

SECTION 100

INTRODUCTION

SECTION 100 INDEX

101 Purpose of Manual..... 1-1

102 Scope and Organization..... 1-1

103 Description of the Older Americans Act 1-2

104 Identification of All Significant Reference Material 1-2

105 Revisions or Changes to Manual..... 1-5

106 Policy Waivers 1-5

SECTION 100: INTRODUCTION

101. Purpose of Manual

- A. This Policy and Procedure Manual is the official document for the conduct of programs authorized by the Area Agency on Aging through funds awarded under the Older Americans Act of 1965, as amended, Illinois General Revenue Fund, and related programs administered by the Area Agency on Aging and other specified Federal and/or State programs.
- B. This Manual provides policies, standards, and procedures for use by the Area Agency on Aging and service providers in the conduct of Title III of the Older Americans Act and Illinois General Revenue Funds programs. The Manual incorporates the Federal Title III regulations and other pertinent Federal and State rules and regulations.

102. Scope and Organization

The general organization of this Manual is as follows:

Section 100. Introduction--provides an overview of the purpose of the Manual, the general organization of the Manual, and a brief description of the Older Americans Act. Serves to identify all significant reference material, as well as to alert service providers to the policy waiver process of the Area Agency on Aging.

Section 200. Federal/State/Area Agency/Service Provider Authorities and Responsibilities in the Aging Network--describes the authorities of the four (4) levels of the Aging Network and their division of responsibility.

Section 300. Area Agency on Aging Functions and Responsibilities--describes the functions and responsibilities of the Area Agency on Aging.

Section 400. Fundable Services: Definitions and Standards--describes the service definitions and standards for services of the Older Americans Act, funded by the Area Agency on Aging through Older Americans Act and/or Illinois General Revenue Fund monies.

Section 500. Service Provider Requirements--identifies the Area Agency's procedures for establishing annual funding priorities and describes general responsibilities of service providers in the provision of service(s) funded by the Area Agency on Aging.

Section 600. Grants Administration--describes specific requirements to be met by service providers to be in compliance with applicable Federal, State, and Area Agency on Aging grants administration rules and regulations.

Section 700. Program and Financial Reporting--contains required programmatic and fiscal forms and instructions.

Section 800. Audit Requirements--describes the requirements for the engagement, completion, distribution, resolution, and clearance of audit reports.

Section 900. Senior Access Service System--describes the requirements and standards of the Senior Access Service System developed and implemented by the Area Agency on Aging.

Section 1000. Elder Abuse Protocol--describes the elder abuse and neglect responsibilities of service providers.

Section 1100. Compliance Review, Monitoring, and Assessment--describes the responsibilities of the Area Agency on Aging for monitoring, conducting compliance reviews, and assessing the progress of service providers in meeting program and fiscal objectives as contained in approved grants and/or contracts and in accordance with Federal, State, and Area Agency regulations and policies.

103. Description of the Older Americans Act

- A. The Older Americans Act, as amended, establishes a comprehensive and coordinated network of services for older Americans at the State and local levels. It seeks to do this by encouraging and providing financial assistance to State and local efforts to plan, administer, and deliver a wide range of needed services. Such efforts should bolster existing services, coordinate short and long-range development efforts and facilitate the creation of new services needed to fill current gaps. The current status of the Older Americans Act reflects an evolution over the past years, during which time the Act has been amended and modified based on experience.

104. Identification of All Significant Reference Material

The provisions of the following regulations apply to the contents of this Manual.

- A. State Statutes
 - 1. Personnel Code, IL Rev. Stat. 1981, ch. 127, pars. 62b101 et. seq.

2. "An Act in relation to State Finance: approved June 1, 1919, effective July 1, 1919, as amended, IL Rev. Stat. 1981, ch. 127, Section 137 et. seq.
3. Purchasing Act (IL Rev. Stat. 1981, ch. 127, pars. 132.1 et. seq.)
4. The Illinois State Printing Contractors Act, IL Rev. Stat. 1981, ch. 127, pars. 132.201 et. seq.
5. State Property Control Act (IL Rev. Stat. 1981, ch. 127, par. 133bl)
6. The Illinois Governmental Ethics Act (IL Rev. Stat. 1981, ch. 127, par. 1001 et. seq.)
7. The Illinois Administrative Procedure Act (IL Rev. Stat. 1981, ch. 127, par. 1001 et. seq.)
8. Minimum Wage Law (IL Rev. Stat. 1981, ch. 48, pars. 1001)
9. Illinois Act on the Aging (IL Rev. Stat. 1981, ch. 23, par. 6101 et. seq.)
10. The Civil Administration Code of Illinois (IL Rev. State. 1981, ch. 127, pars. 1 et. seq.)
11. Constitution of State of Illinois, Article I, Sections 17, 18, and 19

B. Federal Statutes

1. Clean Air Act (42 USC 1857)
2. Water Pollution Control Act (33 USC 1251)
3. Rehabilitation Act of 1973 (29 USC 701 et. seq.)
4. Anti-Lobbying Act (18 USC 1913)
5. Fair Labor Standard Act of 1938 (29 USC 201 et. seq.)
6. Civil Rights Act of 1964 (42 USC 2000d et. seq.)
7. Domestic Volunteer Service Act of 1973 (42 USC 5001 et. seq.)
8. "State and Local Fiscal Assistance Act of 1972" (31 USC 1221 et. seq.)
9. Equal Employment Opportunities Act of 1974 (42 USC 2950 et. seq.)
10. Anti-Kick-Back Act (18 USC 874 et. seq.)
11. Contract Work Hours and Safety Standards Act (40 USC 327-300 et. seq.)
12. Older Americans Act of 1965, (42 USC 3001 et. seq.)
13. Age Discrimination Act of 1967, as amended (42 USC 6101 et. seq.)
14. Solid Waste Disposal Act (42 USC 3251, 6901 et. seq.)
15. Noise Control Act of 1972 (42 USC 1397 et. seq.)
16. Social Security Act--Title XX (42 USC 1397 et. seq.)
17. Energy Policy and Conservation Act (42 USC 6201 et. seq.)
18. Hatch Act (5 USC 1501 et. seq.)
19. Housing and Community Development Act of 1974 (42 USC 5301 et. seq.)
20. Public Works and Economic Development Act--Title X (42 USC 3246

- et. seq.)
 - 21. Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136(u) et. seq.)
 - 22. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4601 et. seq.)
 - 23. Job Training Partnership Act (JTPA)
- C. State Executive Orders
- 1. Walker Executive Order #9, 1973
 - 2. Thompson Executive Order #3, 1977
- D. Federal Executive Orders, Directives, Memoranda
- 1. OMB Circulars A-87, A-122, A-102, A-110
 - 2. Executive Orders 11246, 11375, 11222
 - 3. HHS Administration on Aging Program Instructions--Consecutively Numbered
- E. Code of Federal Regulations
- 1. Grants for States and Community Programs on Aging (45 CFR 1321)
 - 2. Administration of Grants (45 CFR 74)
 - 3. Non-discrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services Effectuation of Title VI of the Civil Rights Act of 1964 (45 CFR 90)
 - 4. Practices and Procedures for Hearings under Part 80 of this Title (45 CFR 81)
 - 5. Non-discrimination on the Basis of Handicap in Programs and Activities Receiving or Benefitting from Federal Financial Assistance (45 CFR 84)
 - 6. Non-discrimination on the Basis of Age in Program or Activities Receiving Federal Financial Assistance (45 CFR 90)
 - 7. The Administration on Aging Older Americans Programs (45 CFR 1321); Labor (29 CFR, generally)
 - 8. Intergovernmental Personnel Act Programs (5 CFR 900) Operations of the International
 - 9. Organizations Employees Loyalty Board (5 CFR 1501)
 - 10. Relocation Assistance (7 CFR 652.1)
 - 11. Economic Development Regions (13 CFR 500.1)
 - 12. Uniform Relocation Assistance and Real Property Acquisition (24 CFR 42.1)
 - 13. Training Grants and Manpower Forecasting (40 CFR 45.100)

105. Revisions or Changes to Manual

Any revisions or changes to this Manual will be made available and distributed to recipients of the Manual.

106. Policy Waivers

Most of the policies herein are requirements under the Older Americans Act, applicable Federal and State laws, Federal regulations and/or other appropriate Federal requirements. Therefore, the Area Agency on Aging has limited authority in granting waivers. Unless otherwise indicated specifically in this Manual, a service provider desiring a waiver should first determine from the Area Agency on Aging whether a waiver is permissible and, if so, what documentation is required in requesting a waiver. If the waiver request is within the authority of the Area Agency, it will approve or disallow the request within a reasonable period of time. Other waiver requests, requiring the Illinois Department on Aging's approval, must be submitted to the Area Agency, which will take further action, as appropriate.