

**State of South Carolina
Office of the Lieutenant Governor**

OFFICE ON AGING

October 26 2006

MEMORANDUM--#07-01

PROGRAM INSTRUCTION FOR: AAA Directors

SUBJECT: \$2.9 Million State Supplemental Funding

The projected date for availability of the new state supplemental funding for home and community-based services is January, 2007. The Lieutenant Governor's Office on Aging has worked with the Area Agencies to review their plans for utilizing the new state funds. The instructions below will assist the Lieutenant Governor's Office on Aging and its partners to comply with the General Assembly's mandate to help us track the impact of these service dollars and provide outcomes to help make these funds recurring and to perhaps assist in obtaining additional funds in the future.

All clients to be served with the new money must be entered into the AIM waiting list feature prior to AAA's receiving their regional allocation. Name, address, and telephone number are required fields for the waiting list and must replicate. A full and complete AIM Assessment will be required prior to the client receiving services funded with the new money. All client information will be replicated in AIM to the AAA and to the state office monthly.

In January, 2007 the Lieutenant Governor's Office on Aging will award one half of the funds for the time period covering January 2007 to June 30, 2007. The second half of the funds will be awarded in June for use until December 31, 2007. The AAA's will assure through the NGA and reimbursement process that the new state supplemental funds will not supplant federal and other state dollars, and that complete and timely submission of AIM required data will be provided.

By December 1, 2006, AAAs will provide an updated Service Allocation Form to the state office giving information about number of clients and units to be served. The number of clients should correspond with October Waiting List data that is replicated in November. An original form signed by the AAA director is to be mailed to the state office. An electronic copy of the form will be sent to the state office by email.

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