

FFY2013 - Title III Invoice Instructions for IIIC and NSIP (FFY13-IIIC):

Use the workbook to invoice Title III-C Nutrition Services and NSIP (Nutrition Services Incentive Program) Services .

1. In using the workbook for the first time, enter AAA, ASAP or Nutrition Project name, vendor code, Title IIIC contract number, estimated FFY12 Title IIIC continuation and FFY13 Title III-C income in the sheet "III-C Revenue&Expenditures" - located within first eight rows.
2. IIIC Excel workbooks must adhere to the following naming format (e.g. Baypath for October 2012): "FFY13-IIIC-Baypath-Oct12"
3. Each Month, enter the following information in the light blue areas:
 - a. meal cost information in the sheet "Meal Cost" (including meal preparation cost and meal related cost by meal type);
(Raw food meal cost is determined after commodity credit.)
 - b. income (including NSIP cash), expenditures, and adjustments (if any) in the sheet "III-C Revenue&Expenditures";
 - c. meal information in the sheet "Meal Information".

Use the SAMS Service Report "Agency Summary Report - EOEI Title III-C Income from Home Care Programs" to retrieve income of state home care programs and the number of congregate and home delivered meals served. Copy the report definition for your agency.

In completing the Title III-C monthly invoice, all Nutrition Projects are required to include the value of the NSIP commodity credit in the "Meal Cost" spreadsheet. While the billing arrangement with the caterer may include deducting the commodity credit from the caterer's bill, Elder Affairs is requesting that all commodity credit values be included in the monthly "Meal Cost" calculations. The "III-C Revenue&Expenditures" spreadsheet has been adjusted to account for this change with removal of the row that permitted manual entry of NSIP Commodity Credits.

4. After all income, expenditures and adjustments are entered and checked, the requested amount will populate to the "III-C Revenue&Expenditures" sheet and the monthly invoice (for submission).
5. ASAPs and Nutrition Projects must send the invoice and workbook to the AAA. AAAs must mail the signed (one page) invoice to Accounting Unit, Executive Office of Elder Affairs, One Ashburton Place, 5th Floor, Boston, MA 02108. Email the Excel workbook to ELDInvoice@state.ma.us. Both invoice and workbook are due on the 25th of each month, following the month of service. **Elder Affairs processes invoices once both the signed one page invoice and the electronic Excel workbook are received.**
6. The spreadsheets are protected. Please do not change the format, formulas and file name.

Elder Affairs' contacts:

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