



**JEB BUSH
GOVERNOR**

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 100703-1-I-SWCBS

FROM: Terry White
Secretary

DATE: October 6, 2003

SUBJECT: Notice of Instruction: APS FY 2003 Referrals

The purpose of this notice is to request your assistance with the identification of the referrals that you or your lead agencies have received from Adult Protective Services (APS) since July 1, 2003. The goal of this exercise is to assist the Department of Children and Families in an audit of the APS referral process that will determine if all referrals sent by APS were received. We expect that the results of this exercise may be presented to the Florida Legislature.

**TERRY F. WHITE
SECRETARY**

Attached is an Excel file containing the referrals that APS has sent to your office or your lead agencies since July 1, 2003. For each referral, please denote the date the referral was received in the "DOEA Referral Status" column. Please enter 'Not Received' for any referrals that have not yet been received.

I would like to extend my sincere appreciation of the time and effort you and your staff have extended to ensure that referrals are appropriately received by our aging network and to ensure the safety of our most vulnerable elders. We hope you can assist us with the completion of this exercise by Monday, October 13, 2003. Please send the completed file to Mindy Sollisch via email at sollischm@elderaffairs.org. If you have any questions about this request, please contact Mindy Sollisch at (850) 414-2181.

TW/ms

Attachments

cc: Contract Managers