



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

## MEMORANDUM

**TO:** AAA Executive Directors **NOTICE#:** **082714-1-I-PE**

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

**DATE:** August 26, 2014

**SUBJECT:** Notice of Instruction: 2015 Area Plan Update

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The purpose of this Notice of Instruction is to provide the templates, instructions, targeting report data, and OAA allocation for updating your Area Plan for calendar year 2015. Attached are the following documents to assist you:

- 2015 Program Module Template and Instructions;
- Targeting Report Data for the 2015 Area Plan Program Module Update;
- 2015 Contract Module Part I Template and Instructions;
- 2015 Contract Module Part II Template and Instructions;
- OAA Allocation Spreadsheet with the “2014 Svcs & Admin Allocation” tab that should be used to complete the 2015 Area Plan Contract Module Update; and
- List of Changes for the 2015 Area Plan Update, which details changes to this year’s instructions.

The 2013 PSA Profiles, located on the Department’s main publications page (<http://elderaffairs.state.fl.us/doea/publications.php>), are currently being finalized and will be posted to the Department’s website in September, along with the 2014 projections, to assist with your Area Plan Update for 2015. The Department will send notification once they are available.

Your 2015 Area Plan Program and Contract Module Updates should be submitted to your contract manager on or before October 1, 2014. Please submit an electronic copy and two hard copies. You are encouraged to contact your contract manager if additional time is needed.

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

Attachments

CTC/AML

cc: Contract Managers  
Sandi Smith  
Alisha Linton

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