



PROGRAM INSTRUCTION

SUA-26-PI-02

7/30/2025

TO: Subrecipients of the State Unit on Aging

FROM: Josie Rodriguez, Administrator II, State Unit on Aging *JR*

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SUBJECT: SUA Payment Reimbursement Request Process

CONTENT:

On February 1, 2025, the State Unit on Aging (SUA) implemented a new fiscal reimbursement procedure to ensure proper disbursement of and accounting for federal funds and accurate and timely processing of reimbursement requests from Area Agencies on Aging (AAAs) and other partners to the State Unit on Aging (SUA). This program instruction includes an update to the procedure implemented on February 1, 2025.

All forms and required information are due to the SUA 30 days after the end of the month being billed via the SUA partner's SharePoint site. <https://partners-dhhs.ne.gov/SUA/SitePages/SUA-Home.aspx>.

AAAs and other sub-recipients/contractors must submit the forms listed below to request reimbursement.

- AAAs must fill out reimbursement forms A, E, and C., and submit them with their reimbursement request.
- Aging Partner organizations (APO), except for Monroe Meyer Institute, submit reimbursement documents via email using forms A & E provided by the SUA.
- Monroe Meyer Institute submits reimbursement documents via email using forms A & E provided by the SUA through an interagency business transaction.
- If program funding is short or Notices of Award have not been received or added to the subawards, the AAA is not allowed to submit documents for reimbursement for that program(s).

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

- When the SUA receives federal funding and the agencies have been notified that funding has been received, the agency can submit reimbursements.
- If the reimbursement is submitted and funding is not available, the Fiscal team will send an email to the appropriate staff within the agency informing them about the shortage of funding and will request they resubmit for reimbursement once it becomes available.
- Agency reimbursements will be processed in a timely manner by the SUA fiscal team after the SUA program team verifies program expenditures, PeerPlace reporting, and all documentation requirements have been met.

If you have questions, please feel free to contact the SUA at 402-471-2307 or via email at DHHS.Aging@nebraska.gov.