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Policy #: MCCOA 11-01

Title: "Doing Business With Us" Document

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The following document, "Doing Business With Us", serves as an official guide for organizations currently and prospectively contracting to provide services funded by the Monroe County Commission on Aging:

Doing Business With Us

The Monroe County Commission on Aging is a county governmental agency that funds and works with public, private for-profit and non-profit businesses to provide community based services for persons age 60 and over that are Monroe County residents.

Function

The Commission on Aging does business with service providers through fee-for-service contracts. This section contains general protocol for the fiscal management of Commission on Aging agencies.

Authority

- ❖ The Constitution of Michigan of 1963 Article 4 Section 51
- ❖ Michigan Public Act 39 of 1976

Fee-for-Service

Fee-for-Service contracts are awarded to agencies that make application to the Commission during the application period. Fee-for-Service contracts are generally awarded on an hourly or unit basis, based on type of service and market rate.

Request for Proposal Time Line

The Commission generally accepts funding applications annually during the first week of July. If a funded service has lapsed or an unmet need arises, the Commission will entertain applications at other times of the year.

Please refer to the following section for fiscal management.





Commission on Aging Contract Fiscal Management

Contract Reporting

Agencies receiving funds are required to submit monthly financial and programmatic reports to the Commission on Aging office. Agencies must submit monthly and year-end programmatic and financial reports showing how millage money is spent. These reports need to be **entered into the PeerPlace System** no later than the 25th of the *following* month in which they are due. Calendar year end reports are due to the Commission on Aging office on or before February 25th of the new year. The Commission on Aging Assistant will check to make sure that all reports are received from the agencies by the due date. Agencies failing to submit reports by the due date are reported to the commission for disciplinary action. The Commission on Aging Assistant will prepare a written report to present to the full Commission on reporting compliance.

Agency Payment

Agencies receive payment within ten (10) days of generation of a full detailed invoice.

Deviations to agency payments can include the following:

1. If a contract has been suspended, the Commission on Aging Director will be directed by the Commission on Aging that no payments shall be made to the agency until the funding suspension has been lifted.
2. If an agency has not entered reports into the PeerPlace system or has had late reports one or more months, the Commission on Aging Director will notify the Commission on Aging.

Year End Reporting

The final report for the previous year ending is due to the Commission on Aging office by February 25th of the new year. This final year-end report does not replace the December monthly reports. After February 25th, the Commission on Aging Assistant will review all of the reports for accuracy. This review will include the following:

1. Reporting of revenue and expenses against budget and Commission on Aging accounting records.
2. Program income/cost sharing is reported and is equal to or less than budget.
3. If the report is inaccurate, the Commission on Aging Assistant will notify the agency and request a corrected report.

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4. If reporting shows overpayment for the year, a refund of the balance will be requested in writing.
5. Any agency who does business with the Commission on Aging must submit to a third party audit of the commission's choosing for audit of the commission's funds.

Any agency wishing to do business with the Monroe County Commission on Aging should refer to the Monroe County Commission on Aging Funding Rules and Regulations and the Monroe County Commission on Aging Operating Guidelines for Service Programs for the full detail on Doing Business with the Commission.

