

FY21 Report Submission Instructions

All FY 21 reports **must** be submitted through the Application/Report Portal at www.agelinc.org starting October 1, 2020. Reports should be accurate and submitted according to the report schedule.

Report submission is an important factor that is evaluated during the grant application and renewal process, during annual compliance reviews, and on a regular ongoing basis. AgeLinc can request a Corrective Action Plan at any time for any organization that does not adequately comply with required reporting procedures.

Each agency has one user name and password, and can designate a single user or multiple users who share the username and password.

Click on the *Partners* tab in the dark blue bar at www.agelinc.org to access and downloaded reports and other forms as needed.

Click the bottom link, *Partner Portal* when you are ready to submit your reports. Click *Provider Portal* in the center of the screen. You will be prompted to enter a username and password. Your username and password were sent in this email when originally applying for FY20 grants. If you need your username please email Joy Wolfe.

You will have a green button labeled *+Folder* after logging in. Click that button and create a folder for **each** individual program your agency provides, and one folder for Fiscal.

All fiscal reports should be submitted to the Fiscal folder, all Nutrition reports submitted to the Nutrition folder, SHAP reports to the SHAP folder, etc.

Please label reports using this pattern: FY21 Agency Initials Program Time Period.
Examples: FY21 AAAL SHAP October or FY21 AAAL Transportation qtr. 1

You do NOT need to create a new folder each month/quarter. Simply label reports accordingly and submit to the correct folder.

If you have any questions, please contact Joy Wolfe, jwolfe@agelinc.org.