

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor
An Equal Opportunity Employer

Greg Olsen, Acting Director

PROGRAM INSTRUCTION	Number 13-PI-11
	Supersedes
	Expiration Date

DATE: July 3, 2013

TO: Area Agencies on Aging
HIICAP Coordinators

SUBJECT: Federal Grants Policy on Meals and Promotional Giveaways

FOOD/BEVERAGE:

Effective April 1, 2013, State Health Insurance Assistance Program (SHIP) grantees, known as the Health Insurance Information, Counseling, and Assistance Program (HIICAP) in New York State, will no longer be able to use federal SHIP grant funds to purchase food, beverages, or meals. SHIP grantees will not be able to use SHIP funds to pay for volunteer luncheons, or provide coffee or tea at SHIP outreach or educational events using SHIP funds.

In situations where a hotel might offer a SHIP grantee a hotel rental package that includes light refreshments (e.g., tea, coffee, juice, and cookies), local SHIPs/HIICAPs must request that the hotel break down the hotel rental charges to exclude the costs associated with light refreshments to assure federal grant funds are not used for food, beverage or meal costs.

There are no circumstances for which the federal meals policy can be appealed.

PROMOTIONAL ITEMS:

The Centers for Medicare and Medicaid Services (CMS) have informed us that effective April 1, 2013 “*promotional giveaways, or incentive items*” can no longer be purchased using federal SHIP grant funds. “*Promotional Items*” include items such as key chains, magnets, jar grippers, pens, and flash drives, and are no longer allowable by CMS.

Volunteer recognition items are allowable.

PROGRAMS AFFECTED:

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| <input type="checkbox"/> Title III-B | <input type="checkbox"/> Title III-C-1 | <input type="checkbox"/> Title III-C-2 |
| <input type="checkbox"/> Title III-D | <input type="checkbox"/> Title III-E | <input type="checkbox"/> CSE |
| <input type="checkbox"/> SNAP | <input type="checkbox"/> Energy | |
| <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP | <input type="checkbox"/> Title V |
| | <input checked="" type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP |

CONTACT PERSON: Brenda LaMere

TELEPHONE: (518) 474-6085

EMAIL: Brenda.LaMere@ofa.state.ny.us