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MEMO

To: Area Agency on Aging Directors **Notice #:** 100505-1-I-PE

From: Carole Green, Secretary

Date: September 29, 2005

Re: Notice of Instruction: 2006 Area Plan Update Requirements

This Notice of Instruction provides the instructions and requirements for the 2006 Area Plan update. The Program Module requires updates in the strategies for achieving the approved goals, objectives and standards. Any other substantive updates the AAA has made to the Area Plan Program Module must be submitted. The entire Contract Module must be updated for submission.

The Area Plan update should be submitted on or before November 14, 2005. If you think you will be unable to meet the time frame, please contact your contract manager to make alternative arrangements. The department will respond by December 5, 2005, providing all the components are completed as instructed.

The changes in Area Plan requirements are summarized below:

Program Module

▶ **P.V. Goals, Objectives, and Performance Measures**

The proposed strategies for achieving the approved goals, objectives and performance standards should be updated. These changes should be submitted as a separate document. The approved objectives and performance measures are attached separately.

Please note: There are no changes to the performance measures and standards for which the AAAs are responsible for 2006.

Contract Module

▶ **C.I.B: OAA Title III Priority Services Expenditures**

- Line items were added under IIIB Priority Services to include in-home respite and personal care.

- ▶ **C.II.A: Area Agency on Aging Administrative Budget Allocation**
 - A column was added on page 2, addressing the gross available hour estimates per employee.
 - In addition to position titles, names should be indicated under Personnel Salaries on page 2.

- ▶ **C.III.A: Budget Narrative**
 - Language was removed from the Contract Module instructions referencing instructions in the Program Module.

- ▶ **C.IV.B: AAA Monitoring Schedule**
 - Language was updated to instruct AAAs to display their 2006 schedule for conducting fiscal and programmatic monitoring of service providers.

- ▶ **C.VII.B: Meeting Schedule of AAA Board of Directors**
 - Language was updated to instruct AAAs to include the 2006 meeting schedule for the AAA Board of Directors.

- ▶ **C.VIII.B: Meeting Schedule of AAA Advisory Council**
 - Language was updated to instruct AAAs to include the 2006 meeting schedule for the AAA Advisory Council.

- ▶ All forms have been updated to reflect the current fiscal period.

Please call your contract managers as needed for assistance in the preparation of your Area Plan.

CG/lk

Attachments:

1. Program Module Excerpt
2. Contract Module Instructions
3. Contract Module Forms