



JEB BUSH  
GOVERNOR

TERRY F. WHITE  
SECRETARY

## MEMORANDUM

TO: AAA Executive Directors      NOTICE #: 011204-1-I-PE

FROM: Terry White  
Secretary

DATE: January 12, 2004

SUBJECT: Notice of Instruction: Older Americans Act Report Instructions

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The purpose of this notice is to transmit the instructions for submitting the Older Americans Act Report for 2003. The instructions are identical to last year including the stand-alone National Family Caregiver Support (Title III-E) data report. The completed report must be submitted to the Administration on Aging by January 31, 2004. **In order to meet that deadline, your information must be submitted to the Department by Monday, January 26, 2004.**

In response to questions raised by the AAAs, the draft revised reporting guidelines for Title III of the Older Americans Act, which were issued by the Administration on Aging and sent for review and comment last summer, are proposed for future implementation. The temporary stand-alone report requirement for the 2002 OAA Report remains in effect for the 2003 report.

Please remember that all data is to be reported for the Federal Fiscal Year 2003 (i.e., October 1, 2002 - September 30, 2003). Please submit only one report for your entire PSA, not one for each county. You may e-mail the completed report to:

Ed Neu  
Senior Program Evaluator  
Office of Program Evaluation  
Florida Department of Elder Affairs  
(850) 414-2136  
[neue@elderaffairs.org](mailto:neue@elderaffairs.org)

Please contact the Operations and Management Consultant Manager for your area if you have any questions. As always, thank you for your assistance.

TW/sls

Attachment

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