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MEMORANDUM

NOTICE #: 030112-1-I-CFAL

TO: Area Agency on Aging Executive Directors

FROM: Charles T. Corley, Secretary

DATE: March 1, 2012

SUBJECT: **Notice of Instruction: Changes to Healthy Eating Every Day**

The purpose of this Notice is to address the changes made to the service description for the evidence-based program Healthy Eating Every Day. A new service description for this program will be provided with this notice of instruction. The changes are as follows:

Length of program

- The program is delivered once a week for an hour. The workshop may be delivered in the 14-week or 20-week format.

Completers

- A completer for Healthy Eating Every Day is a participant who attends at least 70 percent of the sessions (14 out of 20 sessions for the 20-week program or 10 out of 14 for the 14-week program).

These changes will take effect for the 2012 contract year. All workshops with a start date after January 1, 2012, must follow the guidelines stated above as well as the information in the service description that will go out with this notice of instruction.

Thank you for your continued cooperation. Please contact Michele Mulé at 850-414-2307, if you have further questions.