



SERVICE GUIDELINES, REQUIREMENTS and STANDARDS TITLE III- E CAREGIVER GAP FILLING

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DEFINITIONS

Gap Filling Service: A service which aims to address unmet needs in existing services for caregivers of older adults that are essential to their care giving duties. Gap-filling services are flexible and include emergency response services and items not covered by insurance nor paid for by any other means. This service is designed to provide immediate caregiver relief as most responses will be to unforeseen/unsuspected occurrences.

Caregiver: The term “family caregiver” means an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction.

- family caregivers are now eligible for Title III-E services if they are providing informal support to persons under age 60 if these persons under age 60 have Alzheimer’s disease or related disorders with neurological and organic brain dysfunctions. If the persons receiving informal support from family caregivers do not have Alzheimer’s disease, or related disorders and organic brain dysfunctions, they must be age 60 and over for the family caregiver to be eligible to receive Title III-E services.

Older Adult: An individual who is 60 years of age or older, or an individual under the age of 60, with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction.

ELIGIBILITY

A Tailored Care (T Care) assessment must be completed for each Caregiver requesting Gap Filling assistance.

In order to be eligible for caregiver gap services, caregivers must be providing in-home and community care to older individuals who are at least 60 years of age or under age 60 with Alzheimer or related disorder with neurological and organic brain dysfunction, and who meet the following definition of “frail” as outlined in subparagraph (A) (i) or (B) of section 102 (28) of the Older Americans Act:

The term “frail” means that the older individual is determined to be functionally impaired because the individual-

- Is unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cueing, or supervision;

Or

- Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another individual;

And

- Be the primary caregiver.

UNIT OF SERVICE

One unit of service equals one instance of service provision.

SERVICE ACTIVITIES

Gap-filling services complement the care provided by the family caregiver. The service activities are flexible and intended to cover a variety of services and items not covered by insurance nor paid for by any other means. Examples of services for emergency support and home renovation services are:

- Required to meet identified needs and assure health, safety and welfare of the individual
- The least costly alternative that reasonably meets the individuals identified needs
- For the benefit of the care receiver or to assist a family caregiver to perform their caregiving responsibilities
- Not already covered under Medicare, Medicaid, state plan or third-party payer
- Unallowable Expenditures
 - Services and goods provided by Medicare, Medicaid, state plan, Community Care Program or other liable third parties (e.g., private insurance)

- Personal Assistant service
- Services, goods, supports or gifts provided to or benefitting persons other than the care receiver or care giver
- Bills or Fees outside of allowable expenses (e.g., credit cards, routine rent/mortgage)
- Vacation or recreational expenses
- Alcohol, tobacco, gambling or lottery tickets

Grantee shall identify consumers eligible for the program.

The service or supply must not be available through other programs. Grantee will explore all other programs that may be able to provide the needed items or services. This specifically applies to utility bills; the utility provider must be contacted before submitting GAP request. If funds are being requested for electric or gas utilities, LIHEAP must be applied for before submitting Gap Request.

Gap-filling assistance will be limited to once-a-year fiscal year and be capped at \$500.00 per request unless there are extenuating circumstances. A waiver for additional spending per client (more than \$500.00) will be decided by AgeSmart on a case-by-case basis. In instances where more than \$500.00 is requested, Grantee will submit request forms to AgeSmart for approval.

SERVICE REQUIREMENTS

- Grantee will keep a file on every consumer
- Grantee is required to submit quarterly units and persons reports as well as annual Demographic report.
- Grantees of III-E funded services shall develop a mechanism to receive ongoing input and discussion about service and training needs from family caregivers who provide informal in-home and community care to older individuals and from grandparents raising grandchildren.
- Grantee shall conduct pre-employment criminal background checks for all employees of AgeSmart-funded programs. The Grantee shall also conduct criminal background checks on volunteers participating in AgeSmart-funded programs with access to confidential client information including, but not limited to, addresses, social security numbers, financial information, etc.
- 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.
- Grantees will use the AgeSmart logo on facilities, webpages, newsletters and brochures. All logo standards will be made available to Grantees. The following statement must be used by Grantees:

Funding for Grantee is received from the United States Administration for Community Living, the Illinois Department on Aging and AgeSmart Community Resources. Grantee does not discriminate in admission to programs or activities or treatment of employment programs or activities in compliance with appropriate State and Federal Statutes. If you feel you have been discriminated against, you have the right to file a complaint with AgeSmart Community Resources by calling 618-222-2561

TARGET POPULATION

Caregivers (who meet definition) residing within PSA 8. Priority will be given to those with the greatest economic and social need and to:

- Family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction;
- Grandparents or older individuals who are relative caregivers who provide care for children with severe disabilities;
- Caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income individuals); and
- Older individuals providing care to individuals with severe disabilities, including children with severe disabilities

REIMBURSEMENT

The Grantee will seek approval for the identified gap-filling need from AgeSmart Community Resources before funds are used. When service is rendered, the Grantee will be reimbursed after submitting monthly documentation of monies spent for program. This documentation will include the name of consumer, county of residence and item purchased, receipts must also accompany documentation sent to AgeSmart Community Resources for reimbursement.

Should reporting be late, reimbursement may be withheld. In some instances, AgeSmart Community Resources may directly make payment of Gap funds on behalf of the consumer.

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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 the Area Agency on Aging 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.

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 the Area Agency on Aging through the established financial reporting system.
- D. Accounting records and reports submitted by a recipient to the Area Agency on Aging 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 the Area Agency on Aging's 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.