



MEMORANDUM

RICK SCOTT
GOVERNOR

TO: AAA Directors **NOTICE#: 051011-1-I-SWCBS**

FROM: Charles T. Corley, Interim Secretary

DATE: May 9, 2011

SUBJECT: Notice of Instruction: Clarification to Revised Notice #: 032808-1-I-OCFM (Monitoring/Audit Follow-Up and Corrective Action Implementation)

CHARLES T. CORLEY
INTERIM SECRETARY

The purpose of this Notice of Instruction is to communicate to Area Agencies on Aging (AAAs) a change in existing procedure. Specifically, previous guidance indicated AAAs would address any finding identified in a monitoring report.

With the issuance of this Notice of Instruction, the Department will further require AAAs to submit formal (written) corrective action plans (CAPs) for review and approval, to address minor noncompliance issues noted during the review that have the potential to become findings if not corrected. These issues are referred to in the "Suggestions for Improvement" section of the report.

The corrective action plan detailing the steps necessary to remedy deficiencies and minor noncompliance issues shall be submitted to the contract manager in accordance with the due date established in the AAA's monitoring report transmittal letter.

Thank you for your cooperation. If you have any questions, please contact your contract manager.

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