



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
INTERIM SECRETARY

4040 ESPLANADE WAY  
TALLAHASSEE, FLORIDA  
32399-7000

phone 850-414-2000  
fax 850-414-2004  
TDD 850-414-2001

## MEMORANDUM

TO: AAA Directors **NOTICE#: 060711-1-I-SWCBS**

FROM: Charles T. Corley, Interim Secretary

DATE: June 6, 2011

SUBJECT: Notice of Instruction: Clarification to Revised Notice #: 051011-1-I-SWCBS (Monitoring/Audit Follow-Up and Corrective Action Implementation)

---

The purpose of this Notice is to provide clarification to Area Agencies on Aging (AAAs) regarding NOI #051011-1-I-SWCBS. Previous guidance indicated AAAs would address minor noncompliance issues identified in the "Suggestions for Improvement" section of the monitoring report through formal (written) corrective action plans.

With the issuance of this Notice, AAAs will respond to Department monitoring reports as follows:

- Findings require development of a formal written corrective action plan.
- Suggestions as a result of minor noncompliance issues require a written response acknowledging acceptance of the Department's suggestion or non-acceptance with an alternative solution.
- Suggestions for improvement require no written response.

Required responses must be provided to the contract manager within the time frame specified in the monitoring report transmittal letter.

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

<http://elderaffairs.state.fl.us>