

Title VI Welcome Letter

Welcome!

We are so happy and grateful to have you join our Title VI family! We are the Office for American Indian, Alaskan Native, and Native Hawaiian Programs (OAIANNHP), and our mission is to help you succeed in your important work providing the elders in your community with proper nutrition, supportive services, and caregiver support services using Title VI funds. Established in 1978 as part of the **Older Americans Act (OAA)**, our office operates under the following organizations:

- **Administration on Aging (AoA)**
- **Administration for Community Living (ACL)**
- **U.S. Department of Health and Human Services (HHS)**

A Message from the Director

"I would like to welcome you and assure you that we are here to help and support you through your journey building the best Title VI program possible for the elders in your community. We sincerely appreciate your willingness to take on this challenging, yet rewarding opportunity, and we will be here for you every step of the way, as you are for those you serve." – Cynthia LaCounte, Director (Turtle Mountain Chippewa)

Navigating Your Welcome Letter

Scroll through the document or press "Ctrl + F" and use the search box to perform a keyword search. The letter is separated into the sections below. For additional information, please visit our website: olderindians.acl.gov

1. **Spending, Reporting, and Tribal MIPPA Grants**
2. **Training & Events**
3. **Important Documents**
4. **Veterans**
5. **Native Food Directory**
6. **Recipes & Gardens**

Read and Reach Out!

Once you have read through the material included in this letter and have explored the external links, please be sure to [contact us](#) if you have any questions and use our [Find a Title VI Director](#) webpage to locate and connect with others.

Section 1

Spending

See our Title VI Spending Guide below for a list of allowable expenses. However, please note that any single supply or equipment purchase over \$10,000 requires ACL approval, so be sure to complete the “Large Purchase Request Form” below and submit it to your [Regional Administrator \(RA\)](#) prior to purchase.

➤ [Title VI Spending Guide](#)

The purpose of this guide is to help identify the many ways that Title VI funds may be used to support Title VI programs by providing an easy to use, searchable list of some of the most common expenditures found in Title VI operations.

➤ [Large Purchase Request Form](#)

Any single supply or equipment purchase over \$10,000 must receive prior approval from ACL. This form provides additional instructions as well as the purchase request template.

Reporting (OAAPS)

The Title VI Program Performance Report (PPR) must be completed and submitted annually, as required by the Older Americans Act. The PPR covers both the Part A/B and Part C programs and is due within 90 days of the end of each budget period.* In addition to being a requirement, reporting is a necessary part of program accountability, as it is important to keep your tribal council, elders, and the community informed about your operations.

Reporting (cont.)

**Please note that exceptions may apply. Additionally, please be advised that a second annual reporting requirement, the Federal Financial Report (SF-425), must be completed by your tribal finance office. While Title VI Directors are not responsible for submitting the SF-425, they are still encouraged to contact and work closely with their tribal finance office on all other matters relating to Title VI funding for their program.*

The **Older Americans Act Performance System (OAAPS)** is the data submission portal grantees use to report their PPR data to ACL. Through OAAPS, you can access the PPR system, as well as guides, sample files, resources, schedules, FAQs, and contacts for reporting your data. Please **contact us** if you would like to register for OAAPS or have any questions. Additionally, please view the helpful resources below.

Workbooks and Materials

The Title VI Tracking Workbooks help you track all your services throughout the year and automatically calculate your annual PPR report information:

- **Microsoft Excel: Title VI Tracking Workbooks, User Manuals, and How-To Guides and Videos**
- **Microsoft Access: Title VI Tracking Workbooks, User Manuals, and How-To Guides and Videos**

Tribal MIPPA Grants

Title VI programs can apply for the **Medicare Improvements for Patients and Providers Act (MIPPA)** grant, also referred to as the “Tribal MIPPA Grant.” Funding from this grant can be used to provide at least one community announcement and one community outreach event to help counsel and assist eligible American Indian, Alaskan Native, or Native Hawaiian elders interested in receiving the Low-Income Subsidy (LIS), Medicare Savings Program (MSP), Medicare Part D, and Medicare prevention benefits and screenings.

Please contact **Sara Vogler** if you have any questions or are interested in applying for a Tribal MIPPA Grant.

Section 2

Training & Events

Our office provides many opportunities for learning and development, ranging from our formal Title VI National Conference and Cluster Trainings to our informal monthly webinars and weekly afternoon chats. Please visit the [Events](#) page on our website for a complete list of our upcoming learning opportunities. Additionally, we offer online learning courses through our [Older Indians Learning Management System \(LMS\)](#). The LMS can be used to access online courses, complete mandatory trainings, view training history, certifications, curricula, and more.

➤ [LMS Quick Start Guide](#)

This guide provides instructions and detailed information regarding LMS registration, dashboard navigation, finding/enrolling in courses, messaging, and technical requirements.

Section 3

Important Documents

Be sure to visit the [Important Documents](#) section on our website for a complete list of Title VI manuals, guides, forms, workbooks, and toolkits, but please get started with manual below:

➤ [Title VI Resource Manual](#)

This manual is a comprehensive document that new Title VI directors will find invaluable, and experienced Title VI directors will turn to time and again as a trusted resource. Topics covered in detail in the manual include the Older Americans Act, program requirements, program management, program accountability, and much more.

Section 4

Veterans

The [Veterans](#) webpage provides important links, phone numbers, and general information about the main services offered by the U.S. Department of Veterans Affairs (VA). The page also lists numerous tribal governments that might offer additional support for veterans.

Section 5

Native Food Directory

If you would like to source products from American Indian, Alaskan Native, or Native Hawaiian food producers, then be sure to check out our [Native Food Directory](#).*

➤ **Native Food Directory Application**

Do you know someone that would like to be listed in our Native Food Directory? If so, then have them complete this simple, two-page application and [return it to us](#).

**Please note that this is a free, public resource and we do not verify, promote, or endorse any individual food producer. Be sure to do your own research and due diligence before purchasing from any new vendor.*

Section 6

Recipes & Gardens

Visit the [Recipes & Gardens](#) section on our website to view our detailed collection of recipes with nutrition labels. Want to grow your own ingredients? Then build your very own Title VI garden! Explore educational resources and discover how you can use your Title VI funds to start your garden project today.

➤ **Title VI Sample Menu**

This six-week cycle sample menu incorporates the recipes available on our website. You can use this menu with the included recipes or change it to meet your needs.