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## MEMORANDUM

TO: All AAA Directors **Notice # 101603-2-I-PE**  
DOEA Grant Managers and Senior Staff

FROM: Terry White  
Secretary

DATE: October 16, 2003

SUBJECT: Notice of Instruction: FFY 2004 Area Plan Update Requirements

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The purpose of this notice is to provide the instructions and requirements for the FFY 2004 Area Plan Update. This is the third and final year for this three-year area plan cycle. **All that is required for submission in the Program Module are any substantive updates to the area plan that the AAA has made and any changes needed to address the revised performance measures section.** The contract managers will insert the approved Direct Services Waiver Requests which were recently submitted in the area plans. **All sections of the Contract Module must be completed.**

The Area Plan update should be submitted on or before November 14, 2003. If you think you will be unable to meet the timeframe, please contact your contract manager to make alternative arrangements. The Department will respond by December 5, providing all the components are completed as instructed. Keep in mind that in order to adhere to the timeline presented in the Notice of Instruction on the Older Americans Act Agreement, we at least need your completed C.I.A and C.II.B. forms by the November 14<sup>th</sup> deadline. (Please see Notice of Instruction # 101603-1-I-CFM: Older Americans Act Agreement draft for 2004.)

The changes in area plan requirements are summarized below:

### Program Module

#### ► **P.V. Goals, Objectives and Performance Measures**

This section has been updated to reflect revised targets for the SFY 2003-2004 outcome and output measures. Two measures relating to imminent risk referrals and probable Medicaid eligibles have revised language.

### Contract Module

#### ► **The forms must be used as provided.**

#### ► **Contract Module Certification Page**

Signatures of the President of the Board **and** the AAA Director are included on the Certification Page.

- **C.II.A: Area Agency on Aging Administrative Budget Summary**
  - The overall summary page was moved from the end of the document to page one.
  - Notes were added to pages 2, 3, and 4 addressing IIIB set aside.
  - Budget detail was added to make the form more compatible with the functional expense template. One category was added under equipment, and several categories were added under building space and other costs.

- **C.V. Contract Providers**

Provider listings – a separate OAA page was developed for the AAA to designate the type of provider and nature of the relationship.

Please call your contract managers as needed for assistance in the preparation of your area plan.

TFW/llk

Attachments

1. Contract Module Instructions and Forms