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| **The purpose of this guide is to help identify the many ways that funding from the Older Americans Act, CARES Act, FFCRA, and/or The American Rescue Plan of 2021 may be used to support Area Agency on Aging Programs and Operations.**  |

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| **III B Supportive Services**ACL provided information regarding how to report units, persons, and billing for services/expenses during COVID-19. The chart below should be referred to in order to determine what category to report activities under using FFCRA and CARES Act funding. |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Homemaker | Hour | The amount of time to provide assistance, including amount of time taken to drive to the store, shop, and deliver the groceries, prescriptions, or other supplies | Hours of staff or volunteer time to provide assistance, including delivery of groceries, prescriptions, or other supplies to client’s residence.Note: Report the amount of time spent in providing the assistance and/or delivery. If the program is purchasing groceries, supplies, or other items, please see Consumable Supplies definition below for reporting on items purchased. |
| Consumable Supplies | Delivery | One delivery of assistance, regardless of the number of items in each delivery | Groceries, cleaning supplies, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, and incontinence supplies), cell phone or internet access, or other items purchased for use by an older adult.Note: Report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of time spent in providing the delivery, please see Homemaker definition above. |
| Assistive Technology/ Durable Equipment/ Emergency Response  | Item | One item of assistance. | Items such as tablet computers, cellphones, other technology or devices purchased for use by an *older adult.*Note: Please report any expenditures related to cell phone or internet access plans under Consumable Supplies definition above.Items may be reported here if providing the item itself is the service (e.g., a personal emergency response system) or if the item can easily be individually reported. If an item is already included as part of a direct service expenditure (e.g., a program includes a tablet computer as part of their larger program design and is reimbursed on a contracted unit rate basis), the expenditure for the item can be included in the other program’s expenditure and does not have to be separately reported here.  |
| Other Fitness / Health Promotion | Session | Session per participant- Non HLEB | Sessions provided in-person or virtually to conduct an exercise program or health education activity.Note: Please report Nutrition Education, Nutrition Counseling, Health Promotion and Disease Prevention (evidence-based), etc. under their normal categories. Use this category only if there is no more appropriate place to report. |
| Individual Socialization  | Contact | One individualized contact, regardless of length of contact; the older adult should be reached and spoken to in order for the contact to be counted | Contacts by staff or volunteers between two people via phone, text, email, webinar, video chat, or other means to provide a well-being check, reassurance, and/or socialization to an older adult.Note: Use this category only if there is no more appropriate place to report. |
| Group Socialization  | Contact | One group contact, regardless of length of contact  | Contacts by staff or volunteers among more than two people via phone, text, email, webinar, video chat, or other means to provide reassurance and/or socialization to older adults.Note: Use this category only if there is no more appropriate place to report. |
| Senior Center Operations | May vary | May vary | AAA’s may report expenditures like rent and utilities for vacant congregate sites under Senior Center Operations to reflect such expenditures resulting from COVID response needs. No Units/Persons should be reported if no meals were served. |
| **Additional III B Allowed Expenditures During COVID**ACL provided additional information on February 5, 2021 regarding COVID vaccination allowable costs for the AAAs to provide assistance for eligible individuals to receive the vaccine. |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Supportive Services | May Very | May Very | All of the supportive services allowable under the OAA can be provided in support of COVID vaccination efforts. ACL encourages SUAs, AAAs, and aging services providers to coordinate with state and local public health to assist older adults, family caregivers, and aging network staff and volunteers to access COVID vaccination. Additionally, ACL encourages aging network providers to track any services provided specific to COVID vaccination in the case they may be reimbursed with other funding sources. ACL encourages aging network providers to seek reimbursement from other funding sources that have been made available specifically to assist with costs related to COVID vaccine implementation. |
| **Less Common III B Supportive (Services Allowed Under Regular OAA Funding)** |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Multipurpose Center alteration, or renovation\*\*  | May Very | May Very\*\*Needs ACL/SUA approval if over $5,000 | The acquisition, alteration, or renovation of existing facilities, including mobile units, and, where appropriate, construction or modernization of facilities to serve as multipurpose senior centers. |
| Residential repairs and Renovations | May Very | May vary | Services designed (A) to assist older individuals to obtain adequate housing, including residential repair and renovation projects designed to enable older individuals to maintain their homes in conformity with minimum housing standards; (B) to adapt homes to meet the needs of older individuals who have physical disabilities; (C) to prevent unlawful entry into residences of older individuals, through the installation of security devices and through structural modifications or alterations of such residences; or (D) to assist older individuals in obtaining housing for which assistance is provided under programs of the Department of Housing and Urban Development. |
| Nutritional Supplements | Item | 1 item provided for nutritional support | Provide additional nutritional items for participants to help them meet their nutritional needs. This can include ensure or similar products, but must be healthy and follow the DRI/DRA. |
| Health  | May Very | May Very | Health (including mental and behavioral health), education and training, welfare, informational, recreational, homemaker, counseling, referral, chronic condition self-care management, or falls prevention services; services designed to enable older individuals to attain and maintain physical and mental well-being through programs of regular physical activity, exercise, music therapy, art therapy, cultural experiences (including the arts), and dance movement therapy; services designed to provide health screening (including mental and behavioral health screening, screening for negative health effects associated with social isolation, falls prevention services screening, and traumatic brain injury screening) to detect or prevent (or both) illnesses and injuries that occur most frequently in older individuals; |
| Legal | May Very | May Very | Printing information about legal assistance (brochures) |
| Preretirement Counseling | 1 unit | 1 session provided one on one | Services designed to provide, for older individuals, preretirement counseling and assistance in planning for and assessing future post-retirement needs with regard to public and private insurance, public benefits, lifestyle changes, relocation, legal matters, leisure time, and other appropriate matters; |
| Assistive Technology | 1 unit | 1 device/service | Provision of services and assistive devices (includingprovision of assistive technology services and assistive technology devices) which are designed to meet the unique needs of older individuals who are disabled, and of older individuals who provide uncompensated care to their adult children with disabilities; |
| Prevention of Abuse and Neglect of Older Individuals | May Very | May Very | Services for the prevention of abuse of older individuals in accordance with chapter 3 of subtitle A of title VII andsection 307(a)(12), and screening for elder abuse, neglect, and exploitation; |
| Intergenerational Programs | May Very | May Very | Services to encourage and facilitate regular interaction between students and older individuals, including services for older individuals with limited English proficiency and visits in long-term care facilities, multipurpose senior centers, and other settings. |
| Educational Programs | May Very | May Very | Activities to promote and disseminate information about life-long learning programs, including opportunities for distance learning. |
| Other Opportunities | May Very | May Very | Any other services necessary for the general welfare ofolder individuals |
| Transportation | May very | May very | Accessibility Enhancements (handles, ramps, steps), Emergency Roadside Assistance (battery, towing, repair), New/Used Vehicle Purchase (Requires approval from SUA), Safety equipment (dash/rear cameras, first aid kits), Title/Registration Fees, Vehicle Accessories (floor mats, organizers), Routine vehicle maintenance and repairs  |
| Direct Staff Supplies | 1 unit | 1 item | Supplies and equipment for staff providing direct services to program participants.  |
| Staff Training | May very | May very | Training for staff on various topics related to older adults or for certifications related to the programs and services at the AAA. |

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| **III C Nutrition**ACL provided information regarding how to report units, persons, and billing for services/expenses during COVID-19. The chart below should be referred to in order to determine what category to report activities under using FFCRA and CARES Act funding. |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Home-Delivered Meals | Meal | One meal  | Meals provided via home delivery, pick-up, carry-out or drive-through.Note: Please report all home delivered meals regardless of whether or not the meals meet DRI/DGA requirements. ACL anticipates that most meals related to COVID response will be reported as home delivered meals.  |
| Congregate Meals | Meal | One meal | Meals provided in a congregate or group setting and eaten with another person (in-person or virtually), such as coordinating a buddy system or virtual congregate site via Zoom, FaceTime, GoToMeeting, etc. where people dine together. |
| **III C Nutrition- Always Allowed Costs** |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Education | May Very | May Very | Printing nutrition education materials to go out with meals; Purchasing nutrition education information |
| Counseling | 1 unit | 1 program/class curriculum | Purchasing nutrition counseling programs/class curriculum |
| Supplies | 1 unit | 1 item | Cooking equipment, Serving equipment, Paper goods Sanitation supplies, Insulated bags for delivering meals, Cutting boards, Dish Drying Rack, Dishwashing gloves, First Aid Kits, Dishes, Flatware (silverware), Food Storage Containers and Resealable Bags, Gloves and masks, Kitchen knives and sharpening tools, Oven Mitts and Pot Holders, Trash Cans, Recycling Bins, Safety displays and posters, Table linens, Temperature Chart Logs, Aluminum foil pans, aluminum/plastic wrap, Food packaging tape, Food pan carriers, Hot/cold packs, Shopping bags, Take-out boxes/containers, Tamper evident packaging, Tamper evident stickers and labels, Temperature- controlled delivery vehicle upfits  |
| Nutritional Software | 1 unit | 1 software product | Used to analyze menus to ensure they meet the required DRI/DGAs. |
| Update Marketing Materials (print and/or virtual) | May Very | May Very | Printing materials (posters, pamphlets, etc.) or updating website information |
| Carbon monoxide/smoke detectors/ Fire protection | 1 unit  | 1 item | Carbon Monoxide or Smoke detectors, Fire extinguishers, Kitchen fire suppression system |
| Cook & Kitchen Clothing | 1 unit | 1 item | Uniforms, Caps, Hairnets, Safety gloves |
| Dining Room Furniture | 1 unit | 1 item | Tables and Chairs |
| Equipment/Appliances\*\* | 1 Unit | 1 item\*\*Needs ACL and SUA approval if over $5000 | Dishwasher, Freezer, Handwashing Sink, Food Prep Counter, Gas or Electric Grill, Hot Food Holding Cabinet, Ice Maker, Kitchen Sink, Microwave, Mixer, Oven/Stove, Range/ventilation system, Refrigerator, Salad bar, Shelving, Slicer, Sneeze guards, Steam Cooker, Steam Table, Storage Racks, Thermometers, Washer/Dryer |

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| **III D Highest Level Evidence Based Programs** |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Virtual Programming | May Very | May Very | AAAs should explore providing the programs virtually when possible. Please visit the National Council on Aging’s [Health Promotion Program Guidance During COVID-19](https://www.ncoa.org/news/ncoa-news/center-for-healthy-aging-news/track-health-promotion-program-guidance-during-covid-19/) webpage for resources about delivery adaptations, including a list of requirements (organized by program). Permission to utilize alternate delivery mechanisms is approved only in the context of COVID-19 response, per applicable federal, state, and/or local guidance, and not for long-term program operations. |
| Alternatives allowed during COVID Major Disaster Declaration | May Very  | May Very | Conducting daily phone/virtual/in-person well-being checks; providing meals, providing in-home services, grocery/pharmacy/supply delivery |

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| **III E Family Caregiver**ACL provided information regarding how to report units, persons, and billing for services/expenses during COVID-19. The chart below should be referred to in order to determine what category to report activities under using FFCRA and CARES Act funding. |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Homemaker- Delivery **(FCG)** | Hour | The amount of time to provide assistance, including amount of time taken to drive to the store, shop, and deliver the groceries, prescriptions, or other supplies. | Hours of staff or volunteer **time** to provide assistance, including delivery of groceries, prescriptions, or other supplies to client’s residence.Note: Report the amount of time spent in providing the assistance and/or delivery. **If the program is purchasing groceries, supplies, or other items, please see Consumable Supplies definition below for reporting on items purchased.** |
| Consumable Supplies **(FGC)** | Delivery | One delivery of assistance, regardless of the number of items in each delivery | Groceries, cleaning supplies, personal hygiene supplies (including soap, toothpaste, toilet paper, sanitary wipes, incontinence supplies), cell phone or internet access, or other items **purchased** to benefit a ***family caregiver*** *(whether used by the caregiver or by the care receiver).**Can include homeschool supplies for grandparents raising grandchildren under FCG funds during COVID 19.*Note: Report purchasing groceries, supplies, cell phone or internet access or other items with program funds. For reporting the amount of **time spent in providing the delivery, please see Homemaker-Delivery definition above**. |
| Assistive Technology/ Durable Equipment/ Emergency Response **(FCG)** | Item | One item of assistance. | Items such as tablet computers, cellphones, other technology or devices purchased to benefit a family caregiver (whether used by the caregiver or by the care receiver).Note: Please report any expenditures related to **cell phone or internet access plans under Consumable Supplies definition above**.Items may be reported here if providing the item itself is the service (e.g., a personal emergency response system) or if the item can easily be individually reported. If an item is already included as part of a direct service expenditure (e.g., a program includes a tablet computer as part of their larger program design and is reimbursed on a contracted unit rate basis), the expenditure for the item can be included in the other program’s expenditure and does not have to be separately reported here.  |
| Home-Delivered Meal **(FCG)** | Meal | One meal | Meals provided via home delivery, pick-up, and carry-out or drive-through to benefit a family caregiver (whether used by the caregiver or by the care receiver). |
| **III E Family Caregiver Always Eligible** |
| **Service Name** | **Unit Name** | **Unit Definition** | **COVID Flexibility Example** |
| Adaptive Clothing | 1 unit | 1 item | Non-slip shoes/Socks, Wheelchair pants |
| Adaptive Drinkware/Aids/Eating Utensils | 1 unit | 1 item | Non-skid, Non-slip, Cup with raised edges, Cup holders, No spill cups, Safe swallow Aids, Straws, Angled utensils, Coated utensils, Weighted utensils, Adult bibs, Clothing protectors |
| Bath Aids | 1 unit | 1 item | Bath/toilet/shower chairs and grab bars, Long handled washers, Safety steps, Wash gloves |
| Bed Aids | 1 unit | 1 item | Bed positioning Aids, Bedpans, Mattress overlays, Overbed tables; Pillows |
|  Grandparents raising grandchildren | 1 unit | 1 item | Clothing for grandchildren, School supplies |
| Crutches and Accessories | 1 unit | 1 item | Covers, Grips, Pads |
| Dressing Aids | 1 unit | 1 item | For buttons, shoes, and socks |
| First Aid Kits/Equipment | 1 unit |  1 item | First Aid Kits for the home |
| Handwriting Aids | 1 unit |  1 item | Non-slip mats, Pen/pencil grips |
| Incontinence Items | 1 unit |  1 package | Cloths, Liners, Pads, Protective underwear, Wipes |
| Lift chairs | 1 unit | 1 chair |  |
| Medication Reminders | 1 unit | 1 device | Clocks, Medication dispensers |
| Mobility Devices | 1 unit  | 1 device | Rollators, Transport chairs, Walkers, Wheelchairs |
| Pagers/Safety Alarms | 1 unit  | 1 device |  |
| Pill Organizers | 1 unit |  1 device |  |
| Sitting/Standing Aids | 1 unit | 1 Aid/Device | Seat cushion, Bars, Canes, Handles, Poles, Rails, Straps |
| Skin health | 1 unit | 1 item | Cleansers, Creams, Lotions |
| Transfer Aids | 1 unit | 1 Aid | Disks, Belts, Boards, Lifters, Slides, Slings |
| Home Maintenance | May Vary | Mary Very | Minor damage/health hazard removal (asbestos, mold, water), Minor repairs (AC/HVAC, clogs/leaks, electrical, insulation), Pest removal, Safety Enhancements (ramps/railing), Snow removal, Yard work |
| Provider Assistance | May Very  | May Very | Events (Caregiver outreach events), Professional Counseling, Respite Care (including adult day programs), Summer Camps (for grandparents raising grandchildren) |