



**RICK SCOTT**  
GOVERNOR

## MEMORANDUM

**TO:** AAA Executive Directors      **NOTICE#: 092513-1-I-PE**  
**FROM:** Charles T. Corley, Secretary  
**DATE:** September 25, 2013  
**SUBJECT:** Notice of Instruction: 2014 Area Plan Updates

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The purpose of this Notice of Instruction is to:

1. Provide instructions for updating your Area Plan Contract Module for calendar year (CY) 2014,
2. Provide the OAA Allocation Spreadsheet with the "2013 Svcs & Admin Allocation" tab that should be used to complete the Contract Module, and
3. Notify you that the Program Module update instructions are forthcoming.

**CHARLES T. CORLEY**  
SECRETARY

Please find attached the following documents to assist you with updating your plan:

- List of Changes for the 2014 Area Plan Update – details changes for this year.
- 2014 Contract Module Template Part I with instructions.
- 2014 Contract Module Template Part II with instructions.
- OAA Allocation Spreadsheet.

Your Area Plan Contract Module update should be submitted to your contract manager on or before November 1, 2013. Please submit an electronic copy and one hard copy.

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

Attachments

CTC/arm

cc: Contract Managers  
Abbie Messer  
Laurie Koburger  
Sandi Smith

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