



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

JAMES A. ROTHROCK
Commissioner

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marica Monroe

DATE: April 1, 2013

SUBJECT: VICAP Final Close Out Report
Grant Period – 04/01/2012 to 03/31/2013

A close out (settlement) report for the fiscal period April 1, 2012 to March 31, 2013 for VICAP funds is due on or before May 3, 2013. An electronic version of the VICAP closeout report is available on the Division for the Aging website, www.vda.virginia.gov. Please e-mail the completed reports to reports@dars.virginia.gov and name the file, VICAP Closeout Report PSAXx (Insert your PSA number in the integers, xx).

The total available amounts contained in your VICAP contract Summary of Obligations, should agree with the totals in the Basic VICAP Close Out Report, Approved Budget columns. **The total available amounts include unencumbered cash (cash on hand) and unadvanced balances as of 03/31/12 from last year's close out report.** If you have any questions, please contact me at (804) 662-9320 or by e-mail at marica.monroe@dars.virginia.gov.

CC: Kathy Miller, Director of Programs
Liz Havenner, VICAP State Director