



## MEMORANDUM

Notice #: 102708-2-I-PE

**CHARLIE CHRIST**  
GOVERNOR

TO: Area Agency on Aging Executive Directors

FROM: E. Douglas Beach, Secretary

DATE: December 17, 2008

SUBJECT: Notice of Clarification: FFY 2009-11 Area Plan Requirements

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This Notice provides clarification and updates to the instructions and requirements released in Notice #102708-1-I-PE for the FFY 2009-2011 new area plan cycle.

**E. DOUGLAS BEACH**  
**PH.D.**  
SECRETARY

The details about the changes to the Area Plan instructions and additional information are included in the attached document "List of Changes – Clarification to the 2009-2011 Area Plan Instructions."

The Area Plan Program Module Template and Instructions and the Area Plan Contract Module Instructions (Part I) have been updated to incorporate the changes and are attached. You can either replace the specific changed pages in your area plan, or, if you have not yet begun entering information in the original area plan instructions document, you can use the attached area plan instruction documents instead.

Two additional documents are attached. The Targeting Report Data document now includes Limited English Proficiency (LEP) data by county and the Clarification for Goal D document provides more detail for the AAAs to prepare strategies to address the objectives.

If you have questions, please contact your contract manager.

#### Attachments:

- 1) List of Changes, Clarification to the 2009-2011 Area Plan Instructions
- 1)2) Revised Area Plan Program Module Template and Instructions
- 2)3) Targeting Report Data Including LEP by County
- 3)4) Clarification for Goal D, Objectives 4, 5, and 6
- 5) Revised Area Plan Contract Module Instructions (Part I)

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