



OAA - TITLE III-E

Adult Day Care

Application

Packet

Contents:

Cover Page

Senior Services Cover Memo

Information and Instructions

Application

VDA Service Standards for Adult Day Care Services and Frequently

Asked Questions

Explanation of In-Kind

Public Notice

RFP Schedule



May 5, 2023

Application for Older Americans Act Services

Senior Services is accepting applications for support of Older Americans Act Services during FY 2024, (October 1, 2023 - September 30, 2024). Public and private non-profit agencies, profit making organizations and municipalities are eligible to apply. The deadline for submitting completed applications is Friday, June 16, 2023, at close of business day, 4:30 p.m.

Enclosed for your completion is an application kit. Different services require different forms. Please make sure you complete the proper application.

Additional information and technical assistance is available from Senior Services during your proposal development process by calling me at (757) 222-4511. **The proposer's conference will be held on Tuesday, June 6, 2023 at Senior Services conference room at 2551 Eltham Avenue from 9:00 a.m. - 11:00 a.m.**

Applicants will be notified by Senior Services of their decision to accept or reject a service proposal on or before August 18, 2023.

We look forward to receiving your application.

Brigid Z. Miller

Chief Financial Officer

Senior Services of Southeastern Virginia

REQUEST FOR APPLICATION

Information & Instructions

Senior Services of Southeastern Virginia is accepting applications for provision of Title III Older Americans Act services under the Area Plan for Aging Services. Funding will be available for the period October 1, 2023 to September 30, 2024 (FY24). Proposals accepted for funding in FY24 may be renegotiated for four additional years.

Applications will be accepted for provision of the following services:

Adult Day Care
Congregate Meals
Home Delivered Meals
Legal
Meal Preparation
Respite Homemaker

Programs and services funded are governed by the Older Americans Act of 1965, as amended. Copies of the Older Americans Act of 1965, as amended, and of the most recent Federal Regulations interpreting the Act are available for review. Sample copies of the agreement to be signed between Senior Services and those contractors accepted as vendors are available for review in the Senior Services Administrative offices. If you are interested in reviewing the agreement or Older Americans Act, please contact:

Brigid Miller
Chief Financial Officer
2551 Eltham Avenue
Suite Q
Norfolk, Virginia 23513
(757) 222-4511

Providers will be selected based on the evaluation criteria shown below. You may be requested to attend interviews or to otherwise clarify your application and to submit revisions of your proposals as may result from negotiation. This application does not commit Senior Services to award a contract, to pay for any costs incurred in the preparation of the application, to respond to this request or to be bound to procure or contract for these services. The decision to award will be based on, but not limited to the following:

- A. Experience and ability of the agency/organization in delivery of the service;
- B. Expertise in reaching the elderly in greatest economic and social need

- C. Reasonableness of costs;
- D. Amount of resources leveraged for the proposed project;
- E. Adherence to service definition and service delivery parameters;
- F. Availability of funds;
- G. Geographic area(s) to be served;

A proposer's conference will be held on Tuesday, June 6, 2023 at the Senior Services Office on Eltham Avenue from 9:00 a.m. to 11:00 a. m.

Applicants should be notified by Senior Services of its decision to accept or reject a service proposal on or before Friday, August 18, 2023.

Instructions:

- A. An original application for each service should be submitted to Senior Services no later than the close of the work day (4:30 p.m.) **June 16, 2023.** Complete the Word formatted application. Attach additional pages where necessary.
- B. Refer to the enclosed descriptions of services defined by the Virginia Department for the Aging.
- C. Each agency must submit a separate application for each service.
- D. Services will commence on October 1, 2023 and the project year ends September 30, 2024. Proposals accepted for funding in FY24 may be renegotiated for four additional years.
- E. Changes may be required in a proposed budget. If this should be the case with your application, your agency will be notified by Senior Services. Submission of a modified application may be requested of the applicant by Senior Services to include a scope of work reflective of the revised budget included in the Senior Services Area Plan. Each applicant organization is given an opportunity to appeal the decision. Such request should be in writing to Steve Zollos, Chief Executive Officer of Senior Services, within ten (10) working days of notification of the decision.
- F. All contracting agencies must be equal opportunity employers and must serve the elderly without regard to race, sex, color, national or ethnic origin, or handicap.
- G. Payment of funds requested from Senior Services will be made on a monthly reimbursement basis upon receipt of Senior Services' monthly financial and programmatic reports.

Budget Specifics

- Proposers must complete the Detailed Budget and may use additional sheets as necessary for supporting budget detail.
- Budget items should reflect only whole-dollar amounts.

Page 4

Column B

Title III-B Federal assistance is available to pay up to 85% of total program costs. At least 15% of total program costs must be born from non-federal sources.

Title III-E Federal assistance is available to pay up to 75% of total program costs. At least 25% of total program costs must be born from non-federal sources.

Page 4

Column
C-D-E

Non-Federal Match Funds Program Income (revenue generated through contributions from participants), and In-kind resources should equal 15% (Title III-B) or 25%(Title III-E) of the total project costs.

A. GENERAL INFORMATION:

1. Applicant Organization Name _____ Address _____ City/Zip _____ Phone _____	
2. Proposed Service: _____ _____ _____	
3. Type of Proposal: (Check one) New _____ Continuation _____	
5. Project Period From: _____ To: _____	
6. Define the Geographic Area <div style="display: flex; justify-content: space-between;"><div>to be served:</div><div>City-Wide _____ County-Wide _____ Multi-Jurisdictional _____ Neighborhood _____</div></div>	
7. Project Director, Supervisor or Coordinator Name _____ Title _____ Phone _____	
8. Federal Funds requested From Senior Services: _____	
9. Local Funds Provided: _____ (a) cash _____ (b) In-kind _____	
10. (a). Program Income: _____ (b). Other Funds: _____	
11. Total Project Cost: _____ (8 + 9a + 9b + 10a + 10b)	
12. I am hereby authorized to submit this proposal on behalf of:	
NAME OF AGENCY _____	
NAME & TITLE OF OFFICIAL _____	
SIGNATURE _____	
DATE SUBMITTED _____	

Senior Services of Southeastern Virginia
FY19 OAA
APPLICATION FOR DELIVERY OF SERVICES TO THE ELDERLY

B. SERVICES TO BE PROVIDED

Where applicable, please provide your answers on separate paper.

13. a.) Briefly describe the geographic area to be served. Include unique community characteristics, which would help or hinder the delivery of the proposed service.

- b.) Describe the elderly population of the area. Number of persons:

_____ 60 Years of age & Over
_____ 75 Years of age & Over
_____ Elderly persons living alone
_____ Elderly who are below poverty level
_____ Minority elderly (60+)

Source of data: _____

14. Service Activity (Specify)

- a.) Describe the need for the service:

- b.) Plan of Action (Include objectives and methods to deliver services):

- c.) Service Objectives (see "Title III Service Standards" to define "units")

- 1.) What are the pertinent "units of service"? ("Unit of Service(s) as defined by VDA" e.g. "hours"; "persons"; "contacts"; "miles" _____

- 2.) How many "units of service" will be provided? (give estimate)
"Total Number of Units to be provided with requested Title III
OAA funds": e.g. "1,000 hours"; "75 persons"; etc. _____

15. Describe the experience of your agency in providing the service, what other services your agency provides to senior citizens and how the proposed service fits into the total program. Include information on any certifications required under the service definition (see attachments - "Title III Service Standards").

16. Indicate all the agencies with whom this service will be coordinated and identify the type of support.

17. TOTAL number of unduplicated persons to be served: _____ Total
Of this total, what percentage will be:

RACE	PERCENTAGE
White or Caucasian Only	
Black / African American Only	
American Indian or Alaskan Native Only	
Asian Only	
Native Hawaiian or Pacific Islander Only	
Hispanic or Latino Origin	

Senior Serviceso Southeastern Virginia Application for Title III Older Americans Act Services

18. DETAILED BUDGET	85% or Less	15% or More			
A. BUDGET CATEGORY	B. Funds from Senior Services	C. Non-Federal Match Funds	D. Other Federal	E. In-kind Income	F. Program Income
					G. TOTAL
Personnel (Indicate % of time devoted to project)					
Fringe Benefit (Itemize)					
Travel (Itemize)					
Equipment (Itemize for value of \$500 or more)					
Other (Itemize)					
TOTAL					

ADULT DAY CARE
VIRGINIA DEPARTMENT FOR THE AGING
SERVICE STANDARD

Definition

Adult Day Care is the provision of personal care and supportive services for dependent adults in a supervised, protective, congregate setting during some portion of a twenty-four hour day. Services offered in conjunction of adult day care typically include social and recreational activities, training, counseling, meals for adult day care and services such as rehabilitation, medications assistance and home health aide services for adult day health.¹ The service may be provided for a fee by family caregivers for respite.

Eligible Population

Adult Day Care programs are targeted to persons 60 years of age or older who are frail, have disabilities, or who are at risk of institutional placement. Priority shall be given to persons in the greatest economic or social need and/or living in rural or isolated areas, with particular attention to low-income minority individuals.²

Service Delivery Elements

The area agency or service provider must perform all of the following components of adult day care services:

Licensure:

Service providers of adult day care services must be licensed by the Virginia Department of Social Services and comply with the Virginia Department of Social Services' Standards and Regulations for Licensed Adult Day Care Centers.³

Service-Specific Assessment:

A service-specific assessment using the full Uniform Assessment Instrument (UAI) must be performed on each potential client that identifies:

- whether the person meets the criteria specified in Eligible Population;
- what the person's service-specific needs are;
- what level of priority for service delivery the person meets.

Further, admission and assessment responsibilities must be in accordance with licensure standards.⁴

Care Plan:

A written individualized care plan shall be developed, reviewed and revised with licensure standards and with involvement from the Participant or Authorized Representative or Family

¹ National Aging Program Information System Reporting Requirements – State Program Report Definitions

² Older Americans Act of 1965 as amended, Section 306(a)(4)(A)(i)

³ Code of Virginia, Section 63.2-1733

⁴ Standards and Regulations for Licensed Adult Day Care Centers, Department of Social Services, Commonwealth of Virginia, 22 VAC 40-60-560 through 564.

Member to the greatest extent possible.⁵ When “participant” is used throughout the standards, it can also mean authorized representative or family member, as deemed appropriate by the agency and/or the participant. The plan should consider the need for coordination of care for each participant, and if care is needed, and, if the participant is a client of another agency, the care plan shall reflect the services provided by the other agency. The service provider will afford the participant the opportunity to participate in the implementation and evaluation of the plan.

Service Agreement:

A service agreement shall be completed between the participant and the service provider and distributed in accordance with licensure standards.⁶ The agreement must also state that the participant has the opportunity to voluntarily contribute toward the cost of services paid for by Older American Act funds.⁷

An Area Agency is permitted to implement cost sharing for recipients of this service.⁸

The area agency or service provider must perform all activities in accordance with licensure standards, including but not limited to:

- Service Activities⁹
- Meal Provision¹⁰
- Service Records¹¹
- Service Reassessments¹²

Administrative Elements

The area agency or service provider must perform all of the following components of adult day care services, including but not limited to:

- Participants Rights¹³
- Emergency Procedures¹⁴
- Discharge Plan¹⁵
- Fee for Service

Consumer Contributions/Program Income

The Area Agency on Aging shall formally adopt written policies and procedures, approved by the governing board, regarding the collection, disposition, and accounting for program

⁵ Ibid., 22 VAC 40-60-570

⁶ Ibid., 22 VAC 40-60-580

⁷ Older Americans Act of 1965 as amended, Section 315(b)

⁸ Ibid., Section 315(a)

⁹ 22 VAC 40-60-691 through 705, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

¹⁰ Ibid., 22 VAC 40-60-770 through 860

¹¹ Ibid., 22 VAC 40-60-150 through 190

¹² Ibid., 22 VAC 40-60-564

¹³ Ibid., 22 VAC 40-60-692

¹⁴ Ibid., 22 VAC 40-60-960 through 1020

¹⁵ Ibid., 22 VAC 40-60-660 through 690

income.¹⁶ There must be a written policy on handling Client Program Income (CPI) and other gratuities or donations.

- Cost Sharing/Fee for Service: An Area Agency is permitted to implement cost sharing/fee for service for this service using Title III funding.¹⁷

And/Or

- Voluntary Contributions: Voluntary contributions shall be allowed and may be solicited for this service provided the method of solicitation is non-coercive.¹⁸

Staff Qualifications: Provider agencies must meet or exceed all personnel requirements as set forth by licensure standards.¹⁹

Job Description: For each paid and volunteer position an Area Agency Aging or service provider shall maintain:

- A current and complete job description which shall cover the scope of each position-holder's duties and responsibilities and which shall be updated as often as required, and
- A current description of the minimum entry-level standards of performance for each job.

Quality Assurance

Staff Training:

Provider agencies shall meet or exceed all training and quality assurance requirements as set forth by licensure standards.²⁰

Supervision:

Service providers shall regularly supervise their adult day care staff to ensure safe, effective, and appropriate care to each participant. The frequency and method of supervision is determined by agency policy. Supervision shall be documented regularly.²¹

Program Evaluation:

Area agency on aging must have a written evaluation plan for systematic, periodic, objective evaluation of the effectiveness of adult day care services. The plan shall be implemented and a written report of findings produced. The report is to be used as a basis for planning and implementing changes in program goals, procedures, and aid resource utilization. Service contractors must be monitored annually.

¹⁶ 22 VAC 5-20-410, Grants To Area Agencies On Aging, Department for the Aging Regulations, Virginia Administrative Code

¹⁷ Older Americans Act of 1965, as amended, Section 315(a)

¹⁸ Older Americans Act of 1965, as amended, Section 315(b)

¹⁹ Ibid., 22 VAC 40-60-200 through 390

²⁰ Ibid., 22 VAC 40-60-280

²¹ Ibid., 22 VAC 40-60-320 (3, 4)

Client Records:

Service providers are to maintain specific program and participant records that include:

- Full Uniform Assessment Instrument²²
- Care plan²³
- Service agreement²⁴
- Service documentation²⁵
- Service reassessment²⁶
- Discharge plan²⁷
- Appeals process²⁸
- Emergency procedures²⁹
- Program evaluation
- Consent to Exchange Information

Units of Service:

Units of service must be reported in AIM for each client receiving the service. Service units can be reported by client on a daily basis, but not aggregated (summarized) more than beyond one calendar month.

- Hours (Spent in Day Care)
- Persons Served (Unduplicated)

Program Reports:

- Aging Monthly Report (AMR) to VDA by the twelfth (12th) of the following month. If the area agency on aging provides this service, this report must be updated and submitted even if no expenditures or units of service occurred.
- AIM client level data transmitted to VDA by the last day of the following month.

²² Ibid., 22 VAC 40-60-564

²³ Ibid., 22 VAC 40-60-570

²⁴ Ibid., 22 VAC 40-60-580

²⁵ Ibid., 22 VAC 40-60-590

²⁶ Ibid., 22 VAC 40-60-564

²⁷ Ibid., 22 VAC 40-60-680, 690

²⁸ Ibid., 22 VAC 40-60-680

²⁹ Ibid., 22 VAC 40-60-690 through 1020

Adult Day Care FAQ's

1. What determines eligibility for this program?

A service specific assessment will be done utilizing the Full Uniform Assessment Instrument. Other admission and assessment procedures will be done in accordance with the Department of Social Services Standards and Regulations for Licensed Adult Day Care Centers.

2. Can a person receive personal care or home health and still attend day care?

Receiving one service does not preclude a client from receiving other services if needed. This, of course, depends on the availability of the service.

3. Is Medicaid or Medicare accepted for day care programs?

This would depend on the client's eligibility for these programs and, if a certified provider is available offering this service.

4. Can this service be used for my parent while I work?

Service may be provided for purchase of respite for family caregivers.

5. Where can I find a copy of the Department of Social Services Standards and Regulations?

A copy is available on the VDA Web Site.

What is In-Kind

In~Kind is a donated specialized service or product that an agency would normally have to purchase.

In~Kind is donated money to be used for the purchase of services, supplies or other items normally paid through the Agency

In~Kind is specialized volunteered services which would generally be paid from grant funds

In~Kind is also known as non-Federal Share, Cost Match and Third Party Contributions.

There are no steadfast rules on what can or cannot be considered as In-Kind. However, there are factors that must be considered when evaluating a service:

- The services represent an integral part of the organization's program (such as physician services at a community clinic)
- The services are required to fulfill part of the organization's ongoing administrative requirements (such as preparation of the organization's Form 990).
- Volunteer services make up a significant part of the organization's total program activities (such as teachers who train other volunteers who will in turn teach others to read).
- Similar services are also purchased from third parties when volunteer services are not available (such as legal services).

If the answer to one of the factors is "Yes," then the situation can be considered as In-Kind. The most important item to remember is "if you are not sure, just ask!"



May 5, 2023

PUBLIC NOTICE

Senior Services of Southeastern Virginia hereby notifies municipalities, public, non-profit and profit-making organizations of their eligibility to submit proposals for the delivery of services to elderly persons in Virginia Planning and Service Area 20 under the Area Plan for Aging Services, which covers the period October 1, 2023, through September 30, 2024.

Proposals will be accepted for the provision of the following services: ADULT DAY CARE, CONGREGATE MEALS, HOME DELIVERED MEALS, LEGAL, MEAL PREPARATION, and RESPITE HOMEMAKER.

Application kits will be available online on Monday, May 8, 2023, on our website at ssseva.org.

The proposers' conference will be held at the Senior Services office at 2551 Eltham Avenue, Norfolk VA on Tuesday, June 6, 2023, from 9:00 a.m. to 11:00 a.m. The deadline for receipt of completed applications by Senior Services is close of business day, 4:30 p.m., Friday, June 16, 2023.

Successful candidates may have their initial award funded for up to an additional four fiscal years.

Receipt of a completed application(s) is no guarantee for funding of service(s).

2024 RFP Process Schedule

1. Public Notice / Solicitation.....Friday, March 5
2. Proposer's Conference..... Tuesday, June 6
3. Application Due (by 4:30pm)Friday, June 16
4. Staff Review Monday, June 19 to Friday, July 14
5. Finance Committee Approval Wednesday, July 19
6. Notice of Award (to selected vendors)..... Friday, August 18
7. Agreements Distributed for Signature..... Monday, August 28
8. Services Begin Monday, October 2
9. Potential for ExtensionAnnually for four additional years