

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251
Andrew M. Cuomo, Governor Greg Olsen, Acting Director
An Equal Opportunity Employer

| | |
|----------------------------|------------------------|
| PROGRAM INSTRUCTION | Number 16-PI-23 |
| | Supercedes |

DATE: December 28, 2016

TO: Area Agency on Aging (AAA) Directors

SUBJECT: Reallocation of Balancing Incentive Program (BIP) Caregiver Support Program Funds

.....

PURPOSE: The purpose of this Program Instruction (PI) is to transmit the New York State Office for the Aging (NYSOFA) BIP Caregiver Support Program 2015-17 Reallocation Schedule and to formally announce the revised program ending date of September 30, 2017.

ACTION REQUESTED: Review the final reallocation schedule attached to this PI and submit to NYSOFA budget modification requests which include all final allocation levels (including reallocations) and all necessary line item adjustments.

RESPONSE DUE DATE: January 31, 2017

BACKGROUND: Because all AAAs in the network did not apply for BIP Caregiver Support Program funds these monies became available for redistribution in the form of a supplement to those AAAs that desired additional funding. AAAs were surveyed on their needs for this program, and the attached reallocation schedule was developed. **These funds may be used to provide additional services during the remainder of the program period, which has been extended through September 30, 2017.**

For AAAs receiving reallocated funding, the submission of budget modifications that incorporate these higher amounts is required before claims can be processed to utilize this additional funding. In accordance with 99-PI-16 budget/program modifications should be submitted **before** proposed changes take effect and in no case later than 60 days **prior** to the end of the relevant program period.

In addition:

-AAAs should also note that budget modifications will still be required if a particular line item will be exceeded by both 10% and \$1,000.

-AAAs should review their spending to date to determine if line item changes are required to ensure that final claims may be paid against their approved budgets. Final claims which result in request for payment over both 10% and \$1000 of an individual line item will be required to complete a budget modification before the final claim is processed for payment.

Any budget modification submitted after issuance of this PI must include all final allocations including the reallocated funding.

Note: All final claims for this program **must be submitted** to NYSOFA within **30** days after the end of the program period. **With a new program period end date of September 30, 2017 all claims must be received by NYSOFA fiscal staff by October 30, 2017 at the latest.** Submitting reimbursement documentation by this date will allow for the processing and payment of claims before the payment window is closed. Failure to comply with this deadline could result in the AAA being held liable for expenses that have been incurred and paid for services rendered.

Please share the information contained in this PI with your program directors, fiscal staff and any other appropriate parties, as the only distribution is being made directly to the AAA Directors.

If you have any questions regarding the BIP Caregiver Support Program reallocation or budget modifications please contact your assigned Senior Accountant (Trainee)/Grants Administrator 1.



Greg Olsen
Acting Director

Attachments (1)

| | | | | |
|--------------------------------------|--------------------------------------|--|--|---------------------------------|
| PROGRAMS AFFECTED: | <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"/> WIN | <input type="checkbox"/> Energy |
| <input type="checkbox"/> EISEP | <input type="checkbox"/> NSIP | <input type="checkbox"/> Title V | <input type="checkbox"/> HIICAP | <input type="checkbox"/> LTCOP |

Other: BIP Caregiver Support Program

CONTACT PERSON:
Senior Accountant (Trainee)s/Grants Administrator 1

TELEPHONE:
(518) 473-4808

New York State Office for the Aging
Balancing Incentive Program (BIP) Caregiver Support Program Reallocation Schedule
Reallocation Schedule @ 20,000 Minimum Base

| <u>Area Agency</u> | <u>Population</u> | <u>Base Allocation</u> | <u>Reallocation</u> | <u>Total</u> |
|--------------------|-------------------|------------------------|---------------------|--------------------|
| ALBANY | 60,195 | \$0 | \$0 | \$0 |
| ALLEGANY | 10,426 | 20,000 | - | 20,000 |
| BROOME | 44,485 | 37,726 | 16,071 | 53,797 |
| CATTARAUGUS | 15,918 | - | - | - |
| CAYUGA | 17,062 | 20,000 | - | 20,000 |
| CHAUTAUQUA | 30,565 | 25,921 | 11,042 | 36,963 |
| CHEMUNG | 19,339 | 20,000 | 2,799 | 22,799 |
| CHENANGO | 11,797 | 20,000 | 8,520 | 28,520 |
| CLINTON | 15,552 | 20,000 | 8,520 | 28,520 |
| COLUMBIA | 16,219 | - | - | - |
| CORTLAND | 9,246 | 20,000 | 2,799 | 22,799 |
| DELAWARE | 12,947 | 20,000 | 8,520 | 28,520 |
| DUTCHESS | 57,062 | 48,392 | 20,615 | 69,007 |
| ERIE | 197,246 | 167,278 | 71,262 | 238,540 |
| ESSEX | 9,835 | 20,000 | 8,520 | 28,520 |
| FRANKLIN | 9,358 | 20,000 | 8,520 | 28,520 |
| FULTON | 12,488 | - | - | - |
| GENESEE | 12,908 | - | - | - |
| GREENE | 11,971 | - | - | - |
| HAMILTON | 1,568 | - | - | - |
| HERKIMER | 15,022 | 20,000 | 2,799 | 22,799 |
| JEFFERSON | 18,408 | 20,000 | - | 20,000 |
| LEWIS | 5,557 | - | - | - |
| LIVINGSTON | 12,840 | - | - | - |
| MADISON | 14,426 | 20,000 | 2,799 | 22,799 |
| MONROE | 145,640 | 123,513 | - | 123,513 |
| MONTGOMERY | 11,394 | - | - | - |
| NASSAU | 283,610 | 240,521 | - | 240,521 |
| NIAGARA | 47,641 | 40,402 | 17,211 | 57,613 |
| ONEIDA | 52,282 | 44,339 | 18,889 | 63,228 |
| ONONDAGA | 91,166 | 77,315 | 32,936 | 110,251 |
| ONTARIO | 23,803 | 20,186 | 8,599 | 28,785 |
| ORANGE | 59,933 | 50,828 | 7,114 | 57,942 |
| ORLEANS | 8,698 | 20,000 | 2,799 | 22,799 |
| OSWEGO | 22,299 | 20,000 | 2,799 | 22,799 |
| OTSEGO | 14,323 | - | - | - |
| PUTNAM | 18,429 | 20,000 | - | 20,000 |
| RENSSELAER | 31,155 | - | - | - |
| ROCKLAND | 59,153 | - | - | - |
| ST. LAWRENCE | 21,907 | 20,000 | 8,520 | 28,520 |
| SARATOGA | 43,943 | 37,267 | 10,716 | 47,983 |
| SCHENECTADY | 31,758 | 26,933 | 11,472 | 38,405 |
| SCHOHARIE | 7,560 | 20,000 | - | 20,000 |
| SCHUYLER | 4,386 | - | - | - |
| SENECA | 7,717 | - | - | - |
| STEUBEN | 21,915 | 20,000 | 8,520 | 28,520 |
| SUFFOLK | 285,071 | 241,760 | - | 241,760 |
| SULLIVAN | 16,666 | - | - | - |
| TIOGA | 11,221 | 20,000 | - | 20,000 |
| TOMPKINS | 16,042 | 20,000 | - | 20,000 |
| ULSTER | 39,054 | - | - | - |
| WARREN | 15,913 | - | - | - |
| WASHINGTON | 13,633 | - | - | - |
| WAYNE | 19,328 | 20,000 | 2,799 | 22,799 |
| WESTCHESTER | 192,309 | 163,091 | - | 163,091 |
| WYOMING | 8,211 | 20,000 | - | 20,000 |
| YATES | 5,913 | 20,000 | - | 20,000 |
| NEW YORK CITY | 1,407,635 | 1,193,771 | 167,077 | 1,360,848 |
| SENECA INDIAN RES. | 1,608 | - | - | - |
| ST. REGIS MOHAWK | 447 | 20,000 | 8,520 | 28,520 |
| Total | 3,684,203 | \$3,019,243 | \$480,757 | \$3,500,000 |