

NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

George E. Pataki, Governor

Walter G. Hoefel, Director

An Equal Opportunity Employer

PROGRAM INSTRUCTION

Number 01-PI-07

DATE: April 6, 2001

TO: Area Agency on Aging Directors

SUBJECT: New York Elder Caregiver Support Program
(Title III-E, OAA)

.....

ACTION REQUESTED: FFY 2001 funds are being made available to the area agencies on aging (AAAs) for the New York Elder Caregiver Support Program (Title III-E). AAAs must complete the attached Application for Funding and submit the original and five (5) copies to the New York State Office for the Aging (NYSOFA), Bureau of Operational Standards and Systems Development, 2 Empire State Plaza, Albany, NY 12223-1251.

RESPONSE DUE DATE: May 18, 2001.

PURPOSE: The purpose of this Program Instruction is to transmit the Title III-E tentative allocations, application and instructions for completing the application as well as providing guidance regarding the Title III-E program requirements.

QUESTIONS: The Program Development and Implementation Bureau within the Division of Policy & Program Development has the programmatic lead for Title III-E. Therefore, programmatic questions should be directed to Richard Killian (richard.killian@ofa.state.ny.us). Fiscal questions should be directed to your Grants Management Budget Specialist II.

PROGRAMS AFFECTED: Title III-B Title III-C-1 Title III-C-2
 Title III-D Title III-E CSE SNAP Energy
 EISEP Cash-in-Lieu Title V HIICAP LTCOP
 Other:

CONTACT PERSONS: Richard Killian
GMBS II

TELEPHONE: 518/474-8388
518/474-2379

ATTACHMENTS: Tentative Allocations for FFY 2001
Funding Information Based on Tentative Allocations
Application for Funding
Instructions for Completing the Application for Funding

George E. Pataki
Governor
Walter G. Hoefler
Director



Two Empire State Plaza
Albany, New York
12223-1251
NYSOFA@ofa.state.ny.us

**New York State Office for the Aging
Memorandum**

To: AAA Directors
From: Walter G. Hoefler
Subject: Caregiver Funding
Date: April 6, 2001

On behalf of Governor Pataki, I am pleased to announce the establishment of the New York Elder Caregiver Support Program in each local office for the aging to help family caregivers across New York State access services they need to assist them with their responsibilities. As part of the reauthorization of the Older Americans Act, a new Title III-E initiative was added, providing the New York State Office for the Aging about \$7.5 million in funds this year to begin the program.

It is estimated that there are over 1.7 million family caregivers of frail and disabled elders in New York State, providing care to individuals requiring assistance with routine daily living tasks. These caregivers give, on average, 20 hours per week to the provision of care for older New Yorkers and even more time when that person has multiple disabilities.

This program will do a great deal to advance the work begun here in New York State through our Caregiver Resource Centers. It will provide every local office for the aging with the funds necessary to provide a range of support services to larger numbers of caregivers across the state.

The enclosed packet includes Program Instruction 01-PI-07, the application for funding and instructions for completion of the application.

Governor Pataki and I look forward to working with you for successful implementation of this program in New York State.

APPLICATION FOR FUNDING

NEW YORK ELDER CAREGIVER SUPPORT PROGRAM

Older Americans Act Title III-E

A program to assist caregivers in communities
across New York State

July 1, 2001 - December 31, 2001

New York State Office for the Aging

2 Empire State Plaza
Albany, New York 12223-1251
1-800-342-9871

George E. Pataki
Governor

Walter G. Hoefler
Director, NYSOFA

New York State Office for the Aging

APPLICATION FOR FUNDING
OLDER AMERICANS ACT TITLE III-E
NEW YORK ELDER CAREGIVER SUPPORT PROGRAM
July 1, 2001 – December 31, 2001

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INSTRUCTIONS: Forward five (5) copies of this application (one with an original signature) to the New York State Office for the Aging, Bureau of Operational Standards and Systems Development, 2 Empire State Plaza – 6th Floor, Albany, NY 12223-1251. Please complete all sections of the application to expedite processing. Retain a file copy of your application.

1. Area Agency: _____
Title III-E Contact Person: _____
Street: _____
City: _____ NY Zip Code: _____

2. Terms and Conditions:

The undersigned agrees that the Area Agency's New York Elder Caregiver Support Program will be carried out in accord with Title III, Part E, Sections 371-374 of the OAA as amended (Public Law 106-501), the Standard Assurances and the program and fiscal commitments in this application for funding.

Signature of Director, Area Agency on Aging

Date

I. BACKGROUND

Older Americans and family caregivers will benefit in new or expanded services and support, under the new Title III-E of the Older Americans Act (OAA). This new title establishes the “National Family Caregiver Support Program,” and provides the framework for state units on aging to make grants to area agencies on aging (AAAs) for the provision of support services for two rapidly growing categories of caregivers. The legislative authority and provisions of the National Family Caregiver Support Program became effective on November 13, 2000 with the signing of the Older Americans Act Amendments of 2000. This new program provides an opportunity for the aging network to develop an innovative and cohesive service delivery system to respond to the rapidly growing needs of our nation’s caregivers of persons age sixty plus and grandparents or other relatives age 60 and over who are raising children. In New York State, this program will be called the “**New York Elder Caregiver Support Program**” or “ECS.”

The program is intended to provide essential information, assistance, counseling, training and respite. For family caregivers, the program will help sustain their efforts to care for an older relative who has a chronic illness or disability and will promote the ability of these individuals to remain in their homes and local communities, instead of being placed in residential facilities. For grandparents and relative caregivers of children, the program will promote retention of these children in a nurturing family environment, instead of placement in foster care.

A. Service Requirements:

The New York State Office for the Aging (NYSOFA), through this program, will enable area agencies on aging (AAAs) and their subcontractors to provide “multifaceted” systems of support services for: a) family caregivers of older relatives; and b) grandparents or older individuals who are relative caregivers of children.

In designing a program under Title III-E, the AAA should attempt to put in place a centralized (within the AAA) program that is marketed clearly to the community as a location where caregivers can obtain services and information that assists caregivers.

“Support Services” for both categories provided under the program **shall include:**

- information to caregivers about available services;
- assistance to caregivers in gaining access to the services;
- individual counseling, organization of support groups and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their caregiving roles;

- respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities; and
- supplemental services, on a limited basis, to complement the care provided by caregivers.

In carrying out the provision of services under this program, area agencies on aging shall coordinate the activities of the agency, or entity that such agency has contracted with, with the activities of other community agencies and voluntary organizations providing the types of services prescribed as part of this program. Relatedly, AAAs should work with provider agencies (e.g., social adult day care) within their service area, to develop a program that addresses the full range of caregiver needs. In this respect, NYSOFA recognizes that social adult day care services can be an efficient and effective form of respite and area agencies may wish to consider these services where appropriate.

B. Funding for "Grandparents Caring for Children":

Title III-E prescribes that states have the option of using up to 10% of the total federal and non-federal share of their caregiver program funds to provide support services to older adult relatives who are caring for children. To expand on NYSOFA's present grandparent/relative caregiver programs, NYSOFA will make this option available to area agencies on aging. There are 26 counties who have already started programs for the component of the program population funded under the "Targeted Caregiver Initiative." Area agencies on aging that opt to include this component in their local programs **are required** to complete "Part II - Program Narrative" of this application.

C. Program Definitions:

Under the OAA definitions for this program, "family caregiver" means an adult, either a family member or another individual, who is an informal provider of in-home and community care to an older (age 60 and older) individual. "Grandparent or older individual who is a relative caregiver" means a grandparent or step-grandparent of a child or a relative of a child by blood or marriage, who is 60 years of age or older **and:** lives with the child; is the primary caregiver of the child because the biological or adoptive parents are unwilling to serve as the primary caregiver of the child; and has a legal relationship to the child, such as legal custody or guardianship, or is raising the child informally. The term "child" means an individual who is not more than 18 years of age.

Respite and supplemental services provided under this program can only be provided for a "frail" older person. This means the care-receiver or care recipient is unable to perform at least two activities of daily living without substantial

human assistance, including verbal reminding, physical cueing or supervision, or due to a cognitive or other mental impairment requires substantial supervision. All other services provided under this program can be for the benefit of all eligible caregivers. Grandparents or other senior relatives acting as primary caregivers for related children are also eligible for all caregiver services, with the exception of respite and supplemental services.

In providing services under this program, priority shall be given to older individuals age 60 and over with greatest social and economic need (with particular attention to low-income older individuals), and to older individuals providing care and support to children under the age of 18, or providing care to persons age 60 and older, with mental retardation and related developmental disabilities.

Note: See Application Instructions for Additional Guidance.

D. Reporting and Vouchering:

In New York State, the CAARS Reporting forms for SFY 2001-02 will be modified to include a section for reporting on Title III-E services and expenditures. NYSOFA anticipates that this section will be very similar to the service matrix contained in this application. The service matrix was developed based on the reporting requirements that AoA recently published in the Federal Register for review and comment. NYSOFA may also ask that AAAs submit brief narrative reports on Title III-E implementation. The vouchering forms and procedures for Titles III and VII will be modified to cover Title III-E as well as reflecting other changes (e.g., III-F becoming III-D) resulting from the recent OAA amendments.

E. Allocations:

NYSOFA is developing a new intrastate funding formula (IFF) for Title III-E to better reflect the unique requirements of the program and population that will be served. An Information Memorandum will be sent to all AAAs describing the proposed IFF. The attached Title III-E "TENTATIVE ALLOCATIONS FOR FFY 2001" was developed using the new IFF. The new IFF uses five factors (age 75 and older, minorities age 60 and older, low income age 60 and older, age 60 and older living with others and age 60 and older with mobility limitations) to calculate a weighted population percentage (WPP) for each AAA. The attached allocation schedule reflects each AAA's WPP, tentative allocation amount and percent of state allocation. The allocations are "tentative" because our office must obtain AoA approval of the new IFF. Also attached is a schedule that reflects each AAA's tentative federal allocation, required match, total III-E funding, the 10% maximum amount that can be spent assisting grandparents or other relatives age 60

and over who are raising children and the 20% limit on expenditures for supplemental services.

Note that this application and related allocations are only for the initial six month program period. Consequently, for this initial program period only, AAAs will receive a full twelve month allocation. In subsequent years, funding allocations will be for a full twelve month period.

Relatedly, it is the intent of NYSOFA to eventually move the Title III-E application process into the Annual Implementation Plan. It is anticipated that this transition will take place at the start of federal fiscal year 2002-03.

F. Program Narrative/Budget Pages:

The pages that follow include the forms on which your application should be returned to NYSOFA.

In completing this section of the application, please refer to "Instructions for Completing the Application," attached to this package.

Area Agency: _____ III-E Program from: 7/1/01 to: 12/31/01

Program Narrative

Part I: Description of Proposed Title III-E Core Program

1. Population to be served:

[Empty text box for population description]

Area Agency: _____ III-E Program from: 7/1/01 to: 12/31/01

Program Narrative (Continued)

Part I: Title III-E Core Program

2. Services to be provided:

[Empty box for providing services]

Area Agency: _____ III-E Program from: 7/1/01 to: 12/31/01

Program Narrative (Continued)

Part I: Title III-E Core Program

3. Staffing:

4. Coordination of Effort:

Program Narrative (Continued)

Part II: Grandparents Caring for Children - Proposed Program Description

<p>1. Population to be served:</p>
<p>2. Services to be provided:</p>
<p>3. Staffing:</p>

Area Agency: _____ III-E Program from: 7/1/01 to: 12/31/01

Program Narrative (Continued)

Part III: Existing Caregiver Resource Centers -Coordination with Title III-E

1. Discussion of Integration of Title III-E Program With Existing Caregiver Resource Center:

[Empty box for discussion of integration of Title III-E program with existing caregiver resource center.]

Area Agency _____ Title III-E Program from: 7/1/01 to: 12/31/01

SERVICE MATRIX
 (See Instructions for Information on Service Categories)

Service Categories	Caregivers To Be Served	Units of Service	Title III-E Expenditures
1. Information			\$
2. Assistance			
3. Counseling, support groups and trainings			
4. Respite			*
5. Supplemental services			**\$
Total			

* Supplemental services expenditures cannot exceed 20% of the Title III-E Federal funds.

** Total must match column C, Line 8 on the Program Summary Budget (Total Budget – C. Service Costs).

Program Summary Budget - Title III-E National Family Caregiver Support Program

Area Agency: _____

Program Period from: 7/1/01 to: 12/31/01

Budget Category	(A) Total Budget	(B) Area Plan Administration Costs	(C) Service Costs
1. Personnel			
2. Fringe Benefits			
3. Equipment			
4. Travel			
5. Maintenance & Operations			
6. Other Expenses			
7. Subcontracts			
8. Total Budget <i>Lines 1-7</i>			
9. Less Program Contributions			
10. Net Total			
11. Total Federal Funds Requested	(1) %	(2)	
12. Non-Federal Matching Funds	%		

(1) Federal share cannot exceed 75% of the Net Total, Line 10, Col. A.

(2) Total federal funds used for Area Plan Administration costs under Titles III-B, III-C and III-E may not exceed 10% of total federal funding received under Titles III-B, III-C, III-D and III-E.

GRANDPARENTS CARING FOR CHILDREN (GCFC)

Anticipated Expenditures included in the above amounts (up to 10% of the Net Total, Line 10)

13. Grandparents Caring for Children Activities	Total Budget: \$
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Supporting Budget Schedule - Title III-E

Area Agency: _____

Program Period from: 7/1/01 to: 12/31/01

1. Personnel: Enter name, title and location.				
	Annual Salary	%	Chargeable to III-E Amount	
N				
T				
L				
N				
T				
L				
N				
T				
L				
N				
T				
L				
Sub-total:			\$	
Adjustment: e.g., for part of year before program implementation			\$	
Net Total:			\$	
Salaries for Grandparents Caring for Children Activities: \$ _____				
2. Fringe Benefits				
Composite Percentage _____%		Amount: \$ _____		
Fringe Benefits for Grandparents Caring for Children Activities: \$ _____				
3. Equipment: (Equipment having a unit cost of \$1,000 or more must be described in detail here. Other equipment items with a unit cost of less than \$1,000 can be described in narrative form at the bottom of this section)				
Item and description (unit cost of \$1,000 or more)	Quantity	Unit Purchase Price	Annual Unit Rental Price	Amount Chargeable to Program
		\$	\$	\$
Briefly describe equipment items with a unit cost of less than \$1,000.				Total: \$ _____
Equipment Purchases for Grandparents Caring for Children Activities: \$ _____				
4. Travel:				Total: \$ _____
Travel Expenses for Grandparents Caring for Children Activities: \$ _____				

Supporting Budget Schedule - Title III-E

Area Agency: _____

Program Period from: 7/1/01 to: 12/31/01

5 Maintenance & Operations (M&O):

Rental Costs: \$ _____

Other Maintenance and Operations Costs:
(e.g., Communications, Printing, Supplies, Equipment Costing Less Than \$1,000, etc.) \$ _____

Total: \$

M&O for Grandparents Caring for Children Activities: \$ _____

6. Other Expenses: (List Specific Item and Cost)

Item	Cost	Item	Cost
	\$ _____		\$ _____
	\$ _____		\$ _____
	\$ _____		\$ _____

Total: \$

Other Expenses for Grandparents Caring for Children Activities: \$ _____

7. Subcontracts: List each contract and amount. A copy of each contract must be submitted to NYSOFA before reimbursement will be made.

Subcontractor Name:	Type of Service:	Amount

Total: \$

Subcontracted Expenses for Grandparents Caring for Children Activities: \$ _____

11. Federal Funds:

Base Allocation \$ _____

Supplement _____

Carryover _____

Total III-E Program \$ _____

12. Non-Federal Matching Funds:

Source	Check if In-kind	Amount
Total		\$

NEW YORK STATE OFFICE FOR THE AGING
NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM
TENTATIVE ALLOCATIONS FOR FFY 2001

<u>PLANNING AND SERVICE AREA</u>	<u>WEIGHTED POPULATION PERCENTAGE</u>	<u>ALLOCATION</u>	<u>% OF STATE ALLOCATION</u>
ALBANY	1.676	\$117,103	1.619
ALLEGANY	0.283	25,000	0.346
BROOME	1.218	85,102	1.177
CATTARAUGUS	0.431	30,114	0.416
CAYUGA	0.445	31,092	0.430
CHAUTAUQUA	0.894	62,465	0.864
CHEMUNG	0.546	38,149	0.528
CHENANGO	0.287	25,000	0.346
CLINTON	0.355	25,000	0.346
COLUMBIA	0.410	28,647	0.396
CORTLAND	0.236	25,000	0.346
DELAWARE	0.304	25,000	0.346
DUTCHESS	1.119	78,185	1.081
ERIE	5.793	404,760	5.597
ESSEX	0.213	25,000	0.346
FRANKLIN	0.240	25,000	0.346
FULTON	0.364	25,432	0.352
GENESEE	0.314	25,000	0.346
GREENE	0.304	25,000	0.346
HERKIMER	0.412	28,787	0.398
JEFFERSON	0.486	33,957	0.470
LEWIS	0.126	25,000	0.346
LIVINGSTON	0.267	25,000	0.346
MADISON	0.307	25,000	0.346
MONROE	3.430	239,656	3.314
MONTGOMERY	0.396	27,669	0.383
NASSAU	6.503	454,368	6.283
NIAGARA	1.243	86,849	1.201
ONEIDA	1.462	102,151	1.413
ONONDAGA	2.321	162,169	2.242
ONTARIO	0.474	33,118	0.458
ORANGE	1.303	91,041	1.259
ORLEANS	0.196	25,000	0.346
OSWEGO	0.506	35,354	0.489
OTSEGO	0.364	25,432	0.352
PUTNAM	0.317	25,000	0.346
RENSSELAER	0.788	55,058	0.761
ROCKLAND	1.101	76,927	1.064
ST. LAWRENCE	0.536	37,451	0.518
SARATOGA	0.690	48,211	0.667
SCHENECTADY	0.963	67,285	0.930
SCHOHARIE	0.179	25,000	0.346
SCHUYLER	0.102	25,000	0.346
SENECA	0.190	25,000	0.346
STEBEN	0.555	38,778	0.536
SUFFOLK	5.491	383,659	5.305
SULLIVAN	0.415	28,997	0.401
TIOGA	0.224	25,000	0.346
TOMPKINS	0.322	25,000	0.346
ULSTER	0.874	61,067	0.844
WARREN/HAMILTON	0.362	50,000	0.691
WASHINGTON	0.295	25,000	0.346
WAYNE	0.414	28,926	0.400
WESTCHESTER	5.046	352,566	4.875
WYOMING	0.203	25,000	0.346
YATES	0.143	25,000	0.346
NEW YORK CITY	45.530	3,181,192	43.989
SENECA INDIAN RES.	0.022	25,000	0.346
ST. REGIS MOHAWK	0.010	25,000	0.346
<u>TOTAL</u>	<u>100.000</u>	<u>\$7,231,717</u>	<u>100.000</u>

NEW YORK STATE OFFICE FOR THE AGING
NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM
FUNDING INFORMATION BASED ON TENTATIVE ALLOCATIONS

PLANNING AND SERVICE AREA	FEDERAL ALLOCATION	REQUIRED MATCH	TOTAL CAREGIVER (III-E) FUNDING	MAXIMUM 10% GRANDPARENT ALLOCATION	REVISED
					MAXIMUM 20% SUPPLEMENTAL SERVICES ALLOCATION
ALBANY	\$117,103	\$39,034	\$156,137	\$15,614	\$31,227
ALLEGANY	25,000	8,333	33,333	3,333	6,667
BROOME	85,102	28,367	113,469	11,347	22,694
CATTARAUGUS	30,114	10,038	40,152	4,015	8,030
CAYUGA	31,092	10,364	41,456	4,146	8,291
CHAUTAUQUA	62,465	20,822	83,287	8,329	16,657
CHEMUNG	38,149	12,716	50,865	5,087	10,173
CHENANGO	25,000	8,333	33,333	3,333	6,667
CLINTON	25,000	8,333	33,333	3,333	6,667
COLUMBIA	28,647	9,549	38,196	3,820	7,639
CORTLAND	25,000	8,333	33,333	3,333	6,667
DELAWARE	25,000	8,333	33,333	3,333	6,667
DUTCHESS	78,185	26,062	104,247	10,425	20,849
ERIE	404,760	134,920	539,680	53,968	107,936
ESSEX	25,000	8,333	33,333	3,333	6,667
FRANKLIN	25,000	8,333	33,333	3,333	6,667
FULTON	25,432	8,477	33,909	3,391	6,782
GENESEE	25,000	8,333	33,333	3,333	6,667
GREENE	25,000	8,333	33,333	3,333	6,667
HERKIMER	28,787	9,596	38,383	3,838	7,677
JEFFERSON	33,957	11,319	45,276	4,528	9,055
LEWIS	25,000	8,333	33,333	3,333	6,667
LIVINGSTON	25,000	8,333	33,333	3,333	6,667
MADISON	25,000	8,333	33,333	3,333	6,667
MONROE	239,656	79,885	319,541	31,954	63,908
MONTGOMERY	27,669	9,223	36,892	3,689	7,378
NASSAU	454,368	151,456	605,824	60,582	121,165
NIAGARA	86,849	28,950	115,799	11,580	23,160
ONEIDA	102,151	34,050	136,201	13,620	27,240
ONONDAGA	162,169	54,056	216,225	21,623	43,245
ONTARIO	33,118	11,039	44,157	4,416	8,831
ORANGE	91,041	30,347	121,388	12,139	24,278
ORLEANS	25,000	8,333	33,333	3,333	6,667
OSWEGO	35,354	11,785	47,139	4,714	9,428
OTSEGO	25,432	8,477	33,909	3,391	6,782
PUTNAM	25,000	8,333	33,333	3,333	6,667
RENSSELAER	55,058	18,353	73,411	7,341	14,682
ROCKLAND	76,927	25,642	102,569	10,257	20,514
ST. LAWRENCE	37,451	12,484	49,935	4,993	9,987
SARATOGA	48,211	16,070	64,281	6,428	12,856
SCHENECTADY	67,285	22,428	89,713	8,971	17,943
SCHOHARIE	25,000	8,333	33,333	3,333	6,667
SCHUYLER	25,000	8,333	33,333	3,333	6,667
SENECA	25,000	8,333	33,333	3,333	6,667
STEBEN	38,778	12,926	51,704	5,170	10,341
SUFFOLK	383,659	127,886	511,545	51,155	102,309
SULLIVAN	28,997	9,666	38,663	3,866	7,733
TIOGA	25,000	8,333	33,333	3,333	6,667
TOMPKINS	25,000	8,333	33,333	3,333	6,667
ULSTER	61,067	20,356	81,423	8,142	16,285
WARREN/HAMILTON	50,000	16,667	66,667	6,667	13,333
WASHINGTON	25,000	8,333	33,333	3,333	6,667
WAYNE	28,926	9,642	38,568	3,857	7,714
WESTCHESTER	352,566	117,522	470,088	47,009	94,018
WYOMING	25,000	8,333	33,333	3,333	6,667
YATES	25,000	8,333	33,333	3,333	6,667
NEW YORK CITY	3,181,192	1,060,396	4,241,588	424,159	848,318
SENECA INDIAN RES.	25,000	8,333	33,333	3,333	6,667
ST. REGIS MOHAWK	25,000	8,333	33,333	3,333	6,667
TOTAL	\$7,231,717	\$2,410,570	\$9,642,287	\$964,229	\$1,928,457

New York Elder Caregiver Support Program Application/Grant Agreement Provisions

STANDARD ASSURANCES

The Area Agency, as grantee, must comply with the following requirements that govern the manner in which it shall use grant funds and provide caregiver support services under this Application/Grant Agreement (this Agreement) for the NY Elder Caregiver Support Program, hereafter referred to as the "Caregiver Program."

GOVERNING LAWS AND REGULATIONS

1. The Area Agency agrees to comply with the Federal Older Americans Act, as amended on November 13, 2000 (Public Law 106-501) and with its amended Title III-E, "National Family Caregiver Support Act," as well as with all other Federal and State Laws and implementing regulations that are applicable to the Caregiver Program.
2. The Area Agency agrees to comply with any applicable standard assurances specifically governing Title III services that are in the Area Agency's approved Annual Implementation Plan (AIP) for the fiscal period of this Agreement, and to comply with applicable, ongoing guidance from the New York State Office for Aging (NYSOFA) regarding compliance with the Year 2000 amendments to the Older Americans Act (OAA), as interpreted by NYSOFA and/or provided by the Federal Administration on Aging (Federal AoA).

APPLICATION/AGREEMENT AND AIP PROCESS

3. The Area Agency agrees that the completed Program Narrative and Budget for its Caregiver Program, attached hereto, are an integral part of this Agreement and cannot be modified without the written consent of NYSOFA. The Area Agency shall furnish NYSOFA with required support documentation for any such changes.
4. The Area Agency understands that when its Application/Agreement has been submitted to and approved by NYSOFA, and its Caregiver Program under such Agreement becomes operational, the Area Agency shall include its approved Caregiver Program in its AIP for each successive year that it is funded, in accordance with NYSOFA AIP requirements.

REPORTS AND RECORD KEEPING

5. The Area Agency agrees to maintain accounting records and support documentation adequate for an audit of the funds provided under this Agreement, and to otherwise verify that the Caregiver Program costs submitted to NYSOFA for reimbursement meet New York State requirements. This shall include data showing the Area Agency has met the standards and mechanisms established by NYSOFA to assure the quality of the Caregiver Program services provided under this agreement.
6. The Area Agency agrees to comply with reporting requirements established by NYSOFA as being applicable to this Agreement, with particular attention to providing the information needed by NYSOFA to meet Federal reporting requirements for the Caregiver Program.
7. The Area Agency agrees that the New York State Comptroller or his/her authorized representative and the staffs of NYSOFA and the Federal AoA shall have access to and the right to examine books, documents, and all pertinent materials of the Area Agency involving transactions relating to this Agreement. The Area Agency agrees to maintain such books, documents and pertinent materials for a period of six years after final payment under this Agreement.

CIVIL RIGHTS, ANTI-LOBBYING AND RELATED PROVISIONS

8. The Area Agency agrees to ensure that no person shall, on the grounds of race, color, national origin, sex, religion, disability, sexual orientation, or political preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form as to any activity funded by NYSOFA under this Agreement.
9. The Area Agency agrees to assure equal access for participation in services, activities, and informational sessions funded under this Agreement without regard to partisan affiliation; and to refrain from using its funds to advance any partisan candidate or effort, and to prevent anyone from engaging in political activities of any kind at the facilities of the Area Agency or under its auspices or by purporting to be acting for the Area Agency. In particular, the Area Agency shall ensure that there is no coercion or solicitation for contributions to any party, committee, organization, agency or person for political purposes or coercive political activity permitted under its auspices or at its facilities. This does not preclude the AAA from providing an equal-access opportunity to candidates for a political office of interest to seniors or to providing an open forum on a political issue of interest to seniors with speakers with opposing/differing viewpoints.
10. The Area Agency shall comply with Titles VI and VII of the Civil Rights Act of 1964 (Public Law 38-352), as amended, and all applicable, implementing Federal rules and regulations; and, the Area Agency shall comply with all applicable requirements of the Americans with

Disabilities Act of 1990, as amended, and with applicable implementing Federal regulations affecting the delivery of services under this Agreement and employment of Area Agency staff providing such services. In this regard, the Area Agency must make reasonable efforts to accommodate persons with disabilities in its employment practices and in the provision of services under this Agreement, with no charge to the recipient for the accommodation.

11. The Area Agency agrees that any services to be provided under this Agreement shall be secular in nature and scope, and in no event shall there be any sectarian or religious activity or benefit provided in connection with the provision of such services.
12. The Area Agency agrees that personal information relating to individuals who apply for or receive services pursuant to this Agreement shall be kept confidential by the Area Agency and shared on a need-to-know basis only with Area Agency staff for purposes of the Caregiver Program. Such information can be shared outside the Caregiver Program only with the informed consent of the individual served or in response to a court order.

PRODUCTS AND INTERESTS UNDER AGREEMENT

13. The Area Agency agrees not to assign, transfer, convey or dispose of any of its rights, title, interests or responsibilities under this Agreement without the previous written consent of NYSOFA.
14. The Area Agency agrees that any products and public information materials related to the activities funded under this Agreement shall give due recognition to the fact that the Caregiver Program is supported with funds from NYSOFA; and, such recognition shall be in a form that has been approved by NYSOFA in writing.
15. The Area Agency agrees that all materials developed by the Area Agency in connection with also reserves the right to copyright all such materials, the exclusive rights to reproduce, publish or otherwise use, and to authorize others to use these materials.

PROGRAM COORDINATION

16. The Area Agency agrees to designate a member of its staff to be the Program Contact person responsible for coordinating the Area Agency's activities under this Agreement. The Program Contact shall be the Area Agency's primary representative and contact person for all matters arising under this Agreement.
17. The Area Agency agrees to: promote the Caregiver Program activities through the local media; develop caregiver educational, training and outreach materials; and, make this information available to the community, with specific targeting efforts made to reach low income, rural, socially isolated and minority caregivers.

18. The Area Agency agrees to coordinate its activities as to the Caregiver Program and that of its subcontractors for the Caregiver Program with the activities of other community agencies and voluntary organizations providing required services under the Caregiver Program.

CAREGIVERS RESOURCE PROGRAM

19. Area Agencies having a Caregiver Resource Program (CRC) funded under NYS Executive Law § 536-d, agree to expand and enhance their CRC program services which are similar to the required services in the Caregiver Program, except that CRC does not provide respite and supplemental services. These CRC services can supplement or be integrated, as appropriate, into the Area Agency's Caregiver Program, with the goal of using their existing expertise to achieve cost-effective, productive and creative "best practices" caregiver services that can serve as models for other Area Agencies.
20. The Area Agency understands that the requirements of its CRC grant agreement with NYSOFA that is in effect for the period covered by this Caregiver Program Agreement, continues to govern its use of its New York State CRC funds and its provision of caregiver training services under its CRC Agreement.

SUBCONTRACTOR REQUIREMENTS

21. The Area Agency understands that it is subject to OAA requirements and prohibitions regarding provision of direct services under Title III, and when it is determined that direct services are either not legally permitted or not programmatically appropriate, the Area Agency may enter into written subcontracts for the provision of the services described in the Program Narrative, subject to the following:
 - A. All such subcontracts shall comply with applicable Federal, State and local contract laws and standards, and NYSOFA shall not reimburse any costs presented to it under such subcontract until the AAA sends a copy of the fully-executed contract (including the Budget) to NYSOFA for review.
 - B. The Area Agency agrees that it will take affirmative steps to contract with minority owned and/or operated and women-owned and/or operated organizations.
 - C. The Area Agency agrees that all subcontracts and consultant agreements shall contain the provision that the selection of the contractor or consultant and the work performed by the subcontractor or consultant must be in accordance with all applicable requirements contained in this Agreement, including ensuring that there is no conflict of interest or support of a commercial interest involved in the selection process.
 - D. The Area Agency agrees that if case management services are determined to be an appropriate part of its Caregiver Program and if they are subcontracted, the subcontractor cannot be a

proprietary entity nor have a conflict of interest relationship with an entity providing services other than case management under the OAA.

- E. The Area Agency agrees to monitor and assess the activities performed under such subcontracts, and to ensure that these activities are provided in accordance with all applicable requirements of this Agreement.
- F. The Area Agency agrees to make payments to any subcontractor, that provides services funded under this Agreement, that cover only the authorized items of expense contained in the approved Budget for this Agreement.

FISCAL REQUIREMENTS

- 22. The Area Agency agrees to use the grant funds from this Agreement (that represents the Area Agency's share of the Federal funds available for the Caregiver Program in its service area) only as payment for items of expense that are applicable to the Caregiver Program as set out in the Program Narrative and Budget. Such items of expense must be allowable, reasonable, allocable and necessary for carrying out the activities described in such documents. The Area Agency agrees to perform the activities and functions described in the Program Narrative in accordance with its assurances and the timeframes set out therein.
- 23. The Area Agency agrees to use no more than 10% of its grant funds under this Agreement for Administration costs, subject to consultation with NYSOFA Fiscal staff regarding OAA Title III requirements as to such amount; and, to submit vouchers for funding under this Agreement and make payments to any subcontractor under it, for only authorized items of expense contained in the approved Budget. Cost overruns of up to 10% or \$1,000.00, whichever is greater, will be allowed for an individual budget category for authorized items of expense, as long as the total costs do not exceed the total amount of the grant amount under this Agreement. If and when payments for other than authorized items (e.g., personnel, or subcontractor/ consultant items, not previously budgeted) become necessary, the Area Agency shall make a written request to NYSOFA and receive written approval from it before incurring such expenses.
- 24. The Area Agency may request an advance of grant funds awarded under this Agreement, in accordance with specific timetable-release provisions established by NYSOFA and Title III vouchering requirements established by NYSOFA, and subject to the Area Agency's application/agreement and its issuance of a Notification of Grant Award.
- 25. The Area Agency agrees to submit the required NYSOFA vouchers for reimbursement of its Caregiver Program expenses under this Agreement in a timely manner, in accordance with standard Title III vouchering procedures established by NYSOFA. The final voucher for expenses incurred under this Agreement shall be submitted to NYSOFA within ninety (90) days after the ending date of the grant period.

26. The Area Agency agrees that all payments to be made under this Agreement are subject to the availability of Federal funds under Title III-E of the Older Americans Act Amendments of 2000; and NYSOFA shall have no liability to the Area Agency beyond the amounts made available to NYSOFA for the Caregiver Program in the Federal Budget applicable to the period covered by this Agreement.
27. The Area Agency agrees that State vouchers submitted to NYSOFA for reimbursement of Caregiver Program expenses incurred under this Agreement shall not include any expenses which have been, or will be, reimbursed from other sources (e.g., other State or Federal funds).
28. The Area Agency agrees that NYSOFA can only reimburse vouchered claims for payment under this Agreement which are for approvable expenses incurred from July 1, 2001 through December 31, 2001.
29. The AAA and NYSOFA agree that either party may terminate this Agreement by giving thirty (30) days written notice (by means of certified mail) to the other party. The Area Agency agrees to incur no new obligations and to make no claims for any expenses under this Agreement that arise after it receives a notice of termination from NYSOFA, or after the postmarked date it mails a notice of termination to NYSOFA. The Area Agency agrees to make a full and final accounting of all funds received under this Agreement within sixty (60) days after a notification of termination is received from NYSOFA.

SPECIFIC FEDERAL OAA PROGRAM AND FISCAL REQUIREMENTS FOR CAREGIVER PROGRAM

30. The Area Agency shall develop and provide (or subcontract for) a "multi-faceted", comprehensive system of caregiver services to serve adult caregivers of older persons (aged 60 and up). Such services shall include: information about available services; assistance in gaining access to the services; individual counseling, organization of support groups, caregiver training to assist the caregivers in making decisions and solving problems relating to their caregiving roles as adults caring for such older persons.
31. The Area Agency, as a part of its comprehensive Caregiver Program, shall also provide respite services, as well as limited supplemental services that are to complement the care provided by caregivers. (Supplemental services cannot be more than 20% of this grant award and the 25% required match, and must be listed in the Program Narrative). Respite and Supplemental services shall only be provided to the caregivers of "frail" older persons as defined in OAA section 102(28) that refers to an older person who is functionally impaired because the person is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing or supervision; or, the older person has a cognitive or other mental impairment that requires substantial supervision because the person behaves in a manner that poses a serious health or

safety hazard to the person or to another person. Respite and supplemental services are not available to grandparent or relative caregivers of a child of 18 or under.

32. The Area Agency understands that it has the option of providing up to 10% of its total funds under this Agreement (including this grant amount and the local match amount) for caregiver services provided to a grandparent or other older relative (by blood or marriage), aged 60 and up, who is the primary caretaker of a child under nineteen years of age who lives with such grandparent or relative. Grandparent caregiver services do not include respite or supplemental services.
33. The Area Agency agrees that it shall not provide or deny services based on the income of the caregiver or care recipient, nor shall cost share be required from either for the provision of caregiver services under this Agreement, subject to NYSOFA providing future guidance regarding cost share for respite and/or supplemental services and specifying any caregiver services for which a voluntary contribution may be requested.
34. The Area Agency shall give priority in providing caregiver services to older individuals with the greatest social and economic need (with particular attention to low-income older individuals) and to older individuals providing care and support to eligible care recipients (those aged 60 and over and those aged 18 and under) who have developmental disabilities, i.e., mental retardation and related disabilities.
35. The Area Agency agrees to meet its applicable maintenance of effort requirement under this Agreement as determined by NYSOFA and to not supplant the use of other funds available for Caregiver Program services, with the funding available under this Agreement.
36. The Area Agency agrees to provide a local match for its funding under this Agreement of 25% that can include comparable caregiver services in its CRC program under Executive Law section 536-d and also in any other Area Agency programs that provide caregiver services comparable to those funded under this Agreement, except that such comparable caregiver services cannot include services that are means tested or subject to cost share requirements in the programs that fund them. Local match can also include in-kind contributions as approved by NYSOFA.

**Counseling, Support
Groups & Training**

Caregiver Services

Respite

Homemaking/Personal Care, Home Health Aide, Housekeeping/Chore, In-home Contact and Support (when in-home supervision and monitoring will be provided), **Adult Day Services, Other** (when the older person attends an adult day health care program that is approved by the NYSDOH or receives institutional respite in a nursing home or adult care facility)

Supplemental Services

Home Delivered Meals, Transportation, Escort, In-home Contact & Support, Nutrition Counseling and Education, Personal Emergency Response Systems, Minor Home Modifications, Other

The "Caregivers To Be Served" column should reflect all caregivers the AAA will be serving regardless of funding source. The "Units of Service" and "Title III-E Expenditures" columns should only reflect the units and expenditures to be funded under the AAA's Title III-E budget. Because some of the III-E service categories include more than one NYSOFA defined service, you may be adding together disparate units of service (e.g., one meal plus a one-way trip under Supplemental Services).

PROGRAM SUMMARY BUDGET and SUPPORTING BUDGET SCHEDULE

The budget consists of a summary budget page and two pages of supporting budget schedules. Complete the supporting budget schedules first as described below and then carry forward the amounts to the summary budget. For each budget category reflect the total amount budgeted for III-E. If your AAA is requesting approval to use up to 10% of your federal and non-federal funds for "Grandparents Caring for Children Activities", you must indicate an amount (including "0" where appropriate) for each budget category. If you are not planning to carry out Grandparent activities, these spaces can be left blank.

1. Personnel

The personnel section should reflect all AAA positions that will be funded totally or in part through Title III-E. Include any in-kind positions being used to meet the non-federal match requirement. For each position, include name (if known), title and location. Also, include the annual salary and the percentage and dollar amount chargeable to III-E. In order to be considered in-kind, a third party (i.e., a party not receiving funds through NYSOFA grants) must contribute the person's services without charge to the AAA or its subcontractors. There must be a formal agreement with the party to make personnel available for a specified number of hours or percentage of time at no direct cost to the area agency.

The formal agreement must specify the personnel involved, including name, title, total annual salary, total fringe benefits, and the time allocated to the program (percentage of time and dollar amounts). There must be a traceable cash expenditure for personal services made by the contributing organization employing such personnel. The salaries must be paid from funds that are otherwise allowable as local matching funds. Individual time records must be maintained by the project. A copy of the formal agreement must be submitted to NYSOFA with the application or within thirty (30) days of executing the agreement.

2. Fringe Benefits

Include the composite percentage and total cost for fringe benefits. Do not include the cost of vacation, sick leave, or other leaves in the fringe benefit category. The composite percentage is computed by dividing the total fringe benefit cost by the total annual salary cost for the program.

3. Equipment

Include any AAA equipment funded either totally or in part through III-E. Funds may be used to purchase or lease equipment essential to the operation of the program. To be classified as equipment, an item must have a useful life of more than one year and a unit cost of \$1,000 or more. Transportation and delivery charges are a proper part of equipment costs. In the case of leased equipment include only those items for which the annual rental cost equals or exceeds \$1,000.

The supporting budget schedule contains sections for equipment items or annual rental of \$1,000 or more and equipment items with a unit cost of less than \$1,000. AAAs can choose to list equipment items costing less than \$1,000 in either the Equipment category or the Maintenance and Operations category. **Do not list items costing less than \$1,000 in both places.** Our Office requires a full description for all items costing \$1,000 or more and will require the submission of Equipment Inventory and Disposition Forms for those items as part of the vouchering procedure.

4. Travel

Enter the total amount budgeted for travel costs.

5. Maintenance and Operations (M & O)

Include any rental and related costs (i.e., rent, utilities/janitorial services, maintenance-in-lieu of rent) as well as costs for communications, printing and supplies. Include equipment costing less than \$1,000 if you chose not to include it in the Equipment section. For AAAs that are part of local government, rent for a publicly owned building can be charged only if a "rental rate" system that adequately reflects actual costs is employed. Any type of actual cost (e.g., maintenance or interest paid) included in rental charges may not also be charged elsewhere.

When donated (i.e., in-kind) premises are used as part of the local matching funds, there must be a formal agreement between the sponsor and the organization furnishing the premises. The formal agreement must specify the amount of square footage involved, the utilities, janitorial services and other maintenance furnished, and the cost basis used in determining costs.

NYSOFA does not require submission of rental agreements; however, they must be on file at the AAA for review.

6. Other Expenses

This category includes only those items that do not properly fit under other cost categories such as M&O. These are generally annual or one-time types of costs. Examples are costs for audits, bonding, conferences and seminars. Supplemental services not provided under a subcontract must be included here.

7. Subcontracts

List each subcontractor name, service(s) to be provided and funding amount. Where the contractor is not yet known, indicate as "To Be Determined" (TBD), service(s) to be provided and the funding amount. Where multiple contractors will be providing the same service but are not known, a single line marked TBD may be used.

9. Program Contributions

Program participants must be afforded an opportunity to contribute to part or all of the cost of the service received. Area agencies must use contributions to provide additional III-E services. Based on recent AoA guidance, participant contributions cannot be used to meet the non-federal matching requirements.

10. Net Total

Total Budget less participant contributions.

11. Total Federal Funds Requested

Since this is the initial program period, the carryover amount should be left blank. If some AAAs do not apply for Title III-E funds, those funds will be reallocated as supplements for the participating AAAs. Transfers are **not** permitted between III-E and the other subparts of Title III.

12. Non-Federal Matching Funds

Indicate each source and amount of non-federal matching funds. As noted above, contributions cannot be used as local match. Be sure to identify all in-kind matching funds in the space provided. Federal funds may not be used to earn Federal funds; nor can the same local funds be used as local match under more than one program. Over

match previously budgeted under another program can be used to match III-E provided the funds are used for allowable program activities. A non-federal match of 25% is required for both Area Plan Administrative costs and Services costs. State (including CRC funds) or local funds that are included under the Title III-E maintenance of effort requirement can be used as match.

Summary Budget

When completing the summary budget page the total for each budget category must be distributed between Area Plan Administration and Services. Expenditures which cannot be directly associated with the provision of services, but that relate primarily to the administration of the area agency must be charged to Area Plan Administration. These expenditures include accounting, budgeting, advertising, data processing, insurance, bonding, general office space, equipment, supplies, communications, consultant and management studies, record-keeping, reporting, auditing, printing, utilities, property maintenance, legal expenses and the conduct of public hearings on the Area Plan. Also included are staff salaries and fringe benefits connected with these activities. Under the Title III programs, an AAA may budget up to 10% of their total Title III-B, III-C-1, III-C-2, III-D and III-E allocations for Administration. However, all administration costs must be budgeted under III-B, III-C-1, III-C-2 and/or III-E.

ADDITIONAL BUDGET GUIDANCE

The following fiscal requirements apply to the Title III-E Program:

-Funds made available under Title III-E must supplement, and not supplant, any federal, state or local funds expended by NYSOFA or AAAs to provide services described in Section 373 of the OAA. To comply with this requirement, NYSOFA must continue to expend the \$360,000 that has been available for Caregiver Resource Centers and AAAs must continue to expend federal, state or local funds previously spent on caregiver activities. NYSOFA is not requiring a specific accounting for such resources by each AAA. However, in signing the Application for Funding the AAA agrees to comply with this maintenance of effort requirement.

-AAAs can use a portion of the III-E funds for Area Plan Administration. This is not specifically capped under III-E. Rather the limit is 10% of the overall federal funds for Titles III-B, III-C-1, III-C-2, III-D and III-E.

-AAAs must provide 25% non-federal share for the program. This applies to Area Plan Administration as well as Services funds. As described in the instructions, in-kind personnel and rent can be used as match. Over-match from other programs can be moved to the III-E budget and used as match provided that the funds are spent on allowable III-E activities. Based on recent AoA guidance, participant contributions cannot be used as match. State or local funds used to meet the III-E maintenance of effort requirement can be used to meet the non-federal share.

-AAAs can use no more than 20% of their III-E federal allocation for supplemental services.

-AAAs can use no more than 10% of their federal allocation and non-federal share to provide support services to grandparents and older individuals that are relative caregivers of children.

Instructions for Completing the Application for Funding

GENERAL COMMENTS

Incomplete or inaccurately prepared forms may be returned to the applicant resulting in a delay of the review and approval process. Applicants should read these instructions thoroughly to make certain all questions are answered completely and in sufficient detail.

Computer generated application forms must match the current forms exactly in format, paper size, vertical/horizontal lines, and closed/shaded cells. Staple or clip the complete application form together in individual sets and mail directly to NYSOFA. If continuation pages are required, type these on 8 ½" x 11" plain white paper and number them consecutively; i.e., a continuation of page 2 would become page 2-a, 2-b., etc. Include the name of the AAA at the top of each additional page.

Cover Page

Complete the name and address of the AAA and the name and phone number of the Title III-E Program contact and have the certification section signed and dated by the AAA Director.

Program Narrative

There are three parts included in the "Program Narrative" section of this application: Part I- Description of Title III-E Core Program; Part II- Grandparents Caring for Children- Proposed Program Description; and Part III-Existing Caregiver Resource Centers- Coordination with Title III-E.

All AAAs requesting funds under this program must complete Part I. AAAs requesting funds for the "Grandparents Caring for Children" component must also complete Part II. AAAs receiving funds from NYSOFA for the administration of "Caregiver Resource Centers," as set out in NYS Executive Law, Section 536-d, must also complete Part III.

Part I: Description of Proposed Title III-E Core Program

1. Population to be served:

In this section, describe the **caregivers that will be served** under this program. Be sure to include in the discussion how you will address the needs of **priority populations** identified for Title III-E. Also include a description of the individuals the caregivers will be supporting (i.e., the care-receivers). Be sure to **cross-reference** this information to that which appears on the "**Service Matrix**" portion of your application.

2. Services to be provided:

For each service category included in the "Program Requirements" section of the transmittal PI, describe **the service(s)** that will be available to caregivers as part of this program. Include in this discussion, **how** these services will be provided (e.g., in-person, over the phone, etc.) and **who** will provide these services (i.e., directly provided by AAA or via subcontractor).

For supplemental services and respite, describe how service eligibility will be determined, and by whom. Also specify what funds will be used to provide services to clients under this program. (While the full range of services must be made available, AAAs do not have to use Title III-E to fund all services under this program).

If the AAA intends to fund any new direct services under Title III-E, it must justify why it has elected to provide the service directly as opposed to providing it through a subcontractor. "New direct services" refers to the AAA's switch to the direct delivery of a service that previously had been delivered by a subcontractor, or the direct provision of a service that had not previously been provided.

3. Staffing:

Identify the **primary contact person** and **other staff** that will be assigned to this program and include the credentials of key staff that will be involved in the administration and operation of the program. **This should be directly related to the personnel included in the budget.**

4. Coordination of Effort:

Describe how the AAA will **coordinate** its activities under Title III-E with other community agencies and voluntary organizations providing the types of services included in this program. To the extent possible, provide **tangible evidence** that the AAA will have the assistance and cooperation of these agencies/organizations and describe the efforts that will result from this coordination.

Part II: Grandparents Caring for Children

1. Population to be Served:

In this section, describe **how** Title III-E funds will be used to address the needs of grandparents or older individuals who are "relative caregivers," as defined for this program. Note that no more than 10% of the federal and non-federal funds available to your AAA can be used for this purpose.

2. Services to be Provided:

Include a **description of services** that will be provided under this component of your program and information about any special programmatic steps that will be taken to reach this population.

3. Staffing:

Identify the staff that will be assigned to this component of the program and, if not already reflected under Part I, include the credentials of key staff responsible for the administration and operation of this component of the program.

Part III: Existing Caregiver Resource Centers (Coordination with Title III-E)

1. Discussion of Integration of Title III-E program with existing Caregiver Resource Center:

Describe in detail, how Title III-E funds will expand on and enhance the activities conducted by your existing Caregiver Resource Center (CRC). Describe any relationships, shared or otherwise, between staff assigned to your Title III-E program and the CRC.

Service Matrix:

In the Title III-E legislation, reference is made to five service categories: information, assistance, counseling/support groups/training, respite and supplemental services. We realize that these categories are inconsistent with those currently used by AAAs and their provider organizations to collect and report data in New York State. However, since AoA has issued draft reporting requirements using these categories, NYSOFA has had to design a service matrix that reflects the draft AoA reporting requirements. To assist AAAs in completing this matrix, we have developed a "crosswalk" between the OAA service categories and the NYSOFA standard definitions transmitted with 98-PI-19 dated 6/22/98. The following crosswalk should be used in completing the matrix and should also be used where applicable in the program narrative portion of the application in describing the services that will be provided.

Title III-E Service Category

NYSOFA Service(s)

Information

Other (for distribution of information to the general public, presentations to community groups) and **Outreach** (for activities that target and seek out specific hard-to-reach or isolated caregivers in their own homes)

Assistance

Information and Assistance (when an individual is provided with information on opportunities and services available within their communities, where the individual is assisted in defining problems, receives counseling relative to those problems and is linked to services and opportunities and to the extent possible ensures that services are received) and **Case Management**