



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE ON AGING



MEMORANDUM

TO: Senior Service Networks Providers

FROM: John M. Thompson, Ph.D., FAAMA
Executive Director

Eden Teklebrhane
Resource Allocation Officer

SUBJECT: Changes to the Year-End Reconciliation

DATE: May 20, 2014

EFFECTIVE DATE: Immediately

This Memorandum is to inform DCOA's Senior Service Networks Providers (SSNP) of a modification that DCOA will make to the year-end reconciliation process and the potential impact that this change may have on your organization's year-end reconciliation method used to recoup unspent Notice of Grant Award (NGA) amount. As it has been a practice in the past, service providers were allowed to make a year-end reconciliation of their actual expenses to the total reimbursed amount received during the fiscal year. Based on the result of the reconciliation, they were able to recover all or part of their deficit to the extent of the remaining fund in their NGA. However, this reconciliation lacked sufficient supporting documents to justify the actual costs.

Effective fiscal year 2014, the actual costs included in the reconciliation must be supported by proper documentation and SSNPs are required to submit these supporting documents together with the reconciliation to D.C. Office on Aging for reimbursement. This memorandum serves as a notice for this requirement and provides you advance notice to plan for the change in order to properly recover your unspent NGA amount at the end of the fiscal year.

To clarify this requirement further, for the Fiscal Year 2014, in order to recoup your unspent NGA amount, you are required to:

- Submit only eligible costs that are related to the program funded by or through DCOA.
- The costs must be traceable and supported by source documents that show the validity of such costs. Costs are valid when they are incurred in relation to the reimbursable activity and are created at, or near the date the event, activity or purchase is made. For example, a gas and/or mileage reimbursement authorizations must clearly show the date and the purpose of the expense.
- The reimbursement reconciliation must be approved by the program director.
- Claims must be received by DCOA no later than 10/20/2014.