



**North Carolina Department of Health and Human Services
Division of Aging and Adult Services**

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Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Dennis W. Streets
Director

DAAS Administrative Letter No. 10-03

To: Area Agency on Aging Directors

From: Dennis W. Streets, Director *Dennis W. Streets*

Subject: Monitoring of ARRA Nutrition Providers

Date: January 22, 2010

The purpose of this Administrative Letter is to provide clarification to Area Agencies regarding the monitoring of ARRA nutrition providers. The Division of Aging and Adult Services has been advised that the use of ARRA funds will be closely monitored. Hence, it will be especially important for Area Agencies to conduct programmatic and fiscal monitoring of ARRA nutrition providers and to maintain the monitoring files and supporting documentation separate and apart from the HCCBG nutrition provider files.

The goal of DAAS is to have all counties spend their ARRA nutrition funding prior to June 30, 2010. DAAS will conduct site visits to the AAAs and/or desk reviews to review AAAs programmatic and fiscal monitoring of HCCBG and ARRA providers from February – May 2011. DAAS will also be monitoring the expenditure of ARRA funds for those AAAs that utilized ARRA funds for administrative costs. AAAs should complete programmatic and fiscal monitoring of all ARRA providers by November 30, 2010 and have monitoring reports completed and on file by December 31, 2010. We realize that all funds may not be spent by November 30th but we will be close enough to the official ending date of the ARRA program (12/31/2010) to get an accurate reflection of overall program and fiscal operations for ARRA nutrition providers.

The Division realizes that requiring AAAs to conduct monitoring in addition to the HCCBG monitoring will be very time consuming for the Area Agencies. In light of this, the Division has condensed the HCCBG nutrition programmatic monitoring tool so that it can be used to monitor ARRA nutrition providers.

Area Agencies should adhere to the following monitoring guidelines for ARRA nutrition providers:

AAA HCCBG Nutrition Monitoring Schedule	HCCBG Programmatic Tool	Full ARRA Programmatic Tool	Condensed ARRA Programmatic Tool	Quarterly Reports (Per Admin. Letter 09-17)	ARRA Fiscal Monitoring Tool
If completing HCCGB monitoring in SFY09/10	X		X	X	X
If NOT completing HCCGB monitoring in SFY09/10		X		X	X
If completing HCCGB monitoring in SFY10/11 by November 12 th , 2010	X		X	X	X
If completing HCCGB monitoring in SFY10/11 after November 12 th , 2010	X	X		X	X

As with HCCBG monitoring, you will be required to send a monitoring report to all ARRA providers within 30 days of the site visit. Please be sure to maintain copies of all monitoring reports, working papers, ARMS reports, and any other documentation associated with the monitoring visit on file.

I have attached the ARRA programmatic and fiscal monitoring tools that should be used to monitor ARRA nutrition providers. You may also access these ARRA tools on the DAAS website at <http://www.ncdhhs.gov/aging/monitor/mtools.htm> (under Fiscal Monitoring Tools and Programmatic Monitoring Tools).

Please contact Audrey Edmisten for any questions relating to programmatic monitoring of ARRA nutrition providers and Kim Jacobs for any questions relating to fiscal monitoring of ARRA nutrition providers. Thank you in advance for the hard work that you do each and every day to promote independence and enhance the dignity of North Carolina's older adults.

DS/kj