

MEMORANDUM

TO: AAA Executive Directors **NOTICE#: 091718-1-I-SWCBS**

FROM: Jeffrey S. Bragg, Secretary

DATE: **September 17, 2018**

SUBJECT: Notice of Instruction: 2019 Area Plan Update

The purpose of this Notice of Instruction is to provide you with the templates, instructions, and guidance necessary to complete the 2019 Area Plan Update for your Planning and Service Area (PSA).

Attached are the following documents to assist you with the preparation of your Area Plan Update:

- 2019 Area Plan Program Module Update Template and Instructions,
- 2019 Area Plan Contract Module Update Template and Instructions, and
- 2019 Area Plan Update Summary of Changes.

The 2019 Area Plan Program Module Update should reflect any appropriate updates to the PSA Profile, AAA Board, and Advisory Council as well as refreshed information pertaining to the Performance and Targeted Outreach, Unmet Needs and Services Opportunities, and Goals and Objectives document sections. Please ensure that the strategies identified in the Goals and Objectives section address, at a minimum, each Essential Element as specified in the Area Plan Program Module instructions. In addition, an Area Plan Review rubric has been added to the 2018 Targeting Materials ShareFile folder for each PSA. In preparing the 2019 Update, please address in your 2019 Update each element of this review that was scored as either “Incomplete” or “No.”

Related to the development of the Contract Module, please use the budgetary figures associated with your Final 2018 OAA award (including title transfers) in developing your 2019 Contract Module. Please note the addition of Note 7 to the C.II.A tab of the Contract Module. When completing Note 7, list each service for which a Direct Service Waiver (DSW) has been

approved or is being requested including the service title, funding source, and whether the DSW is current (previously approved) or being requested.

Please submit one electronic copy of both the 2019 Area Plan Program Module Update and Contract Module Update to your contract manager by October 1, 2018. All required signatures (Executive Director, Board of Directors, and Advisory Council) must be in blue ink.

Each AAA is responsible for coordinating review and approval with their respective governing bodies to ensure module submission within the established timeframes.

At the AAAs' request, the Department would like to provide advance feedback on individual components of the Area Plan Program Module Update. Should you wish to receive preliminary feedback, please submit a proposed submission schedule to your contract manager for any of the updated sections of the Program Module. Contract managers will coordinate review schedules in collaboration with Department staff and advise AAAs on a timely schedule for returning edits and comments.

Please contact your contract manager if you have questions or require assistance with the preparation and/or submission of your 2019 Area Plan Update.

Attachments

JCJ

Cc: DOEA Contract Managers

