



NEW MEXICO POLICIES & PROCEDURES

SECTION CONTENTS

STATE UNIT ON AGING FISCAL

THE DOCUMENT CONTAINED HEREIN IS SUBJECT TO CHANGE.

VERSION: 8.2025

NEW MEXICO FISCAL STATE UNIT ON AGING (SUA)

FISCAL POLICIES AND PROCEDURES

Updated for (45 C.F.R. §1321) 001-001

(45 C.F.R. §1321.9(c)(2)(xii))

1.0 PURPOSE

The purpose of this policy is to establish the Aging and Long-Term Services Department's (ALTSD) Fiscal Policies and Procedures (Required for SUA, AAAs, and Providers) as required by §1321.9(c)(2), §1321.49.

- Complying with the State of New Mexico Manual of Model Accounting Practices, New Mexico Department of Finance and Administration, Effective July 1, 2025, SFY 2026

Aging and Long-Term Services Department—Administrative Services Division (ASD)

5.3 Additional Fiscal Monitoring—The Department shall receive financial statements for all entities and those that receive more than \$750,000 in Federal funding during its fiscal year. The financial statements include but are not limited to the following:

1. Income Statements
2. Balance Sheets
3. Cash Flow Statements
4. Other statements the Department deems necessary to ensure compliance with fiscal standards.

5.4 Funds Accountability

1. Application of 2 C.F.R. Part 200 Guidance 200.501 regarding sub-recipient monitoring.
 2. During award monitoring, the Department will monitor the Contractor's use of federal awards through reporting, site visits, regular contact, and other means to provide reasonable assurances that the following will occur:
 - a. The Contractor administers the federal award in compliance with laws, regulations, and the provisions of contracts or grant agreements; and
 - b. Performance goals are achieved.
- If any provision of this policy conflicts with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

1. **DEFINITIONS:** See the link to Resources in **REFERENCES AND LINKS** below.

2. **POLICY**

ALTSD is dedicated to providing high-quality, responsive, person-centered services to older New Mexicans, individuals with disabilities, and their caregivers which is ensured by compliance as effective stewards of the taxpayers' money. We must be fiscally responsible and in compliance with federal and state government operations. Transparency is essential to ensure constituents have confidence in financial management to make informed decisions about managing government programs and implementing policy.

3. PROCEDURES

Low Income Minority Older Adults

OAA Section 307(a)(14):

(14) The State Plan on Aging shall, with respect to the fiscal year preceding the fiscal year for which such plan is prepared—

- A. identify the number of low-income minority older individuals in the State, including the number of low-income minority older individuals with limited English proficiency; and
- B. describe the methods used to satisfy the service needs of the low-income minority older individuals described in subparagraph (A), including the plan to meet the needs of low-income minority older individuals with limited English proficiency.

There are 49,709 low-income, minority older New Mexicans (USC American Community Survey 2022).

- The Intrastate Funding Formula is specifically designed to ensure that funding is allocated to satisfy the service needs of low-income, minority older New Mexicans. Low-income and minority are weighted factors in formula at 13% and 10% respectively. The weights assigned to the formula factors should represent the emphasis and priority placed on the specific characteristics of low income and minority adults over the age of 60.

The Area Agencies on Aging shall undertake a leadership role in assisting communities throughout the planning and service area to target resources from all appropriate sources to meet the needs of older individuals and family caregivers with the greatest economic need and greatest social need, with particular attention to low-income minority individuals. Such activities may include location of services and specialization in the types of services most needed by these groups to meet this requirement.

Rural Areas

Section 307(a)(3):

The State Plan on Aging shall—with respect to services for older individuals residing in rural areas—

- I. provide assurances the State agency will spend for each fiscal year not less than the amount expended for such services for fiscal year 2026;
- II. identify, for each fiscal year to which the plan applies, the projected costs of providing such services (including the cost of providing access to such services); and
- III. describe the methods used to meet the needs for such services in the fiscal year preceding the first year to which such plan applies.

Approximately 25% of New Mexico's population lives in rural areas. The SUA has incorporated a rural component into its Interstate Funding Formula to ensure funding for rural areas of New Mexico are consistent based on the Older Americans Act. Assuming flat funding, appropriation associated with the rural population will be:

Federal Fiscal Year	PSA 1	PSA 2	PSA 3	PSA 4	PSA 5 Navajo Nation - Funds distributed through the Tri-State Agreement, funds not accounted for in the IFF	PSA 6	Total Funding Associated with Rural Populations
2026	\$11,703.60	\$372,859.62	\$692,463.29	\$489,907.01		\$-	\$1,566,933.52
2027	\$10,588.50	\$301,084.76	\$626,486.12	\$443,229.18		\$185,544.96	\$1,566,933.52
2028	\$10,588.50	\$301,084.76	\$626,486.12	\$443,229.18		\$185,544.96	\$1,566,933.52
2029	\$10,588.50	\$301,084.76	\$626,486.12	\$443,229.18		\$185,544.96	\$1,566,933.52

IFF Weights	IFF Factors	Metro Area Agency on Aging	Non-Metro AAA	Non-Metro AAA	Non-Metro AAA	PSA 5 Navajo Nation - Funds distributed through the Tri-State Agreement, funds not accounted for in the IFF	Indian Area Agency on Aging *Note: the IAAA will	
		PSA 1	PSA 2	PSA 3	PSA 4		PSA 6	Total
60.00%	60+	\$1,718,529.91	\$2,118,123.30	\$691,970.34	\$1,001,730.05		\$-	\$5,530,353.60
17.00%	60+ Rural poverty (65+)	\$10,588.50	\$301,084.76	\$626,486.12	\$443,229.18		\$185,544.96	\$1,566,933.52
13.00%	minority	\$364,060.20	\$447,439.94	\$149,909.98	\$236,833.17		\$-	\$1,198,243.28
10.00%	Total	\$253,209.26	\$356,532.73	\$91,597.26	\$157,180.16		\$107,450.54	\$965,969.94
100.00%		\$2,346,387.86	\$3,223,180.72	\$1,559,963.70	\$1,838,972.57		\$292,995.49	\$9,261,500.34
	Previous Funding Distribution	\$2,079,281.00	\$2,941,454.00	\$1,563,933.00	\$1,774,586.00			\$8,359,254.00
	Variance	\$267,106.86	\$281,726.72	\$(3,969.30)	\$64,386.57		\$292,995.49	\$902,246.34
	% of Funding	25.33%	34.80%	16.84%	19.86%		3.16%	100.00%

Area Agencies on Aging will allocate federal and state allocations each fiscal year to their sub-contractors (service providers) based on the Interstate Funding Formula.

NMAC 9.2.14.10 DEPARTMENT RESPONSIBILITIES: The department shall:

Allocate funds appropriated by the state legislature:

- a) To current contractors to maintain or enhance levels of operation; and
- b) Expand services based on determined need; and
- c) Contract with new organizations to the extent that funds
- d) Conduct at least one assessment of each contractor every two years; and
- e) Provide training and technical assistance to volunteers and employees of contract organizations.

Updated IFF

PSA	Population	60+	60+ Rural	60+ Below Poverty (65+)	60+ Minorities	Number of Counties
1	672,508	163,620	1,032	15,103	72,446	1
2	757,080	201,665	29,345	18,562	102,008	13
3	302,780	65,882	61,060	6,219	26,207	11
4	380,976	95,374	43,199	9,825	44,971	8
5	40,906	*	*	*	*	0
6	79,827	*	18,084	*	18,084	21
Total	2,234,077	526,541	152,720	49,709	263,716	33

5.0 PROCEDURE—Volunteer Services (AmeriCorps Seniors)

The Pre-Audit requirement is specific to Volunteer Services (AmeriCorps Seniors).

Pre-Reimbursement Review – The Department checks the invoices and the workbook detail to make sure the documentation is mathematically correct.

1. The Contractor submits invoices, supporting documentation, and workbooks on the 12th of each month, per contract, to the Revver system.
2. The Department checks errors in calculations and data reports. If there are errors, these are returned for corrections to the Contractor before submission to the Administrative Services Division (ASD) of the Department.
3. Annual Monitoring (Programmatic and Fiscal Audits/Reviews)
4. The Department may conduct fiscal and/or programmatic audits/reviews at any time throughout the fiscal year. The Department must provide at a minimum 14 calendar days' notice to Contractor of its intention to conduct a programmatic audit/review.

Fiscal Management—Invoices

The purpose of obtaining this information is to review contractor expenditures and requests for reimbursement for fiscal and contractual compliance.

1. Invoice submission to ASD Log includes invoice, purchase order, completed payment request transmittal form, workbook detail, supporting documentation if applicable.
2. Invoices are reviewed and processed in the following manner:
 - a) Invoices submitted for reimbursement by Contractors (Area Agencies on Aging per Planning and Service Area (PSA)) are reviewed for mathematical and contractual accuracy.
3. Administrative Services Division (ASD) requires invoices correctly reflect the following items and information to process:
 - a. Contractor letterhead remittance address;
 - b. Date
 - c. Invoice number
 - d. Purchase order (PO) number
 - e. Contract number;
 - f. Billing Period;
 - g. Description/Program & Total/Amount of Reimbursement
4. Invoices are reviewed and reconciled to the Worksheet Detail and supporting documentation provided by the contractor; Verifying the GL, Pay Stubs, Time Sheets, & workbook reconciles.
5. Administrative Services Division's (ASD) required documents to be included with each invoice submission includes Payment Transmittal form and PO tracking sheet.

The Payment Transmittal form includes the following information:

 - a. Date;
 - b. Originating Division Office;
 - c. Prepared by (Name);
 - d. Vendor Name,
 - e. PO #,
 - f. Invoice #,
 - g. Invoice Date,
 - h. Invoice Amount,
 - i. Remaining Balance,
 - j. Comments: (Each Program, Line #, & Amount, Directors printed name & title, & Directors Approval Signature.

The PO tracking sheet includes the following information:

 - a. the purchase order number;
 - b. original amount of the purchase order;
 - c. the amount invoiced monthly;
 - d. the balance;
 - e. the invoice number;
 - f. the date it was submitted to ASD; and
 - g. the reimbursement issue date.
6. AND, SSB and the EPB update the AND budget log tracking sheet for all invoices received to track and confirm funding availability.

7. SSB, Employment Services Bureau, and the State Nutritionist submit completed packets to the Aging Network Division Director for final approval prior to submission to the Administrative Services Division.
8. The AND Director sends approved invoice packets to ASD for processing.
9. AND, SSB and EPB review the monthly administrative and service invoiced expenditures to ensure contract compliance.
10. AND, SSB and the EPB review the required data management system (WellSky) entries and supporting documentation for each contractor and subcontractor.
11. Supporting documentation may include but is not limited to:
 - a. general ledger for each program/service area;
 - b. adjustments made to the general ledger report;
 - c. provider services report(s);
 - d. provider payment report(s);
 - e. provider monthly payment vouchers;
 - f. payroll system documents for staff charged to the contract;
 - g. credit card statements for expenditures charged to contract; or
 - h. any other supporting documents or spreadsheets to justify expenditures.
12. The Contractor submits invoices, supporting documentation, and workbooks on the 12th of each month, per contract, to the REVVER system.
13. The Department checks errors in calculations and data reports. If there are errors, these are returned for corrections to the Contractor before submission to the Administrative Services Division (ASD) of the Department.

REFERENCES AND LINKS:

Authority: 45 C.F.R. section 1321.9(c)(2), 45 C.F.R. section 1321.49, and the Fair Labor Standards Act 29 U.S.C. section 201 et seq.

Link: [Office of Federal Financial Management | The White House](#)

Link: [State of New Mexico](#)

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