



**JEB BUSH**  
GOVERNOR

**TERRY F. WHITE**  
SECRETARY

*Communities for a Lifetime: Elder Ready, Child Friendly, Family Focused*

## MEMO

**TO:** AAA Executive Directors                      **POLICY#:** 101402-2-I-OS

**FROM:** Susan M. Tucker, Deputy Secretary

**DATE:** October 14, 2002

**SUBJECT:** Notice of Instruction: Distribution of Assistive Devices

---

In June of 2002, surplus funds were identified (we appreciate the fact that PSA 5 shared these funds for use throughout Florida). As a result, it was agreed at the F4A meeting on June 17, 2002, that the funds would be used to purchase assistive devices for distribution throughout the state. Mid-Florida Area Agency on Aging (MFAAA) volunteered to take on the task of handling the purchase and distribution process. All funds went to purchase, temporarily store and insure these devices. MFAAA received no funds for processing or administering this activity.

If you have not already done so, please arrange to pick up the items by the end of October 2002. Please remember these devices are for Community Care for the Elderly clients who have been identified as having needs. The forms and tracking of these devices to eligible clients have been transmitted to you previously by MFAAA. Please make sure that you follow those instructions so that the documentation is in order.

The purchase and distribution methods are appropriate and consistent with past practices. As you may recall, MFAAA purchased shelf stable meals in June 2000 for distribution throughout the state. It was through the cooperation of all the Area Agencies on Aging that the meals were distributed efficiently. We are glad that identified funds can be used for the benefit of elders throughout the state and we appreciate your dedication to serving the elders.