



c/o Aging Division, Community Living Section  
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## POLICY NOTICE

Reference: Second Half Funding of Formula Grant  
Policy Number: WSSB-091611-09  
(Revised 3/25/2014)

Effective Date: September 16, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB senior center contractors regarding the second half of the Formula Grant.

Policy:

The second payment of Formula Grant funding will be made within forty-five (45) days of receipt and approval of the first quarterly expenditure reports.

- The original quarterly reports must be accurate, complete, signed and sent via mail, or as an email attachment, to the specific senior center's WSSB assigned representative for review and preliminary approval. These reports are due by the 15<sup>th</sup> day of the month following the end of the first quarter of WSSB's fiscal year.
- Upon approval by the Wyoming Senior Services Board, the Aging Division will be notified by WSSB's chairperson that the second half of the Formula Grant payment may be made to all Wyoming senior centers.
- **Payments of the second half of the formula grant to individual senior centers will be delayed if a center has not submitted a first quarter report or revised a first quarter report if its assigned WSSB representative has requested that it be revised.**

Policy initially approved at a Wyoming Senior Services Board meeting on March 1, 2013.

Policy revision approved at the Wyoming Senior Services Board meeting on March 25, 2014.