

Area Agency on Aging of Lake & Mendocino Counties Contractors Important Dates and Documents

This list is a general outline of a typical year and is for convenience only. In the event dates conflict with other instructions, the contract provisions and other instructions from AAA take precedent.

A routine fiscal year is July 1 to June 30

First Quarter	July 1 to September 30
Second Quarter	October 1 to December 31
Third Quarter	January 1 to March 31
Fourth Quarter	April 1 to June 30

Date	Program	Event	Document(s) to submit
July	All programs	Cost Allocation Plan, Budget Display, and Budget Form emailed to contractors	Budgets due 30 days after contractors receive Budget Display*
July 1	All programs	Beginning of new fiscal year and execution of new contract	Security Awareness , Certificate of Insurance for general, auto, and workers compensation, board resolution for director to execute contract, annually updated emergency plan
July 15	All programs	ACTUAL June (previous fiscal year) RFF due	AAA151 RFF Form
	All programs	Close Out Report for previous fiscal year due	
	IIIC ENP, IIIE FCSP	June service units entered in Q	
	Senior Center I&A	June I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIIB Senior Legal	Last fiscal year's fourth quarter report due	California Legal Services Quarterly Aggregate Report Form (CDA 1022)
	Alzheimer's Day Care	Last fiscal year's fourth quarter service units due	
	IIIE FCSP	Quarterly Community Education & Caregiver Outreach service units	Email service units numbers to AAA
August 15	All programs	July RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	July service units entered in Q	
	Senior Center I&A	July I&A/Outreach Log due	AAA 101 I&A Outreach Log

	IIID Disease Prevention	Tai Chi July attendance report and invoice due	Email attendance and invoice to AAA
August 21	National Senior Citizens Day		
September	National Senior Center Month Healthy Aging Month Fall Prevention Month		
September 15	All programs	August RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	August service units entered in Q	
	Senior Center I&A	August I&A/Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi August attendance report and invoice due	Email attendance and invoice to AAA
October 15	All programs	September RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	September service units entered in Q	
	Senior Center I&A	September I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIIB Senior Legal	First quarter report due	California Legal Services Quarterly Aggregate Report Form (CDA 1022)
	Alzheimer's Day Care	First quarter service units due	
	IIIE FCSP	Quarterly Community Education & Caregiver Outreach service units	Email service units numbers to AAA
	IIID Disease Prevention	Tai Chi September attendance report and invoice due Tai Chi quarterly instructor assessment/evaluation due	Email attendance and invoice to AAA
November	Alzheimer's Awareness Month National Family Caregiver Month		
November 15	All programs	October RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	October service units entered in Q	
	Senior Center I&A	October I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi October attendance report and invoice due	Email attendance and invoice to AAA
December 15	All programs	November RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	November service units entered in Q	
	Senior Center I&A	November I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi November attendance report and invoice due	Email attendance and invoice to AAA
January 15	All programs	December RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	December service units entered in Q	
	Senior Center I&A	December I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIIB Senior Legal	Second quarter report due	California Legal Services

			Quarterly Aggregate Report Form (CDA 1022)
	Alzheimer's Day Care	Second quarter service units due	
	IIIE FCSP	Quarterly Community Education & Caregiver Outreach service units	Email service units numbers to AAA
	IIID Disease Prevention	Tai Chi December attendance report and invoice due Tai Chi quarterly instructor assessment/evaluation due	Email attendance and invoice to AAA
February 15	All programs	January RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	January service units entered in Q	
	Senior Center I&A	January I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi January attendance report and invoice due	Email attendance and invoice to AAA
March	Meals on Wheels Month		
March 15	All programs	February RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	February service units entered in Q	
	Senior Center I&A	February I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi February attendance report and invoice due	Email attendance and invoice to AAA
3rd Week April	National Volunteer Week		
April 15	All programs	March RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	March service units entered in Q	
	Senior Center I&A	March I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi March attendance report and invoice due Tai Chi quarterly instructor assessment/evaluation due	Email attendance and invoice to AAA
	IIIB Senior Legal	Third quarter report due	California Legal Services Quarterly Aggregate Report Form (CDA 1022)
	Alzheimer's Day Care	Third quarter service units due	
	IIIE FCSP	Quarterly Community Education & Caregiver Outreach service units	Email service units numbers to AAA
May	Older Americans Month		
May 15	All programs	April RFF due	AAA151 RFF Form
	All programs	April service units entered in Q	
	Senior Center I&A	April I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi April attendance report and invoice due	Email attendance and invoice to AAA
June 15	World Elder Abuse Day		
	All programs	May RFF due	AAA151 RFF Form

	All programs	June ESTIMATED RFF due	AAA151 RFF Form
	IIIC ENP, IIIE FCSP	May service units entered in Q	
	Senior Center I&A	May I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIID Disease Prevention	Tai Chi May monthly attendance report and invoice due Tai Chi ESTIMATED June invoice due	Email attendance and invoice to AAA
June 30	All programs	End of fiscal year	
July 15	All programs	June ACTUAL RFF due	AAA151 RFF Form
	All programs	Close Out Report due	
	IIIC ENP, IIIE FCSP	June service unit entered in Q	
	Senior Center I&A	June I&A/ Outreach Log due	AAA 101 I&A Outreach Log
	IIIB Senior Legal	Fourth quarter report due	California Legal Services Quarterly Aggregate Report Form (CDA 1022)
	Alzheimer's Day Care	Fourth quarter service units due	
	IIIE FCSP	Quarterly Community Education & Caregiver Outreach service units	Email service units numbers to AAA
	IIID Disease Prevention	Tai Chi June monthly attendance report and ACTUAL invoice due Tai Chi quarterly instructor assessment/evaluation due	Email attendance and invoice to AAA

IIIC Monthly Service Units to enter in Q	
	-Congregate meals
	-Home-delivered meals
	-Aggregate nutrition education
	-Aggregate volunteer meals

FCSP Quarterly Service Units to email to AAA	
	-Information Services - Community Education
	-Access Assistance - Outreach

Definitions Specific to this Document	
ENP	Elderly Nutrition Program
FCSP	Family Caregiver Support Program
IIIC	Title IIIC Congregate Meals and Home-delivered Meals Programs
IIID	Title IIID Disease Prevention and Health Promotion Program
IIIE	Title IIIE Family Caregiver Support Program
Q	CareAccess Q system
RFF	Request for Fund (use AAA151 RFF Form)

FCSP Monthly Service Units to enter in Q	
Supportive Services	
	-Assessment
	-Counseling
	-Support Group
	-Training
	-Case management
Respite	
	-In-home
	-Day Care

***Revised budgets may be required during the fiscal year if additional funds are available.** *Last updated 10/17/16*