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## MEMORANDUM

**TO:** AAA Executive Directors      **Notice #: 051513-1-I-SWCBS**

**FROM:** Charles T. Corley, Secretary

**DATE:** May 15, 2013

**SUBJECT:** Notice of Instruction: Client Information and Registration Tracking System (CIRTS) Unit Rate Information for State Fiscal Year 2013/2014 Contracts

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The purpose of this notice is to advise the Area Agencies on Aging to update CIRTS to enter 2013/2014 State Fiscal Year provider and unit rate information for the Alzheimer's Disease Initiative, Community Care for Elderly, Home Care for the Elderly, and Local Service Programs. The SFY 2013/2014 contracts will contain a list of services to be provided under the terms of the contract with the highest unit rate for each Planning and Service Area. It is important that the data be current and accurate to ensure that contract invoices are paid timely.

The contract amounts for SFY 2013/2014 will be based on current year continuation funding. The Department will initiate contract amendments if the allocations change after the Department receives final budget for these programs.

If you have any questions, please contact your contract manager. Thank you for your cooperation.

Attachments

CTC/bw

cc: Marcy Hajdukiewicz, Department of Elder Affairs  
Mary Hodges, Department of Elder Affairs  
Contract Managers, Department of Elder Affairs