

—TECHNICAL ASSISTANCE MEMORANDUM—

Texas Department of Aging and Disability Services (DADS) – Access and Intake Division

TITLE:	Requests for Reimbursement (RfR) and Requests for Adjustment Journal (RfAJ) Corrections	NUMBER:	AAA-TA 201
SECTION:	Area Agencies on Aging	APPROVAL:	Betty Ford
ISSUE DATE:	2/1/08	REVISION DATE:	9/23/09
RELEVANT CITATIONS:	NA		
DISTRIBUTION:	<input type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director <input checked="" type="checkbox"/> Fiscal Director <input checked="" type="checkbox"/> AAA Section Staff		

The Department is revising the technical assistance memorandum (TA) to include RfAJ's in regard to categorical transfers and Area Agency on Aging (AAA) Administrative Services.

The Department will accept four corrected RfRs or RfAJ's per contract year per AAA. When a AAA submits an RfR or RfAJ which is rejected by the Department, the Department will notify the AAA. The AAA determines whether to use one of its correction opportunities. All corrected RfRs and RfAJ's must be submitted to the Reports mailbox at T3AReports@dads.state.tx.us with the AAA's identification number, the type of submission - RfR or RfAJ, the notation "Corrected" and the Monday date for the week in which it is being submitted for payment located in the subject line. If the correction is inaccurate, the RfR or RfAJ will be removed from the current week's processing.

To reduce the risk of having an RfR or RfAJ rejected, prior to submitting the documents the AAA should verify:

- All Notice of Funding Awards (NFA) received are on the RfR or RfAJ within two weeks of receipt of the NFA.
- RfRs and RfAJ's do not exceed the NFA amount, including allowed categorical transfers.
- RfRs and RfAJ's do not exceed the NFA amounts issued for AAA Administrative Services.
- When an RfR and an RfAJ are submitted in the same week, the RfAJ will be processed first. Because of this rule, the amount previously requested on the RfR must be included in the "adjustments" on the RfAJ.
- The "Service through Date" is an actual date on the calendar and is prior to the submission date.
- Only one RfR and one RfAJ per week are submitted except during the closeout period. During the closeout period, one RfR and one RfAJ per fiscal year may be submitted per week.

Should you have any questions regarding this TA, contact the Help Desk at T3AHelp@dads.state.tx.us.