



**JEB BUSH**  
GOVERNOR

**TERRY F. WHITE**  
SECRETARY

## MEMORANDUM

**TO:** 1-11 AAA Directors      **NOTICE#:** 051603-1-I-PE

**FROM:** Terry White  
Secretary

**DATE:** 5/16/03

**SUBJECT:** Notice of Instruction – Preliminary Information for the FFY 2004 Area Plan Requirements

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Federal fiscal year 2004 marks the third and final year of the current plan cycle. Therefore, the area plans for FFY 2004, which we expect to be due to DOEA by November 17, 2003, will be an update to last year's area plan. This notice is to provide advance information on a couple of issues that will require attention in the near future. More detailed instructions and final due dates for the 2004 area plan updates will be forthcoming.

### Direct Provision of Services

As a part of compliance with Section 307(8) of the Older American's Act, the Department would like to ensure that the public is given the opportunity to comment on services the area agencies on aging are already directly providing or are planning to directly provide. Each area agency offering or planning to offer any service directly should hold a public hearing that includes this issue. Requests for waivers are due to the Department August 10, and therefore the public hearings should be in advance of the waiver request.

The 2004 area plan updates will need to provide the justification of why the services are being provided directly and include documentation of when and where the public hearing was held, and a summary of the comments. This includes all the services mentioned in Section 308, supportive services, nutrition services, in-home services, plus information and assistance services and outreach.

### Statewide Needs Assessment

As you know, the Department has been undertaking a statewide needs assessment survey project. This is a unique opportunity for the aging network to gather information from elders in the general public, a population many areas have not been able to include in their needs assessment activity. The plan is to use the voter's registration rolls as the sampling frame to ensure input from the broader community of elders.

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The survey instrument incorporates feedback received earlier from the AAA planners. The instrument covers an extensive array of topics pertinent to an elder population. Although the survey appears lengthy, from the field test we determined that the average survey takes ten minutes to complete. The survey calls are expected to begin by mid-to-late May, with an anticipated completion date of mid-June. As results become available, we will provide you with the tabulations. We plan to provide data and analysis to the area agencies by the end of July.

The second phase of the project involves incorporating information gathered locally, such as from Elder Helpline calls and findings from public hearings, to ensure that needs of frail and minority elders are clearly reflected in the 2004 area plan updates. In addition, there are research projects being conducted in several areas of the state on topics such as mental health, housing and Communities for a Lifetime that may provide supplemental information to the survey. Please be sure to share any information with us that can be generalized to a broader group of elders.

Further instructions for the area plans will be provided in the near future. If you have any questions, please contact Laurie Koburger at (850) 414-2095 (SunCom994-2095) or Horacio Soberon Ferrer at (850) 414-2089 (SunCom 994-2089).