



MEMORANDUM

TO: AAA Directors **NOTICE#:** 052008-1-T-SWCBS

FROM: E. Douglas Beach
Secretary

DATE: May 20, 2008

SUBJECT: Notice of Transmittal: Standard Contract

The purpose of this memorandum is to notify all area agencies on aging (AAAs) that the standard contract between the Department of Elder Affairs (department) and the AAAs shall not be utilized in establishing contracts with any entities.

The standard contract delineates the terms, requirements and obligations between the department and the AAA, as it pertains to program requirements and associated dollars. It is the responsibility of each AAA, in consultation with its attorney, to determine the necessary terms and conditions of its contractual relationships with its contractors.

Therefore, the AAAs shall develop their own contracts or agreements with their contractors reflecting the terms, requirements and obligations specific to each particular business relationship.

Thank you for your cooperation.

E. DOUGLAS BEACH, Ph.D.
SECRETARY

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