**REPORTING AND INVOICING**

1. The organization shall submit reports, documents, and data using the forms and/or formats specified, provided or approved by Young at Heart Resources. All forms needing approved by Young at Heart Resources must be submitted with the Request for Proposal.
2. The organization shall be paid monthly upon receipt and approval of all monthly and quarterly reports as well as any additional or special reports required by Young at Heart Resources based on the risk status determination. Payments will be made within 45 days unless funds are not available.
3. Young at Heart Resources reserves the right to reallocate or reduce contract funds at any time during the contract period due to underutilization of contract funds or change in the availability of contract funds. Young at Heart Resources will provide the organization with a thirty (30) day written notice.
4. **Monthly Reports and due dates:**
	1. Data entry for all units must be completed no later than close of business on the fifth (5th) day of the following month,
	2. The following reports are due in the Albany office by 4:00 pm on the fifth (5th) day of the following month:
		1. monthly invoice information sheet – properly completed and signed,
		2. contribution sheet,
		3. signed Medicaid documentation of services not delivered.
	3. Signed invoices are due within two working days of receipt of invoice.
	4. The C-5 meal cost sheet and proof of purchases are due by end of business on the last working day of the following month.

Failure to submit timely reports (regular and special) may result in a delay of payment or, as in the case of Medicaid meals, forfeiture of payment.

1. **Other Reports:**
	1. Financial statements are due quarterly.

July – Sept Due by the end of October

Sept – Dec Due by the end of January

Jan – March Due by the end of April

April – June Due by July 12, 2024

NOTE: Financial statements must include, at a minimum, a balance sheet and an income and expense statement with budget comparisons. All reports must meet GAO and GAAP standards.

1. **Other Conditions:**

a. The organization will use the My Vault Mail secure email system when transmitting all client and/or confidential information related to this proposal. The organization will be responsible for the cost of My Vault Mail at $22.25 per quarter payable to Young at Heart Resources. The organization will be responsible for entering information in the secure aging program AgingIS. The organization will be responsible for the cost of Aging IS quarterly at a cost of two hundred thirty-two dollars and eighty-eight cents ($232.88) payable to Young at Heart Resources.

b. The organization is responsible for accurate and timely entry of their client data and service provision into the AgingIS program.

c. All units will be locked by Young at Heart Resources at 4:00 pm on the fifth (5th) day of the following month in order to prepare reports and bill Medicaid in a timely fashion. If the fifth falls on a weekend, organizations will have until the following Monday at 4:00 pm. Any units not entered in AgingIS by that time will not be reimbursed, unless an exception has been received and approved in writing.

As soon as you are aware that you will be unable to complete your data entry before the end of business on the fifth (5th) day of the following month, you should contact the Young at Heart Resources fiscal department. It must be understood that failure to properly and timely enter the information necessary for payment may result in a loss of reimbursement.

d. Young at Heart Resources shall limit compensation to cumulative twelfths of the contract unless otherwise stipulated.

e. No payment shall be made to the organization for any services or expenditures for which the contractor has been paid or will be paid by another source whether served to eligible or ineligible persons.

f. Organization staff time spent for fundraising or any other activity outside the scope of this contract shall not be funded by contract funds.

g. Funds may be transferred from one nutrition service to the other during the month of April. Request for transfers shall be at a minimum of $1000 dollars and will be approved on a case-by-case basis by the board of directors. All requests for transfers must be sent to the CEO by April 1, 2024, to be considered.

1. **Additional Expectations under the Older American’s Act:**

The Older Americans Act makes it clear that nutrition education and outreach are an integral part the nutrition program under Section 331 of the act. The following sets forth Young at Heart Resources expectations.

* 1. **Nutrition Education**: Each nutrition contractor is expected to provide nutrition education to all participants, both congregate and home delivered, at least quarterly, and log it into AgingIS by end of business on the fifth (5th) working day of the month following the end of each quarter.
	2. **Outreach**: Outreach, being an integral part of the nutrition program, is essential to reach those in the community who need nutrition as well as other services to remain safely in their home and community. It is expected that nutrition providers will provide outreach to their communities as one of their performance measures. The organization must log the outreach into AgingIS by end of business on the fifth (5th) working day of the following month.
	3. **Client Reassessments**: Both congregate and home-delivered meal recipients must be assessed by certified assessors and entered into AgingIS in accordance with the assessment training when first receiving services. Thereafter, congregate should be updated annually if possible and entered into the database. Home delivered reassessments are mandatory and must be completed by the due date for the client’s continued eligibility. Home delivered eligibility assessments and reassessments must be completed face-to-face and in the home setting. Failure to properly reassess, following the assessment training guidelines, and update the information in AgingIS for home delivered clients will result in the client being considered ineligible. Any meals served to them will not be eligible for payment until the reassessment has been properly completed, entered and uploaded into AgingIS and approved by Young at Heart Resources. Any payments lost are non-refundable.

All assessment forms must be uploaded to AgingIS by the organization. Once the assessments are uploaded the forms may be shredded.

* 1. **Fraud Facts**: Young at Heart Resources will send out fraud facts monthly. These must be read and disbursed to congregate and home delivered clients. The public education & information form shall be sent to Young at Heart Resources for data entry into AgingIS as soon as completed or by the fourth day(4th)of the following month.

Failure to comply with the contract may result in a “high risk” determination for the organization and require the development and implementation of a corrective action plan. Continued failure to comply may result in a reduction or termination of the contract.