

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>AREA AGENCY ON AGING DIRECTORS</b>	NO.: <b>PM 04-12 (P)</b>
SUBJECT: <b>Ombudsman Volunteer Recruitment Initiative Financial Closeout Report</b>	DATE ISSUED: <b>July 13, 2004</b>
REVISED	EXPIRES: <b>Until Superseded</b>
REFERENCES: <b>PM 03-13 (P), PM 04-01 (P)</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: <b><u>Ombudsman Initiative</u></b>	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b><u>Closeout Report</u></b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Jana Matal, Team Coach, Office of the State Long-Term Care Ombudsman (OSLTCO), <a href="mailto:jmatal@aging.ca.gov">jmatal@aging.ca.gov</a>, 916-323-6681</b>	

The purpose of this Program Memo (PM) is to provide AAAs with the form and instructions for the Ombudsman Volunteer Recruitment Initiative Financial Closeout Report (CDA-OMB 002) and to provide the due date for submitting the closeout report for FY 2003-04 to the California Department of Aging (CDA).

The CDA-OMB 002 must be received by August 30, 2004 to allow sufficient time for review and approval. Expenditures reported on the CDA-OMB 002 will be used to calculate Federal Citation Penalties Account funds owed to CDA or owed to the Area Agency on Aging.

The signed copy of the Financial Closeout Report should be mailed by the due date to:

Alex Yanez  
 California Department of Aging  
 Office of the State Long-Term Care Ombudsman  
 1600 K Street  
 Sacramento, California 95814

Computer files for these new forms will be e-mailed to all AAA Fiscal Officers simultaneously with the distribution of the PM. The closeout report may be e-mailed as an attachment to Alex Yanez at [ayanez@aging.ca.gov](mailto:ayanez@aging.ca.gov). The closeout report with original signature must also be mailed to CDA.



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 To learn more about saving energy, visit the CDA web site at [www.aging.ca.gov](http://www.aging.ca.gov)

The Financial Closeout Report must be accurate, complete, and timely. These reports are subject to review by CDA's Audit Branch and will be kept on file at CDA until an audit has been completed and resolved.

**Original Signed By Lynda Terry**

Lynda Terry  
Director

Attachments (2)

cc: Ombudsman Program Coordinators