



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

MEMORANDUM

TO: AAA Executive Directors **NOTICE #:** 110104-2-T-PE

FROM: Terry White
Secretary

DATE: November 1, 2004

SUBJECT: Notice of Transmittal: Announcing Meeting to Discuss Draft Guidelines for Implementation of ARCs on November 17

The purpose of this Notice of Transmittal is to announce that the Department of Elder Affairs will host a meeting with the Area Agencies on Aging to discuss draft guidelines for implementation of Aging Resource Centers (ARCs) on **Wednesday, November 17, from 9 a.m. to 4 p.m. in conference room #225F, 4040 Esplanade Way, Tallahassee, Florida.** The agenda will include a review of the instructions for completing a proposal to transition to ARCs by July 1, 2005, issued under a separate Notice of Instruction, as well as draft implementation guidelines to be released prior to the meeting.

To ensure preparation of adequate materials for the meeting, please notify Sandi Smith (smithsl@elderaffairs.org) of the individuals who will be representing your organization. I look forward to your participation in this opportunity to discuss the process for transitioning the aging network to this streamlined model of service delivery.

TW/sls

cc: Contract Management Unit

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