

List of Changes to the 2013-2015 Area Plan on Aging Instructions

Program Module

1. Targeting Data – A corrected targeting data file is attached. It is revised to reflect the issues discussed below.
 - a. The labeling of the targeting factor “Minority Below Poverty (low-income minority)” has been updated to be more clear. It is now Low-Income Minority (below 125% of poverty level).
 - b. The targeting data provided earlier had an error in the counts of people served in each PSA who were low-income minority older individuals with limited English proficiency (LEP). The data are revised. In the version sent via email on August 14, the total number of people with LEP for the PSA was listed, rather than just the number of people served who have LEP. The total number of people with LEP for the PSA can be found on the “Limited English Proficiency” tab in the targeting data spreadsheet.
 - c. Rural issue – We discovered that there are now numerous new zip codes compared to 2000, the most recent data available. Since the current rural data are so out-of-date and there is not a current source for better data, the Department has decided that the targeting reports and plans in the Area Plans can leave that line without data. Instead, insert the comment “To Be Determined.” Address rural targeting issues in the narrative sections of the targeting plans and reports, indicating which known rural areas will be targeted for education and outreach.
2. Direct Service Waiver Request Instructions and Form, *Appendix 2*, pages 51-53 –
 - a. The Department will no longer require a single service per OAA Title per waiver request form. A Direct Service Waiver Request Form is now allowed for multiple services under any OAA Title as long as the justification for each service is the same. If the justification is different for any service within an OAA Title, the Department will require a separate Direct Service Waiver Request Form for that service.
 - b. The Direct Service Waiver Request Form is revised to indicate documentation is provided that the AAA has entered into CIRTS the budget information about each service the AAA plans to provide directly.
 - c. Attached is a sample of what is allowable, using OAA Title IIID as the example.
3. Program Module Checklist –
 - a. The P.I. Introduction to the Program Module Template was changed to Overview. The row with the words “Describe the specific services to be provided” was removed.
 - b. Also, in the Area Plan submissions, Appendix 1 should be the Direct Service Waivers and Appendix 2 the Program Module Checklist. The Program Module Comments and Recommendations section of the Checklist has been modified to reflect that change.

Contract Module

1. Part I, C.I.G. – formulas for the federal share for NSIP and the State Share for CCE, ADI, HCE, and LSP have been corrected.