

PROGRAM INSTRUCTION

SUA-17-PI-04

October 31, 2016

TO: Area Agency on Aging Directors

FROM: Cynthia Brammeier, Administrator, State Unit on Aging

BY: Renee Savidge, Fiscal Program Manager

SUBJECT: Monthly Nutrition Services Incentive Program (NSIP) Meal Reports

CONTENT: Effective November 1, 2016 the NSIP meal reports shall be submitted to the State Unit on Aging via DHHS.Aging@nebraska.gov to be processed for payment by the fiscal staff. These reports may be submitted along with all other monthly financial reports.

Additionally, a NAMIS report listing all eligible meal recipients for both Congregate and Home Delivered meals must accompany the monthly meal report submitted for reimbursement.

If you have questions, please feel free to contact Renee Savidge at 402-471-4737; or myself at 402-471-9155. We can both be reached via email at DHHS.Aging@nebraska.gov.