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## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE#: 070611-1-I-PE**  
**FROM:** Charles T. Corley, Interim Secretary  
**DATE:** July 6, 2011  
**SUBJECT:** Notice of Instruction: FFY 2012 Area Plan Updates

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The purpose of this notice of instruction is to:

1. Inform you that the Area Plan cycle has been extended one year. The 2012 Area Plan will be an update of the prior year plan rather than the initial plan of a new three-year cycle.
2. Provide instructions for updating your Area Plan for calendar year (CY) 2012, and
3. Inform you about CIRTS enhancements that should facilitate completion of your Area Plan.

Please find attached the following documents to assist you with updating your plan:

- *List of Changes for the 2012 Area Plan Update* - details what is different this year, including changes to CIRTS.
- *2012 Program Module Instructions* - provides instructions for completing the program module update component of the Area Plan.
- *2012 Contract Module Part I* - includes updated instructions for completing Part I of the contract module.
- *2012 Contract Module Part II* - includes updated instructions for completing Part II of the contract module.
- *Exhibit A: Targeting Data* – provides NAPIS report data needed to complete the Targeting Report.

Your Area Plan update should be submitted on or before November 1, 2011, to your contract manager. Please submit an electronic copy and three hard copies.

Please call your contract manager if you require assistance in the preparation of your Area Plan. Thank you for your cooperation.

Attachments

CTC/llk

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