



SERVICE GUIDELINES

TITLE III-D

HEALTH PROMOTION & DISEASE PREVENTION

December 2024

DEFINITION

Services to promote better health among older persons by providing evidence-based health promotion programs.

Service Activities May Include:

Programs relating to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition.

Title III-D funds may only be used for services meeting the Highest-level criteria for evidence-based programs as defined by the Administration for Community Living:

1. Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; *and*
2. Proven effective with older adult population, using Experimental or Quasi-Experimental Design; *and*
3. Research results published in a peer-review journal; *and*
4. Fully translated in one or more community site(s); *and*
5. Includes developed dissemination products that are available to the public

Examples include but are not limited to A Matter of Balance, Chronic Disease/Diabetes Self-Management Program, Tai Chi, and Aging Mastery Program.

ELIGIBILITY

A person 60 years of age or older

UNIT OF SERVICE

One session per person

STANDARDS

- **Program Delivery**
Conduct workshops following the guidelines set forth by each evidence-based program curriculum.
- **Documentation**
Complete and retain documentation as required by each program. (e.g. attendance sheet, pre/post survey, class evaluation survey, etc.)
- **Follow up/Referral**
For the clients who may need information on other services, help them connect to appropriate resources.
- **Staff Requirements**
Train and monitor coaches/lay leaders ensuring fidelity and quality of the programs.
- **Evaluation**
Have in place written procedures for monitoring and evaluating service delivery. Measure client satisfaction and obtain the views of participants about the services they receive.
- **Emergency Procedures**
Have in place written procedures for disaster and weather-related emergencies or other situations that may interrupt service delivery.
- **Reporting**

	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Units/Unduplicated # of persons Class location/attendance	January 5	April 5	July 5	October 5
Program Performance Report	January 20	April 20	July 20	October 20
Fiscal Report	January 20	April 20	July 20	October 20

- **Mandated Elder Abuse Reporting**
Personnel of the provider agencies of Area Agencies on Aging are required to report any suspected abuse, neglect, or exploitation of an adult with disability age 18-59 or a person 60 years of age or older as defined in the Adult Protective Services Act (320ILCS 20/1 et seq.)
- **Reimbursement**
The Grantee will be paid one-twelfth of the grant amount monthly. Should reporting be late, reimbursement may be withheld.

- **Outreach**

Grantees must conduct regular public outreach, at least once per month, to inform the community about the availability of the service. Acceptable methods for public outreach include, but are not limited to, mass or social media announcements, presentations, public displays, brochure distribution in community spaces, or other effective strategies aimed at reaching a broad audience.

Fiscal Guidelines for All Title III Programs

Program Income

Program Income is defined as contributions made by recipients of service and interest on such contributions.

- A. Program income includes, but is not limited to:
1. Contributions of recipients of service and interest on such contributions.
 2. Income from service fees obtained through the use of a sliding fee scale or suggested fee schedule.
 3. Proceeds from the sale of personal or real property with an acquisition cost of less than \$5,000.
 4. Usage or rental fees.
 5. Sale of assets purchased with grant funds with an acquisition cost of less than \$5,000.
 6. Royalties on patents and copyrights.
- B. The following specific revenues shall **not** be included as program income:
1. Interest income on State funds whether earned on advances or the "float". This does not include interest on contributions made by recipients of service under a project which is considered program income.
 2. Rebates, discounts, and recoveries.
 3. Income earned by individuals or a group of project participants, when such income accrues directly to the participants.
 4. Revenues raised by a grantee or contractor which is a government under its governing powers, such as taxes, special assessments, etc.
 5. Tuition and related fees received by an institution of higher education for a regularly offered course taught by an employee performing under a grant or contract.
 6. Proceeds from the sale of personal or real property with an acquisition cost of more than \$5,000.
 7. Sale of assets purchased with grant funds where the acquisition cost was more than \$5,000.
 8. Contributions made by representatives of service recipients, relatives, non-related individuals or entities, in behalf of service recipients are not program income, but are considered to be local cash.
 9. Organized fund raising activities carried out by Title III grantee agencies.

Allowable Uses of Program Income

A. Additional Costs Alternative.

Under this alternative, the income is used for costs which are in addition to the allowable costs of the project or program but which nevertheless further the objectives of the Federal statute under which the grant was made.

Examples of purposes for which the income may be used are:

1. Expanding the program.
2. Continuing the program after grant ends.
3. Supporting other programs that further the broad objectives of the statute.
4. Obtaining equipment or other assets needed for the program or for other activities that further the statute's objectives.

Award recipients under an Area Plan must receive prior approval by AgeSmart Community Resources for costs borne with program income under this alternative.

B. Additional Requirements

1. All program income earned under Title III must stay with the service provider who earns it.
2. All program income earned under Title III, Part B, Part C-1, Part C-2 and Part E must be used only for services allowable under the part from which it was earned except as provided in (6) below.
3. All program income must be expended prior to requesting federal funds from the Department on Aging and must be expended within the fiscal year in which it was earned.
4. All program income received in the form of "cash" must be expended as it is earned to minimize cash draw down.
5. Program income earned as a result of services provided with Title III, Part B or Part E assistance may be used for any service which that contractor is authorized to provide with Title III-B or Title III-E funds.
6. Program income earned as a result of services provided with Title III C-1 or III C-2 must be used:
 - a. To increase the number of meals served by the project involved,
 - b. To facilitate access to such meals, or,
 - c. To provide other supportive services directly related to nutrition services.
7. Prior approval requests to expend program income in excess of the amount approved on the Notification of Grant Award must be submitted on the Program Income Addendum to the Department by no later than prior to September 30th of the current fiscal year (refer to section 900 of this manual for detailed reporting requirements).

C. Special Requirements for Providers Receiving Section 5311 Funds from the U.S. Department of Transportation

All transportation providers receiving support from Section 5311 and Title III-B and/or

Title III-E must report rider donations as program income. Program income collected should be reported under Section 5311 and Title III-B and/or Title III-E only to the extent and in direct proportion to each funding source's financial participation. Thus, the same rider donations shall not be reported in the same amount as program income under both funding sources.

Accountability for Program Income

- A. Program income must be deposited into an appropriate bank account or converted to money orders on a regular basis.
- B. Cash participant contributions should be counted by two (2) persons, placed in a safe, secure place until deposited, deposited intact, and deposit receipts compared with count sheets. Such standards require the accurate recording of amounts collected at the project and site levels and subsequent use of these funds.
- C. Grantees must account for program income on an on-going basis and must report such income to AgeSmart Community Resources through the established financial reporting system.
- D. Accounting records and reports submitted by a recipient to AgeSmart Community Resources should provide a clear audit trail on all program income and its uses. Account records and reports should accurately reflect the receipt of such funds **separately** from the receipt of Federal funds, grantee funds, and the use of such resources.
- E. Although interest income earned on General Revenue and/or local funds by non-profit organizations is not considered program income, project grantees should maintain adequate accounting records on any interest income earned. The Department must approve AgeSmart Community Resources proposed use of General Revenue Funding interest income as an activity which will further the purpose of the project and the Act.
- F. Rebates, discounts, and recoveries on leases should be treated as applicable credits and credited to the Federal grant accounts.

Voluntary Contributions

Each service provider must:

1. Provide each older person with an opportunity to voluntarily contribute to the cost of the service;
2. Protect the privacy of each older person with respect to his or her contribution;
3. Establish appropriate procedures to safeguard and account for all contributions; and
4. Use all contributions to expand the services of the provider under this part and supplement (not supplant) funds received under the Older Americans Act.

The service providers that receive funds under this part **shall not means test** for any service for which contributions are accepted or **shall not deny any older person service because the older person will not or cannot contribute** to the cost of service. Contributions made by older persons are considered program income.