

Area Agency on Aging District 7, Inc.
OLDER AMERICANS ACT PROGRAMS
Policy and Procedures

Division: Planning & Program Development

Policy Name: OAA Title III Payments

Policy #: OAA-004

Page: 1 of 2

Created: 10/15/1997

Revised: 07/25/2012

Policy Purpose: To clarify the procedure for submission and payment of Title III invoices.

Policy Procedures:

1. All providers of OAA Title III services are required to submit an invoice (using the form developed by AAA7) for payment of Title III funds.
2. The Title III Invoice is due in the Planning Department of AAA7 by 4:30 p.m. on the 10th of the month following the month of service. If this date falls on a weekend or holiday, the report is due the next business day.
3. Faxes or electronic submissions will be accepted as originals as long as all areas are complete.
4. Upon receipt of the invoices, a Planning Department staff member will perform the following tasks to confirm the units served during the month:
 - A. A report for each service will be generated using the Social Assistance Management System (SAMS). The total units of the reports must match the units on the invoice for all services.
 - B. Since the transportation unit of service for providers is one-way trips, the SAMS report will contain the number of one-way trips. The invoice will contain the miles driven. The Planning Department staff member will enter the mileage information in SAMS as an aggregate number for each provider.
 - C. If the provider is requesting Title III-C funds, the invoice and the SAMS report must be compared to the Daily/Monthly Meal Recap. The units reported on all three sources must match.
5. If all unit amounts are confirmed, the Planning Department staff member will print final copies of the SAMS reports to be kept with the invoice.
6. The Planning Department staff member will complete the "Title III Contract Remittance Statement" for approval by the Director of Planning.

7. On a monthly basis, Providers can earn the lesser of: units served multiplied by the unit rate, or 1/12th of the contract.
8. After approval by the Director of Planning, three copies, consisting of all pages of the Title III Contract Remittance Statement and the Title III Invoice will be made. The original and one copy will be given to the Fiscal Department for payment. One copy will be given to the Fiscal Department staff member in charge of reconciliations, and one copy will be placed in the Provider's remittance file located in the office of the Planning and Program Development Manager.
9. Upon completion of the annual monitoring process of review of units of service and reconciliation of the final Quarterly Financial Report to the general ledger of the provider agency, any unearned Title III funds will be requested to be returned to AAA7. This request will be part of the monitoring visit letter and will be forwarded via certified mail.