

c/o Aging Division, Community Living Section Wyoming Department of Health 6101 Yellowstone Road, Suite 186A Cheyenne, WY 82002 (307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

## POLICY NOTICE

Reference: Funding, Education, and Directives to Non-Compliant Senior

Centers

Policy Number: WSSB-081511-08

Effective Date: October 1, 2011 (SFY11)

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors regarding the awarding of funding when a WSSB contractor is deemed to be non-compliant.

## Policy:

When a senior center is non-compliant with the Wyoming Senior Services Board (WSSB) grant deliverables, reporting procedures, rules, or policies, WSSB may apply educational, directive, and fiscal measures. WSSB may place the non-compliant senior center on probation and apply any of the three following measures:

- Award funding to the center on a quarter-to-quarter basis or a month-to-month basis in lieu of the usual award funding times of one annual payment for the basic grant and wage supplement grants; and two payments annually for the formula grants.
  Instead, funding may be awarded as follows:
  - o First quarter payment in late July or early August
  - Second, third, and fourth quarter payments after the previous quarter's reports are approved by the WSSB representative who relates to the non-compliant senior center; or

Funding monthly payments may be awarded as follows:

- Following receipt and approval of required monthly reports, to include a narrative report and a monthly profit and loss statement, payment will be issued; or
- The center will be ineligible to apply for WSSB funding for one fiscal year. The senior center will be eligible to apply for the Basic Grant during the next fiscal year. If the senior center adheres to prompt and accurate submission of quarterly reports during the probationary year, the senior center will be eligible to apply for all WSSB grants during the next fiscal year; or
- The center may receive partial year funding for the Basic Grant award during the current fiscal year. This grant funding would be pro-rated based upon the remaining months in the current fiscal year.

Ineligible for Older Americans Act (OAA) Funding	Ineligible for WSSB funding
Regains OAA funding eligibility	Board reconsiders eligibility for WSSB funding
OAA fiscal year begins 10/1	WSSB funding pro-rated to begin 10/1
Senior center compliant with reporting	Senior center may be eligible to apply for WSSB grants the following year

WSSB may develop a written plan of action and/or corrective steps to be completed by a mutually agreed upon date, not later than ninety (90) days from the date of the agreed upon plan of action.

WSSB may re-access or re-evaluate the grantee at the end of the ninety (90) day correction period for compliance with all applicable rules and the plan of action.

 WSSB may authorize the Aging Division-Community Living Section staff to collect, monitor, and request an onsite review on behalf of the board. All information collected by the Aging Division-Community Living Section will be turned over to the WSSB Chair.

Approved by:			
Signature on File			09/23/2011
Mary Jo M	axfield-Cox, Chair	r	Date:
<u>Signature</u>	on File		09/23/2011
Ky Dixon, Vice Chair		Date:	
Reviewed:	Date:		