To: Secretary’s Office  
Program and Policy  
Administrative Services  
Licensure, Certification, and Evaluation  

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CME 03 Greg Hoover/Wilmer Severns  
CME 04 Jocelyn Lyons/Tom Ryan  
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CME 09 Karen Wilson/Allison Mueller  
CME 10 Jodi Abington/Don Bales  
CME 11 Dan Goodman/Michael B. Press/Annabeth Surgaugh  
CME 5790 Stepping Stones Unlimited, LLC  
CME 5999 Legacy Case Services  

Field Services Policy #: FS 2009-03  
From: Patsy Samson  
Date: January 06, 2010  

RE: Older Americans Act Title III Programs  

Policy Issue: Document current fiscal policies and procedures in FSM Section 8 to assist AAA Executive Directors and Financial Managers. KDOA is also establishing a new Section 9, which contains miscellaneous policies currently included in Section 8. Related policies have been clarified and reformatted. Revisions have been made to Section 1.1 (General Definitions), Section 7 (Area Plans); Section 8 Fiscal Policy); and Section 9 (Miscellaneous Policies). Policies requiring additional research and regulatory amendments are under development.  

Check Appropriate Process:  

Policy Implementation Through:  
☐ KDOA  ☐ KHPA  ☐ MMIS Fiscal Agent (HP Enterprise Services)  

KDOA Contact Person(s): Bob Parker (785-296-4037) or Mary Shivers (785-296-1038)  
KHPA Contact Person(s): N/A  

Related References/Processes:  
Related Policy Number(s): N/A  
Superseded Policy Number Sections 1.1; 7; 8; and 9  

K.A.R. Change Required? Yes  
KDOA Policy Manual Change? Yes  

If yes: What Reference #(#s) K.A.R. 26-1-1 et seq; K.A.R. 26-2-1 et seq; K.A.R. 26-3-1 et seq; and K.A.R. 26-4-1 et seq  
Date to initiate revision January 31, 2010  
Proposed effective date July 1, 2010
State Plan Change Required? No
If yes: What section # (s) ______ Transmittal Number (TN): ______
Submission Date: ______ Supersedes Transmittal Number: ______

Waiver Amendment Required? No
Routing Information:
Internal Route Date: 10/21/09 Internal Comments Due Date: 11/20/09
Field Route Date: 10/21/09 Field Comments Due Date: 11/20/09
KHPA Route Date: N/A KHPA Comments Due Date: N/A
KHPA Approval Date: N/A KDOA Approval Date: 1/06/10

Training Required?
KDOA Central Office: No KDOA Field Staff: No
AAA Staff: No Contracted Case Managers: No
Customer Education: No

Rationale for Change: Document current fiscal policies and procedures required for financial management of Older Americans Act Title III programs into a single section of the Field Services Manual. We believe this will be a useful tool for communicating with providers, maintaining regulatory compliance, continuity of provider accounting and reporting, and staff training.

Final Policy: Since this policy reflects current federal and state regulatory and policy requirements, it becomes effective immediately.

Approved ☒ Disapproved ☐

/s/ Secretary of Aging
January 6, 2010
Date