



**COMMONWEALTH of VIRGINIA**  
*Department for the Aging*

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**December 20, 2011**

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**Note:** The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



12-73

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Joseph D. Hoyle  
Policy Analyst

**DATE:** December 20, 2011

**SUBJECT:** 2012 Best Practices Awards

Please see the attached memo on the 2012 Best Practices Awards, hosted by the Commonwealth Council on Aging.

For more information, please visit <http://www.vda.virginia.gov/council.asp>.

**COMMONWEALTH of VIRGINIA**  
*Commonwealth Council on Aging*

December 2011

TO: Agencies, Community Organizations, Communities of Faith, and Others  
Providing Services to Older Virginians

FROM: Richard Lindsay, MD, *Best Practices Committee Chair*,  
Commonwealth Council on Aging

SUBJECT: **2012 Best Practices Award Program and Monetary Awards**

The Commonwealth Council on Aging is pleased to announce the 2012 Best Practices Award Program targeted to organizations serving older Virginians and their families. As we struggle to meet the challenges of serving a rapidly aging population during a time of budget cuts and growing demand, we need to share our best practices and applaud our successes. Instructions and nomination forms are available on the Virginia Department for the Aging's website: [www.vda.virginia.gov](http://www.vda.virginia.gov).

This is the sixth year of the Best Practices Award Program and we are pleased to offer monetary awards to the top winners: ***The first place program will receive \$3,000; second place, \$2,000; and third place, \$1,000.*** The Council will also recognize three honorable mention programs.

The awards will echo the message to develop and support programs and services that assist older adults to *Age in the Community*. This invites an opportunity to recognize creativity in services that foster "Livable Communities" and/or "Home and Community Based Supports" - from transportation to housing, from caregiver support to intergenerational programming. We believe the door is wide open for creative best practices.

In 2011, the Council recognized six (6) organizations as examples of best practices. A list of these organizations and a brief overview of their programs can be found on the [Best Practices Awards page](#).

Please feel free to share the information about the 2012 Best Practices Award and monetary prizes with other organizations in your community and encourage them to share their best practices. We welcome your nominations! Nominations for the 2012 Awards must be received by **5 PM on Thursday, March 1, 2012**.

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12-74

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Executive Directors  
Area Agencies on Aging

**FROM:** Kathy Miller, Director of Programs

**DATE:** December 20, 2011

**SUBJECT:** ELDER RESOURCES PROGRAM MANAGER

The Loudoun County Area Agency on Aging, a division of the Department of Parks, Recreation & Community Services (PRCS), is currently seeking qualified applicants for an Elder Resources Program Manager (Position #78125 \$44,507-\$63,111). Position is responsible for the oversight and day-to-day management of several programs within the Area Agency on Aging Elder Resources unit including information, assistance & referral, insurance and tax assistance, caregiver support, volunteer services and others. Oversees the conduct of client assessments and re-assessments using state-required Uniform Assessment Instrument. Ensures that required data is collected and entered into mandated VA Department for Aging (VDA) data base in a timely manner and according to VDA standards and agency protocols. Develops new service ideas and manages new services or programs based on resources and needs. Meets management plan, budget and compliance objectives, ensures compliance with established procedures for purchasing requests, submits required state/federal program plans, reports and surveys, identifies and submits appropriate grant proposals, effectively utilizes or oversees use of automated systems, to ensure efficient office management. Ensures compliance with federal, state and county requirements for all programs supervised. Provides supervision and training for staff including position descriptions and evaluations. Represents county, department and agency at state, regional and local level. Acts as a staff liaison to regional and community groups, stays up to date on federal, state and local policies as well as legislation affecting programs supervised and/or the agency. Acts as a legislative liaison between AAA, VDA and other regional aging networks. Participates in activities of agency management team. Acts as AAA manager on duty in absence of AAA Director as assigned. Promotes public awareness of PRCS/AAA services and senior issues. Conducts special events in cooperation with state, regional, community agencies and groups.

ELDER SUBJECT:ELDER **RESOURCES** PROGRAM MANAGER

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Requires any combination of education and experience equivalent to a Bachelor's degree in gerontology, social work or related field and a minimum three years experience working with elderly. Prior supervisory experience required.

Master's degree preferred. Proficiency with Microsoft Word, Excel, and specialized software programs preferred.

Valid driver's license required. Criminal background and credit checks required.

Applications received on-line only at [www.loudoun.gov](http://www.loudoun.gov). Go to Human Resources.



12-75

*COMMONWEALTH of VIRGINIA*  
*Department for the Aging*

**MEMORANDUM**

**TO:** Title V participants  
**FROM:** Marica Monroe on behalf of Tim Catherman  
**DATE:** December 20, 2011  
**SUBJECT:** Title V 9130 Report Policy

Hello everyone. Please see policy below. As always, if you have questions, please feel free to contact us. **HAPPY HOLIDAYS!**

**VIRGINIA DEPARTMENT FOR THE AGING**  
**PREPARATION OF THE OLDER WORKER PROGRAM ETA 9130 REPORT POLICY**

**EFFECTIVE DATE:** Original September 30, 2011, Revised December 12, 2011

**Scope:**

This policy is applicable to VDA and all Area Agencies on Aging (AAAs) and any other organizations (Title V contractors) which contract with the Virginia Department for the Aging (VDA) to deliver Senior Community Service Employment Program (SCSEP) services, under Title V of the Older Americans Act (OAA), in designated jurisdictions within the Commonwealth.

**Purpose:**

To ensure the Older Worker Program ETA 9130 reports submitted to the Regional Office are completed accurately and in full compliance with federal regulations 29 CFR Part 97, Section 97.41.

**Background:**

Section 29 CFR Part 97.41 details the DOL financial reporting requirements. The regulations specify the required submission forms, basis of accounting, frequency of reporting and the due dates.

Attached to this policy for reference is the full citation on Financial Reporting form 29 CFR Part 97, Section 97.41.

**Policy:**

The Older Worker Program ETA 9130 report will be submitted according to federal regulations 29 CFR Part 97, Section 97.41 to the Regional Office as required by the federal agency.

**Procedure:**

VDA receives the *Aging Monthly Report – Other Contractors (AMR-OC)* monthly from subcontractors. VDA's Financial Manager will review the report to ensure subcontractors have identified accrued costs in the appropriate accrual column. Subcontractors are to ensure all costs are accrued such as Salary/Wages, Fringe Benefits, Rent/Mortgage, Utilities, Phone, Purchases, etc. Subcontractors are required to develop a reasonable basis for the accrual of each category of expenses. Monitoring will review cost types and after-the fact determinations of actual time spent working on the SCSEP program. In addition subcontractor basis for accruals will be reviewed. The accrual must include all expense incurred that have not been paid. Because a payment for staff, building and supplies occurs at different times, the amount of time accrued for each expense will vary by category.

VDA's Finance Manager will complete the Older Worker Program ETA 9130 report based on Title V subproject most recent *Aging Monthly Report – Other Contractors (AMR-OC)*, and reports from the *Commonwealth's Accounting and Reporting System (CARS)*. The Financial Manager will accrue VDA's expenses for Salary, Fringe Benefits, Rent, Phone, and Purchases.

Subproject reports will be reviewed for the inclusion of accruals. The Older Worker Program ETA 9130 will be submitted to the regional office quarterly. Quarterly or semiannual reports will be submitted by 45 days after the reporting period. Final reports will be submitted 90 days after the project period ends.

## Code of Federal Regulations 29 Part 97

### Sec. 97.41 Financial reporting.

(a) General. (1) Except as provided in paragraphs (a)(2) and (5) of this section, grantees will use only the forms specified in paragraphs (a) through (e) of this section, and such supplementary or other forms as may from time to time be authorized by OMB, for:

- (i) Submitting financial reports to Federal agencies, or
- (ii) Requesting advances or reimbursements when letters of credit are not used.

(2) Grantees need not apply the forms prescribed in this section in dealing with their subgrantees. However, grantees shall not impose more burdensome requirements on subgrantees.

(3) Grantees shall follow all applicable standard and supplemental Federal agency instructions approved by OMB to the extent required under the Paperwork Reduction Act of 1980 for use in connection with forms specified in paragraphs (b) through (e) of this section. Federal agencies may issue substantive supplementary instructions only with the approval of OMB. Federal agencies may shade out or instruct the grantee to disregard any line item that the Federal agency finds unnecessary for its decision making purposes.

(4) Grantees will not be required to submit more than the original and two copies of forms required under this part.

(5) Federal agencies may provide computer outputs to grantees to expedite or contribute to the accuracy of reporting. Federal agencies may accept the required information from grantees in machine usable format or computer printouts instead of prescribed forms.

(6) Federal agencies may waive any report required by this section if not needed.

(7) Federal agencies may extend the due date of any financial report upon receiving a justified request from a grantee.

(b) Financial Status Report--(1) Form. Grantees will use Standard Form 269 or 269A, Financial Status Report, to report the status of funds for all nonconstruction grants and for construction grants when required in accordance with Sec. 97.41(e)(2)(iii) of this section.

(2) Accounting basis. Each grantee will report program outlays and program income on a cash or accrual basis as prescribed by the awarding agency. If the Federal agency requires accrual information and the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system but shall develop such accrual information through and analysis of the documentation on hand.

(3) Frequency. The Federal agency may prescribe the frequency of the report for each project or program. However, the report will not be required more frequently than quarterly. If the Federal agency does not specify the frequency of the report, it will be submitted annually. A final report will be required upon expiration or termination of grant support.

(4) Due date. When reports are required on a quarterly or semiannual basis, they will be due 30 days after the reporting period. When required on an annual basis, they will be due 90 days after the grant year. Final reports will be due 90 days after the expiration or termination of grant support.