



**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

4040 ESPLANADE WAY  
TALLAHASSEE, FLORIDA  
32399-7000

phone 850-414-2000  
fax 850-414-2008  
TDD 850-414-2001

## MEMORANDUM

**TO:** Amber McCool, Executive Director **NOTICE#: 011212-1-I-PE**  
**FROM:** Charles T. Corley, Secretary  
**DATE:** January 11, 2012  
**SUBJECT:** Notice of Instruction: FFY 2013 - 2015 Area Plan

---

The purpose of this notice of instruction is to provide you with the instructions and documents needed to complete your 2013-2015 Area Plan.

Please find attached the following documents:

- 2013 - 2015 Program Module Template and Instructions - provides the template and instructions for completing the program module component of the Area Plan.
- 2013 - 2015 Contract Module Part I - includes instructions for completing Part I of the contract module.
- 2013 - 2015 Contract Module Part II - includes instructions for completing Part II of the contract module.
- *Assessing the Needs of Elder Floridians* - needs assessment State report.
- *Assessing the Needs of Elder Floridians: PSA 1* - needs assessment report for your PSA.

Your Area Plan should be submitted on or before November 1, 2012, to your contract manager. Please submit an electronic copy and three hard copies.

Please call your contract manager if you require assistance in the preparation of your Area Plan. Thank you for your cooperation.

Attachments

CTC/arm