

INFORMATION MEMORANDUM

SUA-12-IM-01

August 16, 2011

TO: Area Agency Directors, Fiscal

SUBJECT: Fiscal Policies

CONTENT: For payments to be made by the last working day of the month, monthly financial reports will need to be into the State Unit on Aging no later than the 15th of each month. This will allow time for them to be processed and submitted to finance for payment. If monthly financial reports are not received by the 15th of the month, there will be no guaranteed pay date.

Also starting with the July 2011 monthly financial reports, the estimated expenditures for the next two months will not be included in your payment. Reimbursement will only be for the expenses that are reported on the form A composite sheet.

Should you have any questions, please contact Penny Clark.

Sincerely,

**Tammie Scholz, Interim Manager
Department of Health & Human Services
Division of Medicaid & Long Term Care
State Unit on Aging**