



# Aging Program Directive (APD)

**APD:** #26-01-03

**Issuance Date:** March 06, 2026

**Effective Date:** July 1, 2025

**Program Area:** AAA Administration

**Origin:** Bureau of Finance

**Contact:** [RA-AIPDAACCUFUND@pa.gov](mailto:RA-AIPDAACCUFUND@pa.gov)

**Subject:** **AREA AGENCY ON AGING (AAA) PROGRAM REQUIREMENTS, PLANNING ALLOCATIONS AND REPORTING REQUIREMENTS FOR THE TITLE XIX AGREEMENT FOR SFY 2025-26**

**To:** Executive Staff  
Administration on Community Living  
Area Agencies on Aging  
PA Association of Area Agencies on Aging  
Office of Long-Term Living  
PA Council on Aging

**From:**

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Jason Kavulich  
Secretary

**PURPOSE**

The purpose of this Aging Program Directive (APD) is for the Pennsylvania Department of Aging (PDA) to update the Title XIX funding allocations for the State Fiscal Year (SFY) 2025-26; transmit program requirement changes as needed; and provide the reporting requirements for activities and expenditures.

**BACKGROUND**

This APD transmits, in one document, all key information required for the submission of the SFY 2025-26 Title XIX. AAAs are advised to refer to this APD frequently throughout the planning and reporting process.

The Federal subsidy affected by this APD is Medicaid (MA) Support funding provided by the Center for Medicaid and Medicare Services. The Catalog for Domestic Assistance (CFDA) number is 93.778.

**ADMINISTRATION  
AND SUPPORT**

Administrative costs are divided into two separate columns, Administration and Support, to better track expenditures. Costs recorded in these columns include any expenditure not directly attributable to the Information and Referral (I&R) or Aging and Disability Resource Center (ADRC) functions but are necessary to support these activities. The net costs of the Administration and Support activities must not exceed **15%** of the total budgeted allocation.

**INFORMATION  
AND REFERRAL  
ALLOCATIONS**

I&R funding is based on the amounts within the Title XIX Agreement and adjusted per the Intrastate Funding Formula (IFF) reflecting 2024 estimates. The allocation is to be used to assist consumers in communicating with the appropriate agencies or community resources for needed services. These funds may also be used for costs incurred while communicating information related to waiver programs and Community Health Choices (CHC).

**ADRC-PA LINK**

ADRCs, also known as the PA Link program, is designed to be a coordinated network of core and collaborative partner agencies, which allows the consumer to initiate contact with any Link network partner and experience the same intake to access information, assistance, and resources. A consumer should directly or seamlessly be connected to the information and services needed no matter the initial point of entry into the system. The “No Wrong Door” approach attempts to minimize duplication of efforts by consumer and providers. Core and collaborative partners work in conjunction for ongoing development of communication, cross-training, and marketing/outreach. AAAs may manage Link (ADRC) funds or may contract with another Link core partner to serve as fiscal manager, while adhering to all stipulations of Link funding.

Allowable activities include: information referral and assistance, person-centered counseling/conversation, benefits counseling, application assistance, person centered transition support, partnership development, training, community outreach and education, and special projects.

**CONTRACTOR  
RATE  
INCREASES**

AAAs are authorized to provide contractor rate increases up to **4.5%** of their existing rates. The awarding of a rate increase given to a contractor is at the discretion of the AAA Director/Administrator.

**PROGRAM  
REQUIREMENTS**

AAAs must comply with the requirements set forth in the Home and Community Based Services (HCBS) Procedure Manual and any other program directive provided by PDA.

Funds up to 10% or \$10,000, whichever is higher, may be moved between the administrative, support, and I&R cost centers without a budget revision or a waiver request approved by PDA. ADRC funds can only be spent on ADRC activities.

None of the funding covered by this APD is available as a resource for Assessment related expenditures.

**BUDGET  
SUBMISSION  
REQUIREMENTS**

Budget information should be entered into the AccuFund system within **30 calendar** days of the issuance date of this APD.

**FISCAL  
REPORTING  
REQUIREMENTS**

AAAs will enter their fiscal reporting information into AccuFund on the 30<sup>th</sup> of the following month.

**TECHNICAL  
ASSISTANCE**

Questions regarding the contents of this APD should be directed to the following resource account: [RA-AIPDAACCUFUND@pa.gov](mailto:RA-AIPDAACCUFUND@pa.gov). Email subject lines should contain the following information: Title XIX, AAA name, and PSA #.

Questions regarding data entry in the SAMS/OMNIA database should be directed to the Data Entry/Technical Assistance resource account: [RA-AISAMSTECHASSIST@pa.gov](mailto:RA-AISAMSTECHASSIST@pa.gov).

Questions regarding the budgeting and expenditure of ADRC funding should be directed to the following resource account: [carelink@pa.gov](mailto:carelink@pa.gov).