

**PROGRAM INSTRUCTION**

**SUA-15-PI-09**

**May 28, 2015**

TO: Area Agency on Aging Directors  
FROM: Cynthia Brammeier, Administrator, State Unit on Aging  
BY: Renee Savidge, Federal Aid Administrator  
SUBJECT: Fiscal Monitoring, Documentation Requests

CONTENT: Beginning July 1, 2015, fiscal monitoring will include a periodic request for full back up of at least one monthly report/program during the year. Scans of the supporting documentation will be requested to meet the Single Statewide Audit of DHHS.

This documentation will be requested via e-mail in addition to on-site fiscal monitoring.

If you have questions, please feel free to call either Renee Savidge or myself. Our toll free number is 800-942-7830.

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