signed acceptance of award issued by Senior Resources or by rejecting the award in writing. Should no correspondence indicating either acceptance or rejection be received within the 45 day period, Senior Resources will consider the offer rescinded on the 46th day and will so notify the applicant in writing.

300.00 REQUIREMENTS AND CONDITIONS OF SENIOR RESOURCES - AGENCY ON AGING AWARDS

300.10 Timetable for Commencement of Project

Unless otherwise noted, all projects must begin services under the approved award by October 1 of the project year. New projects will be given an additional 30 calendar days for startup if necessary.

300.20 Identification of Source of Funding

The recipient shall identify the source of funding for the approved project in all publicity, including all material published about the project. The following sentence shall be used for this purpose, "This program is supported by the Senior Resources - Agency on Aging with Title III funds made available under the Older Americans Act."

300.30 Publicity

In addition to the aforementioned phrase, the recipient shall include in all publicity a statement that all individuals older than age 60+ are eligible for services under the approved project.

300.40 Participant Input

Each recipient must have procedures for obtaining the views of participants about the services they receive. Responses must be on file for review by Senior Resources.

300.50 Responsibilities of Service Providers

As a condition for receipt of funds each provider shall assure that they:

1. Provide Senior Resources, in a timely manner, with statistical and other information which is required to meet its planning, coordination, evaluation and reporting requirements;
2. Specify how they intend to satisfy the service needs of low income minority individuals at least in proportion to the number of low income minority older persons in the population serviced by the provider;
3. Provide clients with an opportunity to contribute toward the cost of the service as provided in Section 301.00;
4. With the consent of the older person, or his or her representative, bring to the attention of appropriate officials for follow up, conditions or circumstances which place the older

person at risk;

5. Where possible and appropriate, make arrangements for the availability of service to older persons in weather related emergencies;
6. Assist clients in taking advantage of benefits under other programs; and
7. Assure that the services funded by Senior Resources are coordinated with other appropriate services in the community, and that these services do not constitute an unnecessary duplication of services provided by other sources.

300.60 Service Priority

Persons age 60 or older who are frail, home bound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services.

300.70 Grievance Procedure for Consumers

As required by the Older Americans Act Senior Resources has established a grievance procedure for older individuals who are dissatisfied with or denied services. All Senior Resources - Agency on Aging funded organizations are required to adopt a grievance procedure which allows for appeal to the organizations' Board of Directors or equivalent body to hear, on an impartial basis, the nature of the complaint and to respond accordingly. A written determination shall be given to the complainant together with information stating that if the individual remains dissatisfied, they may take their complaint to Senior Resources.

A copy of the organizations' grievance procedure and the method by which the policy will be made known to individuals seeking or currently receiving service shall be placed on file at Senior Resources. Each organization's policy shall include a procedure that will enable a complaint to be heard by the Board of Directors of Senior Resources within sixty calendar days of the date of the original written complaint filed by the consumer.

Upon receipt of an unresolved complaint, Senior Resources Board of Directors, either in whole or in part, shall hold a hearing to receive testimony from the individual filing the complaint and contrary documentation from the organization against whom the complaint is filed. The decision of the Board of Directors will constitute the final disposition of the matter.

301.00 Contribution Policy

All programs funded by the Senior Resources - Agency on Aging must have a written contribution policy on file. The policy must include method of notification to clients, methods used to safeguard contributions and a statement that confidentiality of contributions will be maintained.

301.10 Opportunity to Contribute

All older persons receiving a Senior Resources - Agency on Aging supported service shall be given the opportunity to contribute toward all or part of the cost of the service. A schedule of suggested contributions based upon income ranges of older persons in the community may be utilized. Clients must be informed verbally and in project literature that they are encouraged to contribute in a free and voluntary manner toward the cost of the service. A means test may not be used for any Senior Resources - Agency on Aging supported services.

No person shall be denied service or given the appearance of such for failure to contribute.

301.20 Confidentiality of Contributions

A method of collection which provides for both the protection of privacy of the individual and the fiscal accountability for contributions received must be established in writing and maintained on file.

301.30 Programs Exempt from Contributions

Certain programs, due to the nature of their service such as outreach programs, may be exempt from this requirement.

301.40 Management of Contributions

The following standards shall be adhered to regarding management of client contributions:

1. Documentation that the contribution system is explained to participants.
2. Receipts kept in a locked box or safe until deposited.
3. Cash receipts are recorded and deposited, either weekly or daily.
4. Measures are taken to protect the privacy of the individual's contribution.
5. Adequate precautions are taken to prevent theft of cash receipts.
6. Participant contributions are systematically recorded and can be documented.
7. Contributions are accurately reported to Senior Resources.
8. Accumulation of large balances of income is avoided.

302.00 Compliance

All programs funded by the Senior Resources - Agency on Aging must be compliant with federal, state and local laws and regulations which specifically apply to the type of services being provided.

302.10 Civil Rights

The recipient shall comply with Title VI of the Civil Rights Act of 1965 (P.L. 88-352) and all regulations pursuant thereto.

302.20 Program Accessibility

The recipient shall comply with Section 504 of the Rehabilitation Act of 1973 assuring that programs and facilities are accessible to handicapped individuals.

302.30 Affirmative Action

Recipients shall develop and have on file for review an Affirmative Action Plan and staffing pattern. Affirmative Action policies must be followed by all Senior Resources - Agency on Aging funded agencies. Evidence must be shown that all positions available under the Senior Resources - Agency on Aging award are advertised in a non-discriminatory manner, at a minimum, notice given to all local newspapers and preference given to qualified persons aged 60 or older, where possible.

302.40 Licensure

When state and local jurisdictions require licensure for the provision of services, agencies providing such services shall be licensed or shall meet the requirement for licensure.

302.50 Americans with Disability Act

The recipient shall comply with the appropriate regulations (as dictated by their organizational structure or purpose) under the Americans with Disability Act.

302.60 Failure to Comply

Senior Resources - Agency on Aging recipients are expected to adhere to approved proposal and conditions attached to award, if any, and to implement Senior Resources - Agency on Aging recommendations. Failure to comply with any proposal or conditions placed on funding may result in the Senior Resources - Agency on Aging implementing contract/grant termination procedures. Any request regarding compliance alterations must have prior approval of the Senior Resources - Agency on Aging Board of Directors.

Failure on the part of a recipient to implement Senior Resources - Agency on Aging recommendations will be considered prior to the next funding cycle. Recipients are advised that their action in not implementing significant recommendations will be considered in funding determinations.

303.00 Freedom of Information and Confidentiality

303.10 Public Inspection

All records, documentation, books and other substantive information concerning the Senior Resources - Agency on Aging supported project shall be open for public inspection.

303.20 Individual Confidentiality

It is the policy of Senior Resources that no information about, or obtained from, an individual receiving a Senior Resources - Agency on Aging funded service shall be disclosed in a form which identifies the individual, without the written informed consent of that individual. The Management Information System employed by Senior Resources uses a disguised client identification method.

304.00 Reporting Requirements

All programs funded by the Senior Resources - Agency on Aging must submit fiscal and programmatic reports in a timely manner. Late reports will be grounds for corrective action.

304.10 Fiscal Reports

Financial reports must be presented to Senior Resources within fifteen days following the end of the period reported. Final reports are due within 45 days of the end of the project period, at which time all costs are to be liquidated. Reimbursement of the award will be determined at that time. Further adjustments may be made upon review of the recipient's audit.

304.20 Program Reports

The Management Information System (MIS) is a computerized system for tracking clients and services delivered. Before a Senior Resources - Agency on Aging program is implemented, Senior Resources staff will train project staff in MIS reporting requirements. Monthly MIS reports are due to Senior Resources on the required submission date established by Senior Resources.

304.30 Failure to Report

Failure to submit all required complete reports within 30 days of scheduled dates will result in payments withheld and corrective actions initiated.

Reports which are received late or incomplete three times during the award period will be subject to corrective action or termination at the discretion of Senior Resources as outlined in Section 306.11.

305.00 Program Changes and Modifications

305.10 Submittal of Changes

Any contemplated changes in the content or administration of a funded program must be submitted in writing and be approved by the Executive Director of the Area Agency. Following are examples of the types of revisions requiring approval:

1. Significant changes in program objectives,
2. Significant changes in program content,
3. Financial changes which may affect the cost sharing ratio,
4. A change in the approved program period dates,
5. Changes in the recipient of an award or any sub grantees or contractors.

306.00 Closeout, Corrective Action, Probation, and Termination of Senior Resources - Agency on Aging Award

Senior Resources - Agency on Aging recipients must adhere to all policies and procedures in this manual and any conditions attached to the award. Failure to comply may result in the imposition of a Corrective Action, Probation, Suspension, and/or Termination.

306.10 Closeout

Closeout is the process by which the recipient agency determines all applicable administrative actions and all work of the project have been completed by the recipient and Agency on Aging.

1. Closeout procedures are:
 - a. Recipient must submit final invoice for allowable reimbursable costs not covered by previous payment which Senior Resources is obligated to pay.

- b. Recipient must immediately refund any unobligated balance of cash advanced to Senior Resources. Senior Resources shall make a settlement for any adjustments of the federal share of costs.
 - c. Within 90 days of the date of expiration or termination, the recipient must submit all financial performance and other reports required by the terms of the award to Senior Resources.
 - d. Recipient will retain all financial and programmatic records for a minimum of three years from the day the recipient submits its last expenditure report.
 - e. Recipient will dispose of federally funded equipment. (Refer to Property Management Section 500.)
2. While an audit is not expressly required at the time of closeout, Senior Resources retains the right to disallow and recover an appropriate amount of funding after fully considering and recommending disallowances resulting from an audit conducted later. It is suggested that the recipient perform a pre-audit of its records - financial and programmatic - for such an audit. The recipient is not relieved of potential liability under such claims recovery with an eventual audit for the three-year period.

306.11 Corrective Action

Corrective Action may be required in the normal course of Senior Resources - Agency on Aging staff supervision and administration of an award when problem(s) are identified during monitoring such as, but not limited to, the review of financial and program reports and on-site visitation.

- 1. A plan for corrective action is developed with the recipient and documented by a letter which includes:
 - a. Identification of the problem(s)
 - b. Corrective Action necessary
 - c. Specified deadlines for needed changes
 - d. Consequences for failure to comply
 - e. Signed statement of acknowledgment with a copy to be returned to Senior Resources - Agency on Aging
- 2. If corrective action is not completed as outlined in the plan, termination may be imposed.

306.12 Probation

Probationary status allows the recipient to continue to operate the program and receive funding under the provisions of the award with the specific additional requirements of a probation plan.

1. Probation may be imposed following failure to comply with a corrective action plan, as described above, or at other times when the level of noncompliance with the award is of such a degree that probation is deemed appropriate.
2. Recipient is notified of the probationary status by letter, which includes:
 - a. Identification of the problem(s) as evidenced by, but not limited to -
 - (i) Conduct inconsistent with the principles of Senior Resources - Agency on Aging;
 - (ii) Mismanagement or fraudulent use of finances; and/or
 - (iii) Failure to adhere to relevant federal, state, and/or Senior Resources - Agency on Aging policies.
 - b. Plan for correction;
 - c. Time frame for compliance; and
 - d. Provision that failure to comply will result in immediate termination of the award.
3. It is the responsibility of the recipient to arrange a meeting with appropriate staff from Senior Resources prior to the expiration of the time frame for compliance to review the recipient's compliance with the probationary plan. The burden of proof to show compliance rests with the recipient.

306.13 Termination

Termination of an award is the permanent withdrawal of a recipient's authority to expend previously awarded funds and provide services on behalf of the Senior Resources - Agency on Aging.

1. Termination, in whole or in part, may occur at any time following the designated date for compliance of the probation plan but must occur before the date of expiration of the award.

2. Senior Resources may terminate an award for cause when the recipient has materially failed to comply with the terms of the award and any other terms imposed as a result of the suspension.
3. Senior Resources will promptly notify the recipient in writing by certified mail of the determination of and the reasons for the termination together with an effective date not prior to two calendar weeks from the date the notification is mailed.
4. When an award is terminated, the recipient will not incur new obligations for the terminated portion after the effective date and will cancel all outstanding obligations.
5. Termination by the recipient will be upon written notification to Senior Resources, setting forth the reasons for such termination, the effective date and, in the case of partial termination, the portion to be terminated.

307.00 Conditions

307.10 Special Award Conditions

Special award conditions more restrictive than those prescribed in this manual may be imposed as needed when Senior Resources has determined that the recipient:

1. Is financially unstable;
2. Has a history of poor performance; or
3. Has a management system which does not meet standards outlined in the policy manual.

307.20 Notification of Special Conditions

When special conditions are imposed under this section, the recipient will be notified in writing why the special conditions were imposed, and what corrective action is needed.

400.00 FINANCIAL MANAGEMENT

400.10 Costs

The costs of a Senior Resources - Agency on Aging supported activity is comprised of the allowable direct costs incident to its performance. The allowable indirect costs may be included as part of the project costs when approved by Senior Resources - Agency on Aging and the Connecticut State Unit on Aging.

Principles for identifying and measuring such costs, as well as for determining allow ability and allocability are the same as those prescribed in Subpart Q, Title 45, Code of Federal Regulations, Part 74 (45 CFR 74). Generally, the cost principles permit a recipient to establish and use its own accounting system for determining costs if it is based on sound accounting concepts consistently applied to all project activities regardless of the source of funds used to support those activities. The cost principles are summarized below.

400.11 Direct Costs

A direct cost is any cost identified specifically with a cost objective. Applicable Senior Resources - Agency on Aging cost principles govern with respect to general rules of allowable, unallowable, or circumstances of allowable costs charged to Senior Resources - Agency on Aging supported projects. If the recipient is uncertain whether a cost is allowable, the recipient should contact Senior Resources - Agency on Aging.

400.12 Indirect Costs

Indirect costs are those costs which are not readily identifiable with the Senior Resources - Agency on Aging supported activities alone and cannot be documented in that portion which would be charged to the Senior Resources - Agency on Aging project.

400.13 Unallowable Costs

The following types of expenditures are not allowed as a direct cost or indirect cost in an Senior Resources - Agency on Aging supported program; bad debts, construction unless specifically allowed in a construction award, contingencies, contribution and or donations, entertainment, excess facility costs, fines and penalties, fund raising expenses, governor's expenses, interest and other financial costs, legislative expenses, lobbying, losses, motion picture films, pre-agreement costs*, under recovery of costs of grant agreements, indirect costs, taxes for which the agency is otherwise exempt.

*Costs incurred prior to the effective date of the grant or subcontract are unallowable. Costs incurred subsequent to the project ending date are unallowable unless specific written authorization has been received from Senior Resources extending grant.

401.00 Income

401.10 Interest Income

Any interest earned on funds, unless otherwise restricted, must be used by the project for any purposes furthering the objectives of the approved award or must be deducted from the total project costs for to determine the net costs on which the federal share of costs will be based. Such interest shall be considered as grant related program income.

401.11 Program Income

The recipient is accountable to Senior Resources for income generated by Area Agency on Aging supported activities. Some examples of program income are client donations, proceeds from the sale of products or services produced by Senior Resources - Agency on Aging supported activities, such as laboratory tests or computer time; payments received from clients or third parties for medical or hospital services provided under a project, fees received for personal services performed in connection with and during the period of the Senior Resources - Agency on Aging supported activity, proceeds from the sale of assets purchased with Senior Resources - Agency on Aging funds, and royalties from copyrights on publications developed or patents on inventions conceived or first actually reduced to practice under an Senior Resources - Agency on Aging supported project.

Records of the receipt and disposition of program income must be maintained by the recipient in the same manner as required for the Senior Resources - Agency on Aging funds that gave rise to the income.

Such income is subject to disposition and use at the option of Senior Resources.

401.12 Disposition of Program Income

All program income earned during the period of Area Agency on Aging support, except royalties and proceeds from the sale of real property or tangible personal property, shall be retained by the recipient and be used for costs which are in addition to the allowable costs of the project but which nevertheless further the objectives of the federal statute under which the award was made. Provided that the costs borne by the income further the broad objectives of the statute, they need not be of a kind that would be permissible as charges to federal funds. Examples of purpose for which the income may be used are:

1. Expanding the project or program
2. Continuing the project or program after Senior Resources - Agency on Aging support has ended;
3. Supporting other projects that further the objective of the statute;
4. Obtaining equipment or other assets needed for the project or for other activities that

further the statues objectives.

401.13 Royalties & Sale of Property

Royalties - Royalties received by recipients from copyrights on publications or other works developed under a Senior Resources - Agency on Aging supported project or from patents on inventions conceived or first actually reduced to practice during a Senior Resources - Agency on Aging supported project shall be treated as follows:

1. Royalties received during the period of Senior Resources - Agency on Aging support as a result of copyrights or patents shall be retained by the recipient and, in accordance with the terms and conditions of the award, be disposed of as cost sharing or matching funds.
2. Royalties received after the completion or termination of Senior Resources - Agency on Aging support as a result of copyrights or patents may also be retained by the recipient unless terms and conditions of the award provide otherwise or a specific agreement governing such royalties has been negotiated between Senior Resources and the recipient.

Sale of Property - Proceeds from the sale of real and tangible personal property acquired under the Senior Resources - Agency on Aging supported project shall be handled in accordance with the property management policies and procedures.

402.00 Matching Requirements - Allowable Uses

402.10 Match

Cost sharing or matching is the value of third party in-kind contributions and that portion of the costs of a Senior Resources - Agency on Aging supported project not borne by federal funds.

402.11 Sources of Match

A cost sharing or matching requirement may be satisfied by either or both of the following:

1. Allowable costs incurred by the recipient under the award. This includes costs borne by non-federal grants or by other cash donations from non-federal third parties.
2. The value of third party in-kind contributions applicable to the period to which the cost sharing or matching requirement applies.
3. Project income secured from program participants may not be used to meet the matching requirements outlined in Section 200.80.

402.12 Costs Borne by Other Federal Grants

Matching requirements may not be met by costs borne by another federal grant, except as prohibited by federal statutes.

General Revenue Sharing and Community Development funds are not considered federal grants for this purpose and therefore allowable costs borne by these funds may count towards satisfying a match requirement.

402.13 Matching Other Federal Grants

Neither costs nor the value of third party in-kind contributions may count toward satisfying a match requirement if they have been or will be counted toward satisfying a match requirement of another federal grant, a federal procurement contract, or any other award of federal funds.

402.14 Verification of Match

Costs and third party in-kind contributions counting towards satisfying a match requirement must be verifiable from the records of recipients or cost-type contracts. These records must show how the value placed on third party in-kind contributions were derived. To the extent feasible, volunteer services shall be supported by the same methods that the organization uses to support the allocation of its regular personnel costs.

402.15 Standards for Third Party In-kind Contributions

1. Third party in-kind contributions shall count towards satisfying a matching requirement only, if the party receiving the contributions would otherwise have to pay for them. If this contribution is an indirect cost, it shall not count toward direct cost sharing or matching.
2. The values placed on third party in-kind contributions for cost sharing or matching purposes shall conform to the rules in the succeeding section of this part. If a third party in-kind contribution is of a type not treated in those sections, the value placed upon it shall be fair and reasonable.

402.16 Valuation of Donated Services

Volunteer services - Unpaid services provided to a recipient by an individual shall be valued at rates consistent with those ordinarily paid for similar work in the recipient's organization. If the recipient does not have employees performing similar work, the rates shall be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation.

Employees of other organizations - When an employer other than a recipient or cost-type contractor furnishes free of charge the services of an employee in the employee's normal line of work, the services shall be valued at the employee's regular rate of pay exclusive of the employer's fringe benefits and overhead costs. If the services are in a different line of work, paragraph A of this section applies.

402.17 Valuation of Donated Supplies and Loaned Equipment and Space

If a third party donates supplies, the contribution shall be valued at the market value of the supplies at the time of donation.

If a third party donates the use of equipment or space in a building but retains title, the contribution shall be valued at the fair rental rate of the equipment or space.

402.18 Valuation of Donated Equipment, Buildings and Land

If a third party donates equipment, buildings or land, and title passes to the recipient, the treatment of the donated property shall depend upon the purposes of the Senior Resources - Agency on Aging award, as follows:

If the purpose of the award is to assist the recipient in the acquisition of property, the market value of that property at the time of donation may be counted as matching.

1. If assisting in the acquisition of property is not the purpose of the award, the following rules apply:
 - a) If approval is obtained from Senior Resources, the market value at the time of donation of the donated equipment or buildings and the fair rental rate of the donated land may be counted as matching. Approval will be given only if a purchase of the equipment or rental of the land would be approved as an allowable direct cost.
 - b) If approval is not obtained, no amount may be counted for donated land, and only depreciation or use allowance may be counted for donated equipment and buildings. The depreciation or use allowances for this property are not treated as third party in-kind contributions. Instead, they are treated as costs incurred by the recipient. They are computed and allocated in accordance with the cost principles specified in subpart Q, Title 45, in the same way as depreciation or use allowances for purchased equipment and buildings. The amount of depreciation or use allowances for donated equipment and buildings is based on the property's market value at the time it was donated.

403.00 Budget Revisions

403.10 Approved Budget

Approved budget means a budget including any revised budget which has been approved by Senior Resources. The approved budget consists of a single set of figures covering total project cost: the sum of the Senior Resources - Agency on Aging's share, the recipient's share and project income.

403.11 Revisions

Recipients may make transfers within their budget line items without prior approval of Senior Resources - Agency on Aging. However, Senior Resources - Agency on Aging must be informed in writing of all such changes at the time the change is made. Prior approval is required if any revisions will result in a need for the award of additional funds.

404.00 Unobligated Balances

404.10 Carryover Funds

Unobligated balances remaining at the end of a budget period shall be refunded to Senior Resources at the time of submission of the year end fiscal report.

404.11 Unearned Income

If a recipient does not meet its required non-federal share, the proportionate amount of federal funds must be refunded to Senior Resources.

405.00 Audit Procedures

405.10 Audit Requirement

Applicants seeking funding from the Senior Resources - Agency on Aging must submit the appropriate Accounting Systems Certification letter. No funds may be released until this letter is received. Non-compliance on the part of the recipient shall be grounds for award suspension or termination.

405.11 Governmental Recipients

Recipients that are governments shall comply with the requirements concerning non-federal audits in OMB Uniform Guidance, including any amendment to those requirements published in the Federal Register by OMB. The exception to this requirement applies to Title IIIC recipients which shall have an organization-wide audit conducted annually.

405.12 All Other Recipients

Recipients that are not governments shall comply with the requirements concerning non-federal audits in OMB Uniform Guidance (December 2014), including any amendments to those requirements published in the Federal Register by OMB. The exception to this requirement applies to Title IIC recipients which shall have an organization-wide audit conducted annually.

405.13 Summary of Main Provisions

The following is a summary of some of the main provisions concerning non-federal audits in the OMB Uniform Guidance:

1. Each recipient must have itself audited by non-federal auditors at least every two years. However, it is recommended that audits be conducted annually.
2. The recipient's auditors must meet certain standards of independence, noted in The Standards for Audit of Government Organizations, Programs, Activities, and Functions.
3. The audit is to be performed on an organization-wide basis, with appropriate sampling of grant-related transactions. Awarding parties may not impose grant-by-grant audit requirements.

Copies of OMB Uniform Guidance are available on request from the Office of Management and Budget, Publications Room, New Executive Office Building, Washington, D.C. 20503.

405.14 Submission of Audits

Audits must be commenced within the immediate first quarter following the close of the fiscal year. Two copies of the completed audit and management letter must be submitted to Senior Resources in (a) reasonable and timely manner. Failure to comply with this policy will be brought to the Board of Directors and may result in the suspension or termination of a current award.

406.00 Record Keeping

406.10 Financial Reporting

Accurate, current and complete disclosure of the financial results of each project shall be made in accordance with Senior Resources and recipient of award accounting requirements.

406.11 Accounting Records

Records which identify adequately the sources and application of all funds for Senior Resources - Agency on Aging supported activities shall be maintained. These records shall contain information pertaining to Senior Resources - Agency on Aging awards, authorizations, obligations, unobligated balances, assets, outlays, income, and if the recipient is a government, liabilities.

406.12 Internal Control

Effective control and accountability shall be maintained for all cash, real and personal property and other assets. Recipients shall safeguard all such property and shall assure that it is used solely for authorized purposes. At a minimum, an adequate means of internal control should allow for safeguarding of assets, checking the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

406.13 Budgetary Control

The actual and budgeted amounts for each project shall be compared. If appropriate or specifically required, recipients shall relate financial information to performance or productivity data, including the production of unit cost information. If unit cost data are required, estimates based upon available documentation will be accepted whenever possible.

406.14 Source Documentation

Accounting records shall be supported by source documentation such as canceled checks, paid bills, vouchers, payrolls, contract, grant award documents, etc.

407.00 Maintenance of Records

407.10 Readily Available Records

All accounting records, support documents, statistical records and all other records pertinent to the grant or contract are to be kept readily available for examination by personnel authorized to examine Senior Resources - Agency on Aging supported accounts.

407.11 Time Frame

Such records shall be retained by recipient agencies for a minimum period of three years from the day recipient submits its last expenditure report.

408.00 Access to Records

408.10 Agencies Having Access

Senior Resources, Connecticut State Unit on Aging, Administration on Aging, Secretary of Health and Human Services, Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, or reports of the recipient of an award which they determine are pertinent to the Senior Resources - Agency on Aging supported project, for the purpose of audit, examination, excerpt and transcript.

408.11 Expiration of Right of Access

The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are retained.

409.00 Bonding

409.10 Adequate Coverage

All recipients are required to carry adequate fidelity coverage where the absence of coverage for the Senior Resources - Agency on Aging supported activity is considered as creating an unacceptable risk.

409.20 Fidelity Bond

A fidelity bond is a bond indemnifying the recipient against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more employees, offices or other persons holding a position of trust.

410.00 Procurement Standards

410.10 Competitive Procurement Procedures

Competitive procurement procedures must be followed to the maximum possible extent. Positive efforts should be made to allow small businesses and minority-owned businesses to compete for procurement under Senior Resources - Agency on Aging supported projects.

410.20 Government Organizations

Government organizations must comply with OMB Uniform Guidance.

410.30 All Other Organizations

Other organizations must comply with OMB Uniform Guidance.

410.40 Minimum Standards

Recipients may use their own procurement policies and procedures. However, all recipients shall adhere to the standards set forth in the OMB Uniform Guidance. It is the responsibility of the recipient to obtain copies of these standards from Senior Resources. The recipient's procurement policies and procedures shall be maintained on file for review.

500.00 PROPERTY MANAGEMENT

Policies and procedures governing the acquisition, utilization and disposition of property acquired under an Area Agency on Aging supported project are set forth below. Generally, recipients may use their own property management policies and procedures provided they observe the following minimum requirements.

500.10 Definitions

500.11 Real Property

Real Property is land, land improvement, structures, and appurtenances thereto, excluding moveable machinery and equipment.

500.12 Personal Property

Personal property is property of any kind except real property. It may be tangible, having physical existence, or intangible such as patents, inventions, and copyrights.

500.13 Tangible Property

1. Expendable personal property (generally "supplies"). All tangible personal property other than non-expendable property.
2. Non-expendable personal property (generally equipment). An article of tangible personal property of a durable nature, has an expected useful life of more than two years, and has an acquisition cost of \$1,000 or more per unit. Any definition of non-expendable personal property used by a recipient must include all tangible personal property as defined by the preceding sentence.
 - a. General purpose equipment: all items of equipment of types that are generally usable for other than research, medical, or specialized scientific or technical activities, whether or not special modifications are needed to make them suitable for use on a program. General purpose equipment includes such items as office equipment and furnishings, heating and cooling units, passenger and cargo vehicles, computing and automatic data processing devices, cameras, etc.
 - b. Special purpose equipment: all items of equipment that are generally usable only for research, medical, scientific or technical activities. It includes such items as microscopes, X-ray machine, surgical instruments, etc.

500.14 Intangible Property

Intangible property is such property as patents, inventions and copyrights.

501.00 Acquisitions

Acquisition of property under an Area Agency on Aging supported project must provide for:

1. consideration of the function of the property in facilitating the successful completion of the project
2. insuring that funds are properly used and accounted for.

Real property may only be acquired where authorized and specifically provided for in the recipient's award. Recipients are required to be prudent in the acquisition of property under an Area Agency on Aging supported project. It is the recipient's responsibility to conduct a prior review of each proposed property acquisition to assure that the property is needed and that the need cannot be met with property already in possession of the recipient. Acquisition cost will determine procurement procedures. Refer to section 410.00 for procurement standards. Acquisition cost includes the cost of the unit plus the cost of necessary accessories. Ancillary charges such as duty, taxes, transportation, protective in-transit insurance, and installation shall be included in or excluded from such cost in accordance with the recipient's regular accounting practices.

501.01 Title

Title to real and tangible personal property (expendable and non-expendable) acquired under an Area Agency on Aging award shall vest in the recipient upon acquisition, subject to the accountability requirements and Senior Resources' right to transfer title as outlined below.

501.10 Senior Resources - Agency on Aging Right to Transfer Title

1. Real property - See section 502.00 Accountability requirements below regarding transfer of title.
2. Non-expendable personal property. Senior Resources shall have the right to require the recipient to transfer title to such property acquired under an Agency on Aging supported project to Senior Resources or directly to a third party named by Senior Resources under the following conditions, all of which must be met for the right to be exercised.
 - a. The property had a unit acquisition cost of \$1,000 or more.
 - b. Senior Resources' right to transfer title to property acquired under Senior Resources supported project was not waived at the time of award as part of the terms and conditions of the award.

- c. Either
 - i. the recipient no longer has need for the property in the program for which it was acquired or
 - ii. Senior Resources supported program is being transferred to another Senior Resources - Agency on Aging recipient.
- d. Action to exercise this right may be taken at any time, but must be taken no later than 120 calendar days following the completion or termination of a Senior Resources - Agency on Aging award or the date of the appeal decision, if applicable, whichever is later. Action to exercise this right includes notifying the recipient of the possibility of transfer, and does not necessarily mean that the actual transfer period will be accomplished before the expiration date of the 120-day period specified.
- e. The recipient must be reimbursed an amount obtained by applying the percentage of recipient participation in the project costs incurred in carrying out Senior Resources - Agency on Aging supported activities under the approved budget for the budget period in which the property was acquired to the current fair market value of the property, plus shipping or storage costs.

502.00 Accountability Requirements

502.10 Real Property

Use - unless otherwise provided by law, real property acquired under an Area Agency on Aging award shall be subject to the following requirements, in addition to any other requirement that is imposed by the award document or other formal notification document:

1. The recipient shall use real property for the purpose authorized by the original award as long as needed.
2. Prior approval must be obtained from Senior Resources - Agency on Aging before a recipient can use real property for activities other than those of the original award. Use of such property shall be limited to activities of other sponsored programs with purposes consistent with the terms under which the award was made.

Disposition - When real property is no longer needed as required under the two conditions above, the recipient shall request disposition instructions from Senior Resources - Agency on Aging. Disposition shall be made as follows contingent upon approval of the Connecticut Unit on Aging.

1. The recipient may be permitted to take title to the federal interest and compensate the Senior Resources - Agency on Aging in an amount determined by applying the percentage of federal share of the total cost of the approved project for which the property was acquired to the current fair market value of the property.

2. The recipient may be directed to sell the property and compensate the Senior Resources - Agency on Aging for its fair share of the net proceeds, using the same formula as under a) above, after deducting any actual and reasonable selling and handling expenses.
3. The recipient may be directed to transfer title of the property to the Senior Resources - Agency on Aging, provided that in such cases the recipient must be compensated in an amount computed by applying the percentage of recipient participation in the total cost of the approved award for which the property was acquired to the current fair market value of the property.

502.11 Non-expendable Personal Property

Except when the Senior Resources - Agency on Aging has exercised the right to transfer title as provided earlier in this section, non-expendable personal property acquired under Senior Resources - Agency on Aging supported program shall be treated as follows:

Use - The recipient shall retain such property in the Senior Resources - Agency on Aging supported program as long as there is a need for such property to accomplish the purposes of the original program and the recipient shall use the property in connection with other Senior Resources - Agency on Aging supported activities in the following order of priority:

1. Other Senior Resources - Agency on Aging supported activity needing the property.
2. Activities supported by other Senior Resources - Agency on Aging recipient needing the property.
3. When the recipient no longer has need for such property in any of its Senior Resources - Agency on Aging supported activities, the property may be used for the recipient's own official activities in accordance with the following standards:
 - a. If the property had an acquisition cost of less than \$1,000 per unit, the recipient may use the property without reimbursing the Senior Resources - Agency on Aging.
 - b. All other non-expendable personal property may be retained by the recipient for its own use provided a fair compensation is made to the Senior Resources - Agency on Aging. The compensation shall be computed by applying the percentage of federal share in the project costs incurred in carrying out Senior Resources - Agency on Aging supported activities under the approved budget for the budget period in which the property was acquired to the current fair market value of the property.

During the time that non-expendable personal property is held for use in the program for which it was acquired, the recipient shall make it available for use on other activities if such other use

will not interfere with the work on the project for which the property was originally acquired. First preference for other such use shall be given to other activities sponsored by the Senior Resources - Agency on Aging, second preference shall be given to those sponsored by the recipient directly.

Disposition - If the recipient has no further need for non-expendable personal property, disposition shall be made as follows:

1. If the property had an acquisition cost of less than \$1,000 per unit, it may be sold and the proceeds retained and used by the program.
2. If the property had an acquisition cost of \$1,000 or more per unit, the recipient shall request disposition instructions from the Senior Resources - Agency on Aging.
 - a. If the recipient is instructed to ship the property elsewhere, the recipient shall be reimbursed in an amount computed by applying the percentage of the recipient's participation in the program cost incurred carrying out the Senior Resources - Agency on Aging supported activities under the approved budget for the budget period in which the property was acquired to the current fair market value of the property.
 - b. If the recipient is instructed to sell the property, the recipient shall reimburse the Senior Resources - Agency on Aging an amount computed by applying the percentage of federal support in the project costs incurred in carrying out the Senior Resources - Agency on Aging supported activities under the approved budget for the budget period in which the property was acquired to the sales proceed. The recipient may deduct and retain from the federal share \$100 or 10% of the proceeds, whichever is greater, for selling and handling expenses.

502.12 Expendable Personal Property

Use - Expendable personal property may consist of consumable materials and supplies and other items of property that have a useful life longer than the period of need on the program for which they were required. When no longer needed for the original project, the property may be used for any Senior Resources - Agency on Aging supported activity.

Disposition - When the total aggregate fair market value of expendable personal property exceeds \$1,000 and it is no longer needed on Senior Resources - Agency on Aging supported activities, the recipient may retain or sell the property as long as the Senior Resources - Agency on Aging is compensated for the federal share in the acquisition costs. The amount of compensation shall be computed by applying the percentage of federal participation in the project costs incurred in carrying out the Senior Resources - Agency on Aging supported activities under the approved budget for the budget period in which the property or proceeds from the sale of the property are received. When the total value is \$1,000 or less, the recipient may, at its option, either retain or sell the property without compensation to Senior Resources -

Agency on Aging.

503.00 Property Management - Procedural Requirements

503.11 Property Records

Property records shall include:

1. a description of the property
2. manufacturer's serial number or other identification number
3. the Senior Resources - Agency on Aging project number under which the property was acquired
4. acquisition date and cost
5. percentage of federal share of cost
6. location, use, and condition of property and the date the information was reported
7. unit acquisition cost
8. ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where the recipient compensates the federal share.

503.12 Property Inventory

A physical inventory of non-expendable personal property shall be taken and the results reconciled at least once every two years to verify the existence, current utilization, and continued need for the property. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be reported to the Senior Resources - Agency on Aging, investigated and fully documented. Where the recipient is authorized or required to sell the property, proper sales procedures shall be established for unneeded property that provide for competition to the extent practicable and result in higher possible return. The recipient's property records for non-expendable personal property acquired under a Senior Resources - Agency on Aging supported project must be retained for 3 years after the final disposition of the property or appropriate reimbursement to the Senior Resources - Agency on Aging.

600.00 RENOVATION AWARD

600.10 Purpose of Award

Acquisition (in fee simple or by lease for 10 years or more), alteration, renovation of existing facilities for use as a multi-purpose Senior Center or construction of new facilities is allowed only after full consideration and determination by Senior Resources that there is no suitable structure available in the area to serve as a multi-purpose senior center.

601.00 Conditions and Assurances

An applicant for renovation funds must submit a plan containing the following:

1. Reasonable assurance that facility will be used for the purpose for which it was intended for not less than 10 years in the case of acquisition and not less than 20 years in the case of construction.
2. Documentation that sufficient funds will be available to meet the non-federal share of the cost of the facility.
3. Documentation that sufficient funds will be available when acquisition or construction is completed, for the effective use of the facility for the purpose for which it is being acquired or constructed.
4. Assurance that the facility will not be used and is not intended to be used for sectarian instruction or as a place of religious worship.
5. Assurance that any laborer or mechanic employed by any contractor or subcontractor in the performance of work on the facility will be paid wages at rates not less than those prevailing for similar work in the locality determined by the Secretary of Labor.

602.00 Multi-Purpose Senior Center Award

A recipient of an award for a multi-purpose senior center must comply with the following requirements:

1. All applicable state and local health, fire, safety, building, zoning and sanitation laws, ordinances or codes.
2. the applicable building occupancy classification of the National Fire Protection Association "Life Safety Code"
3. the provisions of the Architectural Barriers Act of 1960
4. the requirement of the Davis-Bacon Act and other mandatory federal labor standards

603.00 Payment Process

603.10 Release of Funds

Awards made under this section are paid as follows:

- 50% in advance upon issuance of award
- 40% in reimbursement as project is being completed
- 10% withheld until verification of project completion by Senior Resources

604.00 Matching Requirements

604.10 Minimum Requirements

Cost sharing for renovation awards minimally:

- 15% non-federal cash, 85% federal funds

605.00 Recapture of Payments

The U.S. Government is entitled to recapture a portion of the federal funds from the owner of a facility if within ten (10) years after acquisition or twenty (20) years after construction the facility is no longer used as a multi- purpose senior center or the owner of the facility ceases to be a public or non-profit private agency or organization.

700.00 NUTRITION PROGRAM

In addition to the policies noted in the Senior Resources - Agency on Aging Policy and Procedures Manual, nutrition projects must comply with the following specifics:

700.10 Service Definition

The Senior Resources - Agency on Aging shall award Title IIIC of the Older Americans Act to provide meals, and nutrition education to older persons. In addition, these funds may be used to provide outreach, nutrition screening, nutrition assessment, nutrition counseling, and other related services to older persons.

701.00 Congregate meals

701.10 Eligible Participants of Congregate Meals

Congregate meals shall be available to:

1. Any individual sixty years of age or older and their spouse, regardless of age, can attend a congregate nutrition site,
2. Handicapped or disabled individuals under 60 years of age who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are available,
3. Individuals with disabilities who reside at home with an eligible participant and accompany the eligible participant to the congregate meal site, and
4. Individuals providing volunteer services during meal hours.

Priority for congregate meal service should go to those individuals who are unable to prepare or purchase adequate meals for themselves and those individuals most socially and economically disadvantaged.

701.20 Congregate Meal Service Provision

Congregate meal service is a nutrition service which will:

1. Serve one mid-day meal per day in a group setting.
2. When necessary (in case of illness, injury, etc.) make home delivered meals available to congregate meal site participants.
3. Serve a minimum of 98% of all meals to eligible participants.

4. Develop procedures for responding to emergency situations for all congregate sites and provide training on emergency procedures to all site managers and other staff.
5. Create and support an advisory council with representation from each nutrition site to advise on the nutrition service.
6. Plan, coordinate and conduct special programs in conjunction with the congregate meal, including (but not limited to) nutrition education, health education, and other health and social supportive services and activities.
7. Conduct an intake process to determine each participant's eligibility and reconcile the records of nutrition sites with MIS records and USDA.
8. Maintain records, collect and account for participant contributions from sites, prepare reports, and other administrative activities necessary to see that congregate meal services are provided.

701.30 Congregate Site Requirements

Congregate meal service must be provided in a suitable facility which meets the following criteria established by the Senior Resources - Agency on Aging:

1. The nutrition site should be centrally located in the target area, preferably within walking distance for the participants or on a public transportation route.
2. The site must serve a minimum daily average of 25 eligible participants each day. Exception to this target size must be justified by documentation that the target population is less than 25 persons and that no other sites are available. If fewer than 25 participants are served, consideration shall be given to providing meals in single serving units.
3. The site must have a designated site manager employed for a maximum of five (5) hours per day.
4. The site must operate a minimum of 5 days per week, Monday through Friday, and open at least three (3) hours on each meal service day. The site may be closed for holidays. Approval by Senior Resources - Agency on Aging is required for site operation of less than 5 days per week.
5. Meals must be served at a pre-established time each day.
6. The site must be located in a facility which meets the accessibility requirements of the Americans with Disabilities Act of 1990 or, if not accessible, be located in an ENP catchment area containing at least one accessible site.

7. The site must meet all local and state fire, health, safety and building codes.
8. The site must have adequate space and operable equipment for the program.
9. The site must have a pleasant environment, adequate lighting, ventilation, and temperature control.
10. The site must have locked sanitary and secure storage available for supplies and equipment.
11. Personnel and volunteers associated with the congregate meal service must be trained in the sanitary handling of food, fire safety, and basic first aid.
12. All hot food must be served within two (2) hours from the time food preparation ends.
13. Hot foods must be maintained at a temperature of 140° F and cold foods below 41° F from the time preparation ends until the food is served to a participant.

Hot foods received at 130° F to 140° F must be reheated to 165° F.

Hot foods received at less than 130° F and potentially hazardous cold foods received at more than 50° F are to be refused or discarded.

Shelf stable or other suitable substitute foods are to be available as replacements.

14. Sites must be equipped with the proper utensils to ensure portion control.
15. Sites must have an established written procedure for closing the meal site in inclement weather which includes a procedure for informing participants of the closing.

701.40 Congregate Sites - New, Relocated, and Closings

All New and Relocated Congregate sites must be inspected and approved by the Senior Resources - Agency on Aging prior to opening. This applies to temporary as well as permanent locations.

701.41 Authorization of New or Relocated Sites

Authorization for new or relocated sites will be granted only if:

1. Proposed site is to replace a previously existing site and is intended to serve the majority of participants previously attending site to be closed, or

2. Proposed site is located in an area with a populace in greatest social and economic need, low income and /or minority participants.
3. All applicable fire and health inspections have been completed and forwarded to the Senior Resources - Agency on Aging.

Furthermore, the project shall demonstrate:

1. its ability to provide the proposed meal within its existing budget and
2. the demand and need for the site in the proposed area

No meal shall be served at a new or relocated site until written authorization is received from Senior Resources - Agency on Aging.

701.42 Congregate Site Closings by Nutrition Projects

Temporary (2 days or less) closing due to immediate health or safety hazard, or other short-term conditions do not require prior Senior Resources - Agency on Aging approval. Temporary closings due to inclement weather do not need prior agency approval.

No site shall be permanently closed before presenting compelling reasons for such closing to and receiving written approval from Senior Resources - Agency on Aging. The following information shall accompany the request for site closing:

1. comments from site participants;
2. data regarding prior site attendance for the previous 3 months;
3. impact of proposed closing on current participants;
4. alternate service available to participants;
5. financial impact of proposed closing;
6. effect on meals levels at other sites

701.50 Nutrition Education for Congregate Meal Sites

All nutrition service providers must make nutrition education available to meal site participants a minimum of once each quarter.

Nutrition education plans must be submitted to the Senior Resources - Agency on Aging at least two months prior to the start of each program year. All nutrition education plans must be approved by the Connecticut State Unit on Aging or the Senior Resources - Agency on Aging

nutritionist prior to implementation.

Nutrition education sessions shall be conducted by the nutritionist, other health professionals with adequate background and training in nutrition, or the nutrition assistant.

Nutrition education subjects shall be based on the needs of the participants.

Nutrition information and visual educational materials shall be available to participants on a continuing basis.

701.60 Leftover Food Policy

The following procedure shall be followed by all meal sites:

1. Offer all extra meals due to cancellations and no-shows to congregate participants who want a meal but have not made reservations.
2. Offer any remaining single food items to congregate participants as seconds.
3. Dispose of remaining food except fruit, milk and bakery products.
4. Only the following may be taken from the meal site: fruit, baked goods and other foods in individually sealed units that have been protected from contamination and held at 41E or less.

702.00 Home Delivered Meals

702.10 Eligible Participants of Home Delivered Meals

Home Delivered meals shall be available to:

1. Any individual sixty years of age or older who is homebound because of illness or incapacitating disability, or who is otherwise isolated,
2. The spouse of the eligible home delivered meals recipient, regardless of age, if it is in the best interest of the older person,
3. a non-elderly disabled person who is a member of the household of an elderly home-delivered recipient.

702.20 Home Delivered Meal Assessment

Home delivered meals provider must:

1. Complete a full assessment form at least annually to determine each older person's

need for home delivered service by the nature and degree of an illness, disability or isolation.

2. Determine the type of home delivered meal and how long the meals will be needed.
3. Complete a full assessment on individuals whose names have been on a waiting list for longer than six months.

702.30 Home Delivered Meals Service Provision

Home delivered meal service includes the staff, goods, facilities, equipment and supports necessary to serve a complete mid-day meal to each recipient in his/her home.

For each home delivered meal recipient:

1. Delivery a hot, cold, frozen, or dried, or canned meal must be available at least 5 days per week.
2. Meals must be provided in the home no later than 2 hours from completion of meal preparation. The temperature of the meal must be above 140° for hot foods, below 41° for cold meals and below 10° for frozen meals until the meal is delivered to the home.
3. Instruct clients or their care givers on the following safe practices for handling delivered food, as they may apply:
 - a. To eat hot food within 1 hour of delivery,
 - b. To eat cold foods immediately or place them in the refrigerator,
 - c. To eat fast chilled meals within 3 days of delivery and to store them at 41° or less,
 - d. To eat frozen meals within 1 month of delivery and to store them at 10° or less,
 - e. To have an accurate thermometer in their refrigerator if they store fast chilled meals, and one in the freezer if they store frozen meals.
3. With the consent of the older person, or his/her representative, bring to the attention of appropriate officials for follow-up conditions or circumstances which place the older person or the household in imminent danger.
4. Make arrangements for the availability of meals in weather related emergencies.

5. Maintain records, collect and account for participant contributions, prepare reports, and other administrative activities necessary to see that home delivered meal service is provided.
6. Assist participants in taking advantage of benefits under other programs.

702.40 Nutrition Education for Homebound Clients

All nutrition service providers must offer nutrition education to homebound clients or their care givers at least twice per year.

One session should be a discussion with the client or care givers, unless refused by the client or care giver or deemed unproductive by the service provider on a case-by-case basis.

702.50 Emergency Meals for Homebound Clients

All home delivered meal service providers shall make emergency meals available as follows:

1. Before the winter season begins, each home delivery participant shall be given the opportunity to receive a minimum of two emergency meals to be used in the event of program cancellation.
2. Each project shall provide a minimum of 3 meals for use during the winter months. Two meals shall be delivered by December 1st of each year. The remaining meals shall be delivered in a timely fashion after the first cancellation.
3. Each emergency meal provided shall be easy to prepare, contain 1/3 RDA and have a shelf (or freezer) life of one year. Expiration dates shall be marked on all food items.
4. Instructions concerning storage and preparation shall be provided with each meal.

702.60 Undelivered Home Delivered Meals

Undelivered meals which are returned to the sites and out of compliance with temperature and time requirements are to be disposed of appropriately.

703.00 Staffing of all Nutrition Programs

All nutrition providers shall staff programs as follows:

1. Nutrition service providers shall employ an adequate number of qualified staff to assure satisfactory conduct of the service.

2. Preference should be given to employing persons age 60 and over.
3. Consideration should be given to employing minority individuals at least in proportion to the numbers of minority older persons represented among the service area=s populations.
4. Each nutrition program shall be administered with advice of a nutritionist. The nutritionist shall be responsible for menu development, nutrition screening and education, monitoring of food preparation and in-service training of food service personnel and volunteers.

The nutritionist shall meet the following minimum qualifications:

- a. Shall have two years of recent relevant full-time work experience preferably in geriatric nutrition food service management or community nutrition,

In addition, one of the following criteria must be met:

- i. Be a Registered dietitian, or
 - ii. Be a State Certified Dietitian/Nutritionist, or
 - iii. Have a Bachelor=s degree in foods and nutrition, institutional food management, community nutrition dietetics or related field.
- b. One year of work experience requirement may be waived with possession of Registered Dietitian status, and/or a Master=s degree in nutrition, dietetics, institutional food management, public health, business administration or related field.
 - c. A Nutrition Assistant, under the supervision of the Nutritionist, may also provide nutrition education and conduct eligibility and nutritional screening interviews. The Nutrition Assistant shall meet the following minimum qualifications:
 - i. Diet Technician, Registered; or
 - ii. Associate degree or equivalent in foods and nutrition, community nutrition, dietetics or related field.

704.00 Food /Nutrition Requirements

704.10 Food Procurement

The Connecticut Unit on Aging has an agreement with the USDA State Distributing Agency to assure the availability of food, cash, or a combination of food and cash to nutrition service providers.

Those nutrition service providers choosing to receive cash instead of USDA food shall spend the USDA cash only for U.S. agricultural commodities and other foods.

In the case of a caterer using commodity foods, the caterer shall allow to the elderly nutrition project a credit equal to the value of the USDA Commodities that are furnished to the caterer for use in the program.

In the use of USDA Commodities, sufficient precautions should be taken to transport and store commodities to preserve their quality and prevent theft.

704.20 Food Quality and Safety

All nutrition service providers must maintain the following food quality and safety regulations:

1. All personnel and facilities involved in producing or dispensing foods or beverages for the elder, including caterers, shall comply with the State of Connecticut Public Health Regulations 19-13-B42 and B48, as amended.
2. Meals shall be delivered to a congregate site or home delivered meal recipient within two hours after completion of preparation. The temperature shall be maintained above 140^oF for hot foods, below 41 ^o F for cold foods and at 10^oF or below for frozen foods from the time preparation ends until the food is delivered.
3. Meal sites storing quick-chilled food shall protect it from contamination (and oxygen where practical) and store it at 35 ^o F or less. The total time between initial cooking and eating of quick chilled food shall be no longer than 5 days.
4. No food prepared, frozen or canned in a home may be used in meals. Only commercially processed canned and frozen food may be used.
5. Nutrition service providers may not purchase vitamins and/or mineral supplements or alcoholic beverages with funds under Title III.
6. The nutrition service providers shall immediately report the occurrence, or suspicion of any incidence of food borne illness to the proper public health authorities, to Senior Resources and to the Connecticut State Unit on Aging.

7. Potentially hazardous food shall be served within four (4) hours of cooking or meet cooling rate and length of storage requirements specified in writing by the Connecticut State Unit on Aging and use a batch coding system specifying an eat-by date.
8. A recent health inspection report having a score of 90 or above with no unresolved 4 point items shall be kept on file.

704.30 Nutrition Standards

The nutritional value of menus shall be confirmed either by:

1. Nutritional Analysis;
2. Conformance to a Connecticut State Unit on Aging approved meal pattern;
3. Selection from a list of Connecticut State Unit on Aging approved menus with accompanying recipes; or
4. an individually prescribed menu.

If the value of menus is confirmed by nutritional analysis, each regular meal shall provide all essential food components in amounts specified in writing by the Connecticut State Unit on Aging.

If two meals are served per day, food components may be averaged over two meals; if three meals are served, over three meals.

Fat and fat-soluble vitamins may be averaged over one week.

More rigorous dietary standards may be used at the discretion of the Nutritionist to improve nutrition, flavor, appearance, texture or smell.

Fruit (including fruit juices) shall be served at least three times every six meals with fresh fruit served at least once, subject to seasonal quality.

704.40 Menu and Recipe Requirements

Menus shall specify amount of each item to be prepared and served, and shall reference all recipes used in the preparation of mixed dishes.

Tested quality recipes, adjusted to yield the numbers of servings needed, shall be used. Each recipe should specify cooking, cooling and storage procedures as well as exact ingredient amounts and preparation instructions, to assure the production of a uniform, high quality and safe food or dish.

Menus shall be certified in writing by the Nutritionist as providing at least one-third of the current Recommended Dietary Allowances (RDA's) for energy, protein, vitamins and essential minerals, and as conforming to the Dietary Guidelines for Americans.

Menus shall be submitted to Senior Resources at least 1 month prior to use for submittal to the Connecticut State Unit on Aging for review of nutritional adequacy.

Individually prescribed menus, including menus for each type of therapeutic diet, shall be certified by a Registered Dietitian of the American Dietetic Association.

Recipes and certified menus shall be kept on file at the nutrition provider's office for a minimum of two years following the year during which they were in use.

Nutrition service providers shall provide special menus, where feasible and appropriate, to meet the dietary needs arising from the health requirements, religious requirements, or ethnic backgrounds of eligible individuals. In determining feasibility and appropriateness, a provider shall use at least the following criteria:

1. Whether there are sufficient numbers of persons who need the special menus to make their provision practical; and
2. Whether the food and skills necessary to prepare the special menus are available in the planning and service area.

Nutrition service providers shall use, upon request, appropriate food containers and utensils for blind and handicapped participants.

705.00 Prohibited Service Components

For purposes of Senior Resources - Agency on Aging planning and reimbursement, meals service shall not include any of the following components:

1. Taking meals (or allowing meals to be taken) from the congregate meal service site to be consumed in the participant's home.
2. Providing meals to ineligible persons without receiving full payment for the actual cost of the meal.
3. Providing friendly visiting or telephone reassurance services, except as incident to confirming a meal reservation.
4. Providing financial, legal, or other service or advice (except for referral to qualified agencies or programs).
5. No funds authorized under this section shall be used to pay for foods served that fail to conform to the menu, without the approval by the Nutritionist.

706.00 Contribution for Meal Service

Each nutrition project must develop clear written policies regarding contributions for services received through the program. These policies shall take into consideration the income ranges of eligible participants and shall include:

1. Participants and/or family members to be informed of the cost of providing congregate meal service and offered the opportunity to make voluntary contributions to help defray the cost thereby making additional service available to others.
2. A statement stressing that no older person shall be denied service for failure or refusal to contribute to the cost of the meal.
3. Meal fee policies for non-participants. Non-participants must pay the full cost of each meal consumed. Cost shall include raw food, packaging, labor, transportation, administration, and other direct meal costs.
4. A procedure which ensures the confidentiality of individual's contributions. This may include highly specific steps such as placement of a contribution box or collection envelopes. The procedure determined should avoid giving the participants the impression that there is a fee for meals.
5. Procedures to safeguard and account for all contributions; which should include the counting of donations by at least two people, and the regular deposit of contributions.
6. Voluntary contributions shall be used to increase the number of meals served by the project, to facilitate access to such meals, and to provide other supportive services directly related to nutrition services.

707.00 Early Release of Funding

State funds available to the Senior Resources - Agency on Aging in July are generally held until the next project year beginning in October. In an emergency, when necessary for the procurement of equipment to assure continuity of service, a portion of such funds may be released for specific Title III C projects at the discretion of the Board of Directors.

708.00 Coordination with Other Providers/Educators in the PSA

All nutrition services may be coordinated with other preventative medicine, health maintenance and in-home service providers; with the University of Connecticut Cooperative Extension and other nutrition and physical fitness educators; and, with providers of elderly services in the PSA. Coordination may involve joint planning and resource sharing.

800.00 TITLE IIID - DISEASE PREVENTION AND HEALTH PROMOTION SERVICES

800.10 Service Definition

The Senior Resources - Agency on Aging shall award funds received under Title IIID of the Older Americans Act to provide disease prevention and health promotion services, and information at multi-purpose senior centers, at congregate meal sites, through home delivered meals programs, or at other appropriate sites.

In carrying out the provisions of Title IIID, the term “disease prevention and health promotion services” means-

1. Health risk assessments;
2. Routine health screening, which may include hypertension, glaucoma, cholesterol, cancer, vision, hearing, diabetes, and nutrition screening;
3. Nutritional counseling and educational services for individuals and their primary care givers;
4. Health promotion programs, including programs relating to chronic disabling conditions (including osteoporosis and cardiovascular disease) prevention and reduction of effects, alcohol and substance abuse reduction, smoking cessation, weight loss and control, and stress management;
5. Programs regarding physical fitness, group exercise, and music, art, and dance-movement therapy, including programs for multi-generational participation that are provided by an institution of higher education; a local educational agency, as defined in section 1471 of the elementary and secondary education act of 1965 (20 U.S.C. 2891); or a community-based organization;
6. Home injury control services, including screening of high-risk home environments and provision of educational programs on injury prevention (including fall and fracture prevention) in the home environment;
7. Screening for the prevention of depression, coordination of community mental health services, provision of education activities, and referral to psychiatric and psychological services;
8. Educational program on the availability, benefits, and appropriate use of preventive health services covered under Title XVIII of the Social Security Act (42 U.S.C. 1395 et seq.);
9. Medication Management screening and education to prevent incorrect medication and adverse drug reactions;
10. Information concerning diagnosis, prevention, treatment, and rehabilitation of age-related diseases and chronic disabling conditions, including osteoporosis, cardiovascular diseases, and Alzheimer's disease and related disorders with neurological and organic brain dysfunction;

11. Gerontological counseling; and

12. Counseling regarding social services and follow-up health services based on any of the services described above.

800.11 Program Criteria

All programs funded under Title III D must meet one of the following criteria:

1. The program is recognized as evidenced-based by one of the following authorities on healthy aging or by the Connecticut State Unit on Aging:

- The National Council on Aging – www.healthyagingprograms.org
- The Centers for Disease Control – www.cd.gov/aging/index.htm

2. The program must be research-tested and/or clinically evaluated and proven to provide older adults 60 and over with positive health outcomes in a community-based setting.