

FINANCIAL MANAGEMENT Interagency Invoicing for Federal Funds Guidance	DAIL-FM-9.17
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Interagency Invoicing for Federal Funds Guidance

Policy: The Department for Aging and Independent Living (DAIL) as the State Unit on Aging (SUA) will facilitate continued service provisions and program development through identification of available funding options. When an Area Agency on Aging and Independent Living (AAAIL) has exhausted their federal funding allocation for the current fiscal year (FY) and need funds to continue service provisions, the SUA may facilitate the interagency invoicing from an AAAIL that has federal funds that will not be spent in the fiscal year.

Procedure:

1. The AAAIL that needs additional federal funding to cover service provisions shall submit a request to the DAIL (financial liaison) for approval and identification of another AAAIL that has funding that will go unspent in the FY.
2. The DAIL team will review the request and identify AAAIL's that have recognized funds that will be unspent in the FY. The DAIL financial liaison will then provide guidance to the AAAIL in need on which AAAIL has funding available.
3. The requesting AAAIL will be responsible for asking a peer AAAIL for additional funding to support program operations and report to their DAIL fiscal liaison and appropriate DAIL program staff which AAAIL has been identified to provide the funding.
4. The requesting AAAIL shall perform program operations in accordance with program rules and regulations.
5. The requesting AAAIL shall enter units of service in the state approved data system.
6. The requesting AAAIL will send the peer AAAIL an invoice for expenditures and units of services provided. All appropriate backup documentation shall be provided.
7. The funding AAAIL will submit all backup documentation to their DAIL fiscal liaison in accordance with traditional invoicing procedures. The funding agency shall place a note on the invoice in the correct service line explaining that funds were provided to the receiving agency for the provision of services.
8. For the purposes of OAPPS, the funding AAAIL will report the expenditures. The AAAIL that provided the actual services shall report the units of service in the OAAPS system.

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9. For auditing purposes, the receiving agency will report the additional funds as federal funds. The agency providing the funds will also report the funds as federal funding.