

Wyoming

Senior Services Board

**Wyoming Senior Services Board, c/o
Wyoming Department of Health, Aging
Division, Community Living Section**

Policies and Procedures

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Appointed Board Members Attendance

Effective Date: February 20, 2013

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members of the attendance to scheduled board meetings or other important meetings.

- While board members cannot be impeached, they can be removed from service by the Governor. You are appointed by the Governor and you serve at his or her pleasure. If you are removed, you have no recourse, and you are not entitled to notice of the impending removal.

Background: The policy is driven by use and reference per the W.S. 9-1-202 Removal of appointive officers and commissioners: reason from removal to be filed, working in part with W.S. 9-2-1211 regarding Wyoming Senior Services Board (WSSB); members.

Policy:

- As an elected board member you are required to regularly attend all board meetings and important related meetings.
- WSSB members shall meet no less than two (2) times a year.
- Excused absences shall be recognized for illness, family emergencies, and business conflicts.
- A record should be kept by WSSB's secretary on board members' attendance of meetings missed (excused or unexcused) and a delineation of three consecutive absences or less than 70% attendance.
- State of Wyoming Board Handbook 2022 Chapter 9 Ethics.
<https://governor.wyo.gov/state-government/boards-commissions>
- [State of Wyoming Board Member Handbook](#)
 - If a member of the board has been absent from three regularly scheduled meetings consecutively, the Board Chair shall notify the Governor's Office in writing of the board members' noncompliance status.

This policy was revised at the Wyoming Senior Services Board meeting on April 22, 2024.

Board Elections

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members regarding the election of the WSSB Chairperson, Vice-Chairperson, and Secretary and the appointment of the Emergency Grant Coordinator.

Policy:

- The selection of Chairperson and Vice-Chairperson shall be made by a majority of voting members at the first full Board meeting of each odd number fiscal year.
- The board shall select one (1) of its voting members to serve as Chairperson and one (1) voting member to serve as Vice Chairman.
- The board shall select one (1) voting member to serve as Secretary.
- The board Chairperson shall appoint one (1) voting member to serve as Emergency Grant Coordinator.
- If necessary, the Board may hold elections at the next public meeting to fill vacated positions.

This policy was reviewed at the Wyoming Senior Services Board meeting on April 22, 2024.

Wyoming Senior Services Board Compensation

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members regarding compensation while serving on the WSSB.

Policy:

- Members shall serve without compensation but shall be reimbursed for expenses incurred in the performance of their official duties in the manner and amounts provided by law for state employees.
 - All expenses require prior approval to be charged to the administrative budget.
 - Prior approval for travel to scheduled board meetings is pre-approved through board's action to schedule the meeting.
 - Individualized travel (e.g., senior center visits, other approved purposes) necessitates prior board approval.
 - Administrative expenses (e.g., office supplies for official duties) also require prior board approval.
 - Approval can be granted during an official board meeting, documented in the meeting minutes.
 - For expenses needing approval before the next scheduled meeting, the board chairman can grant approval via email.
- Members who are government employees or public officials shall be considered on official business of their agency when performing duties as members of the WSSB.

This policy was updated by the Wyoming Senior Services Board at the meeting on July 30, 2025.

Conflict of Interest

Effective Date: September 10, 2014

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members regarding the basis for determining conflict of interest.

Policy:

- Board members may be disqualified from engaging in discussions or making decisions where he or she cannot participate fairly in the proceeding because of substantial bias or prejudice with respect to any material fact or issue that must be resolved. A violation of this executive order can result in removal by the Governor. Further, executive order 1997-4 prohibits board members from making decisions which are not independent and impartial.
- Board members that have conflicts of interest should recuse themselves from participating in the discussion or voting on the matter. If a board member has a conflict of interest, the other board members can discuss that conflict on the record, and have their concerns noted in the minutes of the meeting. It is up to the board member with a conflict of interest to make the decision to recuse himself.

This policy was reviewed at the Wyoming Senior Services Board meeting on April 22, 2024.

Determinants and Reporting of an Eligible Meal

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB contractors regarding the determinants, recording, and reporting of an eligible meal.

Policy:

- A WSSB qualified meal is one that meets the current regulations set by the Older Americans Act (OAA) which are Title III-C1 (Congregate Meals) and Title III-C2 (Home Delivered Meals). These meals are reported in the Aging Division's data system monthly for Federal and State reimbursement. Other meals that are qualified as a WSSB eligible meal include Medicaid Waiver meals and C1 and C2 non-eligible meals.
 - 1) Title III-C1 congregate meals are defined as:
 - a. Persons 60 years of age or older and their self-declared spouses of any age (the spouse must accompany the eligible participant if under 60);
 - b. Disabled persons under 60 years of age who reside with persons over 60 years of age, when the care and maintenance of the disabled person otherwise prevents the older adult from participating in the program and when the participation of such individuals does not prevent in the participation of older adults and their spouses. The disabled person must accompany the older eligible participant to the site;
 - c. Disabled persons under 60 years of age who reside in housing facilities occupied primarily by older adults and at which congregate nutrition services are provided when such participation does not prevent the participation of older adults and their spouses;
 - d. Persons under 60 years of age who provide meal related volunteer services and individuals providing volunteer services at congregate meal sites during meal hours when the participation of such individuals does not prevent the participation of older adults and their spouses;
 - e. Staff members of the nutrition program who are 60 years of age or older when such participation does not prevent the participation of other older adults and their spouses.
 - f. Persons who are 60 or over who refuse to complete the AGNES form, however will provide date of birth to show age eligibility (there is required monthly tracking to be maintained by the provider & sent to CLS to include these meals)
 - g. C1-eligible meals include meals that were received by a person age 60 years or older or the spouse of a person age 60 years or older who does not qualify for Federal or State reimbursement due to failure to fill out the AGNES form (No AGNES).

- 2) Title III-C2 Home Delivered meals are defined as
- a. Persons age 60 and older are eligible to receive home delivered meals, provided that such person is: 1. Unable to prepare his or her own meals; or 2. Lacking another meal support service in the home or community; or 3. Unable to consume meals at a congregate dining location due to physical or emotional difficulties. (*NOTE: homebound is no longer a criteria*)
 - b. Disabled persons under age 60 years who reside with eligible participants; and
 - c. Spouses of home delivered meals participants, if receipt of the meals are in the best interest of the participants.
 - d. Persons under 60 years of age who provide meal related volunteer services and individuals providing volunteer services at home delivered sites during meal hours when the participation of such individuals does not prevent the participation of older adults and their spouses.
 - e. Staff members of the nutrition program who are 60 years of age or older when such participation does not prevent the participation of other older adults and their spouses.
- All Other Qualified Senior Meals may include those on the Title IIIE (Family Caregiver) program who receive meals but are not on the Title III-C2 program.
 - Annual WSSB eligible meals will be totaled on the End of Year Performance Report. This form is submitted to a Board representative and the Aging Division for final approval.
 - A verification form will be distributed by the AD, CLS to all projects for them to report their final numbers with the projects. All final numbers will be reported to the WSSB chair by the AD, CLS and used for the WSSB final funding formula. No changes of submitted numbers will be accepted from the projects after the AD, CLS submits collected numbers to the WSSB chair.

This policy was revised at the Wyoming Senior Services Board meeting on January 27, 2026.

Determinants of an Eligible Meal Site (sometimes referred to as a Satellite Meal Site)

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors regarding the basis of determining an eligible meal site.

Policy:

- Eligible Meal Sites, sometimes referred to as Satellite Meal Sites, are locations serving qualified meals five (5) days a week as defined in the Policy for Determinants and Reporting of Eligible Meals and administered by a senior center. The site totals per center may be one of the determinants used to determine and to finalize WSSB's annual funding formula. Sites will be determined and counted annually. The approved site count for each individual senior center will be determined through the work of the Wyoming Aging Division's, Community Living Section Nutrition Program Manager and its Deputy Director. The funding formula is used to determine grant funding amounts for the WSSB Formula Grants.

This policy was revised at the Wyoming Senior Services Board meeting on April 22, 2024.

Formula Grant Determination

Effective Date: May 6, 2014

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members regarding the basis for determining the formula grant:

Policy:

- Total state funds available for the formula grants will be distributed as follows:
 1. Eligible meals served – as determined by the End of Year Performance Report form submitted annually by the centers in July.
 2. Additional services provided by the center: A factor of .05 for each of the following services: Title III B, Title III D, Title III E, and Wyoming Home Services.
 3. Additional sites – a factor of .05 for each additional site exclusive of the main center.
 - a. **Items 2 and 3 above will be verified annually.**
 4. “Eligible Senior Centers” that do not serve meals will receive a total of 2% of the Adjusted Reimbursement Amount (ARA) (eligible meals served X per meal distribution).

This Policy was reviewed and revised at the Wyoming Senior Services Board meeting on April 22, 2024.

Grant Application: Format, Submission, Approval, and Denial

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors regarding the structure of all WSSB grant applications.

Policy:

- Grant Applications shall include, at a minimum:
 - A cover page, in a format approved by the Board in consultation with Aging Division – Community Living Section, with the original signature of the applicant organization’s Board Chairperson, or authorized official, and the original signature of the organization’s Director.
 - Supporting budget pages and budget justification;
 - Funding request narrative in the format approved by the Board.
- One signed original completed grant application shall be received by the WSSB representative who relates to the specified senior center and by the dates set by the Board.
- Grant applications postmarked after the specified date may not be accepted.
- Each grant application will be reviewed by the Board according to the following criteria:
 - The grant application shall be received by the specified date;
 - The grant shall be complete and accurate;
 - The grant shall meet the needs of the elderly, per the purposes of this funding as described in W.S. 9-2-1212 (ii)(A-F);
 - All WSSB grants shall be approved by a formal vote at an advertised public board meeting.
- Once the grant is approved by the Board, the grant will be processed through the Division.

This policy was revised at the Wyoming Senior Services Board meeting on April 22, 2024.

Grant Application: Items not Allowed in the Expenditure of Grant Funding

Effective Date:

This policy provides guidance to all Wyoming Senior Service Board (WSSB) contractors regarding expenditure items not allowed in the WSSB grant application and budget pages.

Policy:

- The Wyoming State Legislators elected to provide funding through the Wyoming Senior Services Board for the purpose of assisting Wyoming senior centers to maintain their programs and keep their doors open.
- This funding is in addition to any other funding Wyoming senior centers obtain for the purpose of maintaining their centers and programs.
- Items not allowed in the usage of expending of Basic and Formula grants are:
 - Expenditures related to any legal fees,
 - Expenditures for any capital project,
 - Expenditures for loans, interest, late fees, or penalties, and
 - Expenditures for gift cards of any kind.

This policy was revised at the Wyoming Senior Services Board meeting on January 27, 2026.

Funding, Education, and Directives to Non-Compliant Senior Centers

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors regarding the awarding of funding when a WSSB contractor is deemed to be non-compliant.

Policy: When a senior center is non-compliant with the Wyoming Senior Services Board (WSSB) grant deliverables, reporting procedures, rules, or policies, WSSB may apply educational, directive, and fiscal measures. WSSB may place the non-compliant senior center on probation:

- Funding monthly payments may be awarded as follows:
 - Following receipt and approval of required monthly reports by the WSSB representative who relates to the non-compliant senior center. The monthly reports profit and loss statement. Monthly payments may be issued; or
- The center may be denied funding of the Basic and Formula Grant, in full or in part, for one fiscal year. The senior center will be eligible to apply for the Basic Grant during the next fiscal year. If the senior center adheres to prompt and accurate submission of monthly reports during the probationary year, the senior center will be eligible to apply for all WSSB grants during the next fiscal year; or
- If a center is ineligible for Older Americans Act (OAA) Funding they are automatically ineligible for WSSB funding. If and when a center regains OAA funding eligibility, WSSB may consider eligibility for WSSB funding. The OAA fiscal year begins October 1st of each year. Senior center may be eligible to apply for WSSB grants the following year. WSSB may require the senior center to develop a written plan of action and/or corrective steps to be completed by a mutually agreed upon date, not later than thirty (30) days from the date of the agreed upon plan of action. WSSB may re-access or re-evaluate the grantee at the end of the thirty (30) day correction period for compliance with all applicable rules and the plan of action. WSSB may authorize the Aging Division - Community Living Section staff to collect, monitor, and request an onsite review on behalf of the board. All information collected by the Aging Division-Community Living Section will be turned over to the WSSB Chair.

This policy was reviewed at the Wyoming Senior Services Board meeting on April 22, 2024.

Problem Resolution Procedure

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors of WSSB regarding procedures to address and resolve concerns, complaints, and/or grievances involving WSSB.

Policy:

WSSB members and contractors of WSSB have a responsibility to follow this process in an attempt to solve problems and are encouraged to do so at this appropriate level prior to involving legislators and/or the Governor.

- An organization, senior center, director and/or board member of a senior center with a complaint will submit the complaint in writing and mail it to the WSSB Chairperson who will then:
 - Send a copy of this document to the WSSB member assigned as representative to the pertaining senior center and send a copy of this document to the President of the Wyoming Senior Services Association (WSSA) and others as appropriate
- The Chairperson or his/her appointee is responsible for following through with the concern, complaint, or grievance.
 - Follow through will include:
- Contact with the involved party as soon as possible.
- Come to a reasonable decision with the involved party regarding immediate resolution of the problem.
- If the resolution can be postponed until the next WSSB public meeting, the involved party will have the opportunity to speak with WSSB at large.
- If immediate action is required, communication in an attempt to reach an acceptable resolution will occur with the following group:
 - Two members of WSSB: one member being the chairperson or designee, and the other member being appointed by the chair;
 - Two members of WSSA or organization involved; and
 - The party stating the problem in order to communicate an attempt to reach an acceptable resolution to the problem. If parties fail to reach a satisfactory resolution, action will be postponed until the next WSSB meeting.
- The WSSB Chairperson will inform the members of WSSB and the president of WSSA throughout the process.
- If the Governor's Office and/or legislators are approached with a situation prior to WSSB, WSSB will respectfully request the problem be referred to the WSSB Chairperson so the resolution process may begin.

This policy was reviewed at the Wyoming Senior Services Board meeting on April 22, 2024.

Carry-Over Funds

Effective Date: January 15, 2013

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors regarding the utilization of unobligated or unencumbered carry-over funds to support current fiscal year grant awards.

Policy:

In accordance with W.S. 9-2-1214(b), unobligated or unencumbered funds retained by the Division on Aging for WSSB grant purposes shall not lapse at the end of a fiscal period and shall remain available for distribution. These funds shall be accounted for separately and may be used for emergency grants or distributed according to a grant formula as determined by the Board.

The Board may allocate these carry-over funds to supplement the Formula, and Emergency grant awards for the upcoming fiscal year.

Procedure:

- **Accounting of Carry-Over Funds:** Prior to the annual March meeting, the Wyoming Senior Services Board will request that the Aging Division's Fiscal Manager prepare a written accounting of all unobligated and unencumbered carry-over funds available to bring forward to the next fiscal year.
- **Allocation of Carry-Over Funds:** At the WSSB's March meeting, the Board members will review the accounting of carry-over funds and vote on a motion to allocate some or all of these funds to the following:
 - Formula Grants
 - Emergency Grants
- **Emergency Grant Fund Determination:** The Board will specifically vote on a motion to determine the total amount of funds available for emergency grants for the upcoming fiscal year, beginning July 1st. This determination may result in increasing or decreasing the amount allocated to the Emergency Grant Fund.
 - *Statutory Requirement:* Regardless of the allocation of carry-over funds, the Board must ensure that no less than ninety-five percent (95%) of the non-carry-over funds remaining after the Basic grants are awarded is awarded directly to senior centers through the Formula grant, as required by W.S. 9-2-1214(c)(ii).

This policy was revised by the Wyoming Senior Services Board at the meeting on January 27, 2026.

Unexpended and Unobligated Funds

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB grantees regarding unexpended and unobligated WSSB grant awarded funding.

Policy:

- Any grant funds that are unutilized by a grantee at the end of the grant period will be reverted back to the WSSB funding for future Formula Grant awards.

This policy was revised at the Wyoming Senior Services Board meeting on April 22, 2024.

Budget Revisions

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and contractors regarding budget revisions.

Policy:

- Any modifications in a budget's **expenditure category** (Personal, Travel, Equipment, Consumable Supplies, Other) exceeding twenty-five percent (25%) of the original budgeted grant amount in any expense category will require a grant revision and must be approved in advance by the WSSB but will not require a contract revision with the State of Wyoming.
- A written letter of request and explanation must be submitted to the WSSB Chairperson and their board representative prior to April 15th of the relevant year.
 - The following must also be submitted:
 - A copy of the original grant's Budget Page marked "Original" at the top of the page.
 - A copy of the revised grant's Budget Page/s marked "Revised" at the top of the page.
- One of the following individuals from the senior center applicant shall attend the meeting at which its Budget Revision will be considered for approval: Senior Center Director, Senior Center Board Officer or Board appointee. The attendee may be asked to present a short synopsis of the necessity for the Budget Request and may be asked questions pertaining to the revision request.
- Any modifications to an approved budget less than twenty-five percent (25%) of the original budgeted amount in any expense category require:
 - A written letter of explanation shall be submitted to the WSSB Chairperson and to the assigned WSSB representative of the requesting eligible senior center.
 - A copy of the original grants Budget Page marked "Original" at the top of the page.
 - A copy of the revised grants-Budget Page/s marked "Revised" at the top of the page.
 - No Board action is required, nor will it require a contract revision with the State of Wyoming. Copies of the revised budget will be kept on file with the Aging Division.
- All requests for budget revisions must be submitted by April 15th of each grant year. This deadline is strictly enforced to ensure timely processing and allocation of funds. Requests received after this date will not be accepted, and grantees will be expected to operate within their currently approved budget. All grantees are encouraged to thoroughly review their budgetary needs well in advance of the deadline to avoid any last-minute issues.

This policy was revised at the Wyoming Senior Services Board meeting on October 27, 2025.

Emergency Grant Policy and Application Procedures

Effective Date: July 1, 2010

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors concerning Emergency Grants.

Background: Per W.S. 9-2-1210 through 9-2-1215 (effective July 1, 2003 amended March, 2007), the WSSB is authorized to oversee the award and distribution of specially appropriated state funds to benefit Wyoming's senior citizens. As detailed in applicable law and policy, eligible senior centers in the state may apply for Emergency Grant funding to address one-time emergency needs which cannot be met through other revenue sources.

Definition and Explanation of Emergencies Which May Be funded: WSSB Emergency Grants are for serious, unexpected situations which demand immediate attention, and would disrupt a senior center from operating if not corrected as soon as possible.

Policy:

- WSSB Emergency Grants: are restricted to unexpected equipment replacements or repairs, to unexpected necessary facility repairs which could prevent a center from functioning, or to cover unforeseen expenditures needed in a crisis or urgent situations in order to continue operation. Emergency grant applications will be funded based upon, but not limited to:
 - Availability of funding.
 - Lack of other available sources of revenue for the applicant center to use for the emergency.
 - The level of the center's efforts and ability or inability to access funds from other revenue sources.
 - Ownership versus leased senior center. If the center is leased, WSSB may ask for information contained in the center's leased agreement with the facility owner during the application process.
- Emergency Grant Funding: is to address one-time emergency needs which cannot be met other than by borrowing funds from other operating budget categories or lending institutions. Other sources include, but are not limited to:
 - The senior center's own reserve, budgeted, or deferred maintenance account.
 - The senior Center's own foundation and/or endowment fund.
 - Other available grant sources.
 - County and/or city funds or senior district board funds requested by the applicant. WSSB requires documentation regarding the specific requests in the grant's narrative or as attachments to the grant narrative. Attachments are the preferred means of documentation.
 - Donations from individuals, service clubs, fundraising projects, etc.
 - Emergency grant funds cannot be used to match other state general funds.
 - Emergency grant funding is not to be used for capital projects.

- Eligibility for Funding: “Eligible senior center” means an organization referenced in W.S. 9-2-1201 (a) (iii)
- Purpose of Funding: The Wyoming Senior Services Board has approved criteria for emergency grant applications to meet the public purposes referred to W.S. 9-2-1212 (a)

The grant application shall include a minimum of:

- A Cover Page. Applicant may print a cover page from WSSB’s website and apply the original signature of the applicant senior center’s board chairman or other authorized signer, and the center’s director.
- A Budget Page. Applicants may print a budget page from WSSB’s website.
- A Narrative on a Senior Center’s Letter Head. A brief, targeted narrative, not exceeding two pages, should include;
 - A clear description of what specifically the senior center’s administration (director and board of directors) plans to accomplish with the use of the emergency funding, and why this situation qualifies as an emergency need.
 - Provisions of a description of other sources of funding sought and not received by the applicant senior center for purposes of this emergency. Provide attachments of the written responses to the center’s requests from the county, city, senior district board, and any other applicable potential funding sources.
 - A statement about whether the center is privately owned or leased. If leased, the center must include the name of the lessor and pertinent information about which entity, lessor or lessee, is responsible for emergencies such as the one generating the grant request.
 - Detail how the proposed use of this funding would meet the listed criteria on pages 1 and 2. Indicate how the funding will benefit the seniors served by the applicant center.
- Other attachments. Provide three bids for resolving the emergency. If there are valid reasons for seeking less than three bids, please detail them in the grant narrative.
- The supporting budget page includes an area for description and itemization of expenses. **The funding request must not exceed the maximum amount set by the board. Emergency Grants are awarded as funding of last resort.**

Final Instructions for Grant Applications and Follow-up to Grants Received:

When the narrative and forms are completed, they must be signed by the applicant center’s director and board chairperson or designee. One signed original of the complete grant application shall be sent to the WSSB Emergency Grant Coordinator. Copies of the complete grant shall be sent to the WSSB Chairperson on the same date.

The WSSB Chairperson will insert copies of the emergency grant into WSSB board packets for their review prior to WSSB meeting.

One of the following individuals from the senior center shall be in attendance at the meeting at which its Emergency Grant will be considered for approval: Senior Center Director, Senior Center Board Officer or a Board Appointee. The attendee will be asked to present a short synopsis of the necessity for the Emergency Grant and may be asked questions pertaining to the grant request.

If the grant is approved, a Notice of Grant Award (NGA) will be mailed by WSSB's chairperson to the senior center's director. A copy of the NGA may be shared with the approved center's vendor or contractor to show that payment is guaranteed. A contract for the disbursement of funds will follow shortly from the Aging Division – Community Living.

The center's director, board chairperson, or assigned representative should sign this contract and return it to the Aging Division as soon as possible. The contract will then be signed by WSSB's chairperson, the Aging Division Administrator, and the Director of the Wyoming Department of Health. Once all signatures are secured, the procedure to fund an approved Emergency Grant will begin. Payments will be processed by the method on file in the Wyoming On-Line Financial System (WOLFS) for the awarded grantee. Note: this process may take up to 45 days.

After the grant has been approved by WSSB, any proposed changes to the application must be submitted in writing to WSSB and the Aging Division. A request for change may then be considered by WSSB. If the change is approved, the applicant center director will receive a notice indicating this approval. The center may then proceed with the approved changes, and these changes will become part of the approved grant.

An Emergency Grant Closeout Report is due within 45 days of the completion of the emergency project. The report should include an Emergency Grant Closeout Report cover sheet (available on the WSSB website), copies of receipts from vendors, date of completion, and other pertinent information about the resolution of the emergency to WSSB's Emergency Grant.

If the close-out report is not submitted, WSSB may choose to reduce the amount of the delinquent Emergency Grant recipient's Formula Grant during the next payment or grant cycle. Submission of copies of warranties, etc. is not necessary.

WSSB relies on the applicant project directors and boards of directors to ensure expenditures are limited to emergency items, equipment, and crisis or urgent situations which could deprive the senior project of operational service.

Additional Information:

Some emergency requests may require additional documentation and presentation to the Wyoming Senior Services Board from the senior center's director and board chairperson or board-appointed representative.

An Emergency Grant presented to the Emergency Grant Coordinator and WSSB members at a WSSB meeting will not be considered until the next WSSB meeting, generally, in several months. The board needs time to review grants and request revisions, further work, or information as necessary prior to considering the grant at a meeting.

Ordering equipment from reputable retail internet stores is permissible. However, WSSB encourages purchases and services be procured in the local or neighboring communities when possible.

WSSB recommends that the senior center director either telephone or email the WSSB Grant Coordinator, their WSSB representative, or the WSSB Chairperson the same day an emergency occurs or is anticipated to occur. The notified WSSB member will then email the remaining WSSB members to notify them to expect an Emergency Grant. The WSSB members will be provided with information about the specifics of the emergency. The Emergency Grant Coordinator may request that the WSSB member living closest to the senior center experiencing an emergency visit the center and report back to the Emergency Grant Coordinator and WSSB members.

When the Emergency Grant is received and reviewed by the members, WSSB members may schedule a special meeting with the applicant senior center director. This meeting requires eight hours of public notice to occur prior to the meeting. Approval of the Emergency Grant may be considered and voted on during the special meeting.

This policy was revised at the Wyoming Senior Services Board meeting on April 22, 2024

Homeland Security Funding

Effective Date: February 20, 2013

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members authorizing automatic emergency grant funding release during a state of Emergency or Disaster declared by the Governor of Wyoming. The use and release of Homeland Security funds will not require WSSB's Board meetings approval during emergency situations. WSSB board approves the Administrator and/or Deputy Administrator of Wyoming Department of Health Aging-Community Living to release funds as designated necessary during Emergency/Disaster situations.

Policy:

- Department of Health Aging-Community Living guiding and enhancing on Homeland Security to prevent, prepare for, respond to, and recover from emergencies, disasters and catastrophes through strategic partnerships, collaborative strategies and information sharing.
- During a State of Emergency, designated by the Governor, the WSSB authorizes the Administrator and/or Deputy Administrator of Department of Health – Community Living the authority to release Homeland Security Funds as necessary during this time to any Senior Center throughout the state affected by the disaster or emergency.
 - Homeland Security Funding release will be authorized automatic to the Administrator and/or Deputy Administrator of Department of Health with notification to WSSB Board Chair.
 - The Homeland Security Funds released are to be used to ensure that the senior citizens nutritional needs are met.
 - The WSSB will review annually and give a set dollar amount that may be released.
 - The Department of Aging-Community Living will notify and report to the WSSB Board Chair as soon as time allows of the spent funding and dollar amounts. Not to exceed the current caps set by WSSB.

This policy was reviewed by the Wyoming Senior Services Board at the meeting on April 22, 2024.