



**Wyoming Senior Services Board**  
c/o Wyoming Department of Health  
Aging Division  
401 Hathaway Building, Cheyenne, WY 82002  
Phone (307) 777-7995 • 1 (800) 442-2766  
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Mark Gordon  
Governor

Marge Myers  
Board Chairman

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March 20, 2020

Dear Senior Center Directors:

During the WSSB meeting on March 19<sup>th</sup>, 2020, the WSSB members approved the FY 2021 grant application that is due back to your representative by Thursday, April 16<sup>th</sup>, 2020. I am writing this letter in order to provide some guidance in applying for the WSSB grant applications.

The WSSB feels there is a need for better quality of reporting in order to improve accountability. These changes are being made to improve the board's oversight of funds and to increase the board's leverage for accurate and timely reporting.

With that said, beginning July 1, 2020, WSSB funding will be expended out to each senior center as follows: the full \$30,000 Basic Grant monies and a quarter (1/4<sup>th</sup>) of the Formula Grant monies as determined for each senior center provider at our WSSB budget meeting.

The remaining amount of the Formula Grant funding will be expended out on a reimbursement basis based on the amounts expended and reported on each quarterly report and profit and loss statement that each senior center provider will be providing their WSSB representative. You already provide the Aging Division with monthly reports and P&L's so the WSSB felt a quarterly report shouldn't be that hard to provide to your representative.

WSSB is requesting that you utilize the following suggestions in completing your WSSB Basic and Formula grant applications:

- 1. Profit and Loss statements are mandatory when sending in your quarterly reports.**
- 2. Your chairman/president of your board must sign the grant application and all quarterly reports before they will be approved and turned into the Aging Division where it will be placed in your file.** Remember to sign your names with a blue ink pen. Please note that all signatures are to be original. Stamped signatures are not original.
- 3. Another topic the WSSB has been discussing is the formula itself that is used to determine the amount each senior center provider receives. Part of the formula grant establishes what services each senior center provides for their senior clients. The services rendered column is based on if you offer services under Title III-B, Title III-D, and WyHS. Some of you indicate that you have signed up to participate in the Title III-D grant. The formula monies allow .05 of the available formula monies for each service a senior center provides. One thing that was noted is that although the senior center providers receive WSSB funding for Title III-D, no one is utilizing it for any training or materials used for that service. Therefore, the WSSB is asking that if you are one of the senior center providers that**

**has signed up to participate in the Title III-D program, that you show how you are going to use the Formula Grant monies for your Title III-D program under the “Other” line item. Since the Formula Grant monies will be expended to each senior center provider on a reimbursement basis, expenditures for the Title III-D program must show being used on your Profit and Loss financial statements.** If you do not utilize the Title III-D program and do not show expenditures for it then you will not receive reimbursement for that entry on your application. The WSSB will review this matter again when budgeting begins for the FY2022 grant application next year.

4. **The board is asking that if you are utilizing your funding for “Personnel” that you provide more detailed information as to how that funding will be used.** We are asking that you provide which employee(s) will receive a portion of this funding and what amount will be utilized for each employee. Many of you do that already. See examples provided.

And in retrospect, you will need to work with your bookkeepers/accountants to develop your profit and loss statements to reflect the funding being used for the personnel you indicate on the grant application budget page. In the past, we have had just the word “personnel” shown on the profit and loss statements and WSSB would like to see just how the funding is being used.

If you are hiring people to deep clean your senior center, re-do your flooring, and/or paint then you might consider that these people are a one-time, contracted type job and enter that under “Other”. They are not considered employees.

If you are utilizing WSSB funding to assist your employees in purchasing their own health insurance, then WSSB requests that you be able to provide documentation that insurance has been purchased. A copy of a premium or a monthly statement will suffice.

5. **Things you cannot use the funding for:**

- Funding cannot be listed as local match under “personnel”.
- Funding cannot be used for assisting employees with payment of health care expenses, i.e., reimbursing your employees for medical bills or co-payments.
- Funding cannot be used for any capital improvements.
- Funding cannot be used to pay off past loans or debts. The funding begins July 1<sup>st</sup>, 2020, so funding can only be utilized for anything purchased between July 1, 2020 and June 30<sup>th</sup>, 2021.
- Funding cannot be used for attorney fees or court hearings.
- Funding cannot be used for past IRS debt.

Should you have any questions, please feel free to contact me or your WSSB representative.

Sincerely,  
  
Marge Myers  
WSSB Chairwoman

**Wyoming Senior Services Board**  
 c/o Wyoming Department of Health, Aging Division, Community Living Section  
**SFY 2020 Budget Summary for Formula Grant (State Funds)**  
**July 1, 2019 through June 30, 2020**

Name of Applicant Organization \_\_\_\_\_

Budget Category	Description of Expense (please itemize)	Amount
<b>Personnel</b> (including fringe benefits)	SALARIES - PROGRAM DIRECTOR + EMP. TAXES	19,267
	FINANCIAL DIRECTOR + EMP. TAXES	17,730
	HEAD COOK + EMP. TAXES	10,714
	ASST. COOK + EMP. TAXES	9,769
<b>Total Personnel</b>		<b>\$ 57,480</b>

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Name of Applicant Organization: \_\_\_\_\_

Budget Category	Description of Expense (please itemize)	Amount
<b>Personnel</b> (including fringe benefits)	Bookkeeper 40% of \$42,134 (Tax \$1549/Ins \$2397)	16,854
	Marketing Coord. 100% of \$25,474 (Tax \$2730)	25,474
	Executive Director 40% of \$71,534 (Tax \$3066)	28,614
	HDMeals Coord. 30% of \$33,885 (Tax \$1089)	10,166
	Maintenance 100% of \$13,010 (Tax \$1394)	13,010
	Cook 36% of \$36,114 (Tax \$1063/Ins \$3078)	13001
<b>Total Personnel</b>		<b>\$ 107,119</b>
<b>Travel</b>		
<b>Total Travel</b>		<b>\$ -</b>
<b>Equipment</b>		
<b>Total Equipment</b>		<b>\$ -</b>

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Name of Applicant Organization: \_\_\_\_\_

Budget Category	Description of Expense (please itemize)	Amount
<b>Personnel</b> (including fringe benefit)	WAGES (SEE ATTACHED)	69,789
<b>Total Personnel</b>		<b>\$ 69,789</b>

*Attachment to Formula Grant*

*Fiscal Year 2019-2020*

1) OFFICE ASSISTANT #1	40% OF \$22,880.00	\$9,152.00
2) OFFICE ASSISTANT #2	40% OF \$17,680.00	\$7,072.00
3) CUSTODIAN	30% OF \$19,500.00	\$5,850.00
4) UPTON SUPERVISOR	30% OF \$11,700.00	\$3,510.00
5) UPTON ASSISTANT	30% OF \$11,050.00	\$3,315.00
6) BOOKKEEPER	40% OF \$19,360.00	\$7,744.00
7) SAMS DATE	40% OF \$15,265.00	\$6,106.00
8) KITCHEN MANAGER	50% OF \$18,720.00	\$9,360.00
9) COOK #1	50% OF \$17,680.00	\$8,840.00
10) COOK #2	50% OF \$17,680.00	\$8,840.00
<b>TOTAL</b>		<b>\$69,789.00</b>

## **WSSB SUGGESTIONS FOR:**

### **TRAVEL:**

Director Travel and Training

Travel costs associated with travel requirements for Director and/or staff attendance at meetings, continuing education and professional development.

Mileage, Lodging and Meals

Travel Expenses – Mileage, Food, Lodging (for WSSB Meetings, WASPD Meetings, WYDOT Conf., ACC Training)

### **EQUIPMENT:**

Repair and Replace Equipment

Replacement and/or repair of all center equipment including kitchen equipment, office equipment, and vehicle care and maintenance. Repairs and replacement of various equipment may be costly, but it is vital for us to continue to provide services for our seniors.

Required Semi-Annual Hood (Oven) Mtc.

Equipment Rental Expense

Steam Cleaner Rental (not hiring of carpet cleaner)

Computers and Computer Supplies

Coolers for C2 Delivery

### **CONSUMABLE SUPPLIES:**

Raw Food

Disposable containers for Home-delivered Meals

Home Delivered Meal Supplies

Janitorial Supplies

Office Supplies

Activity Supplies – supplies for a special event

Custodial Supplies

Postage

**OTHER:**

Insurance – Property Insurance, Bond Insurance, LGLP and Auto.

Audit

Dues and Fees

Copier Fees: Service Contract

Use the funds for the local cash match obligations to keep compliant with federal grants to keep the center operational.

Trainings (i.e., Food Safety Training, CPR, Continuing Education and Professional Development.)

Pre-employment and Random Drug Screening

Advertising

990 Tax Preparation

Phone/Internet

My Senior Center;

Utilities (heating, electric, natural gas, and water)

Mtc. Cost (Grease Traps, Fire Extinguisher checks)

Registered Dietician Fees (Menu Certification)

Laundry Svc.

Annual Financial Review

Professional Services – Technology Contract Svcs., CPA

Lifelines

Professional Floor Cleaning