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MEMORANDUM

NOTICE #: 101712-1-I-PE

TO: Area Agency on Aging Executive Directors
FROM: Charles T. Corley, Secretary
DATE: October 17, 2012
SUBJECT: **Notice of Instruction: Revisions to 2013-2015 Area Plan on Aging Instructions**

The purpose of this Notice of Instruction is to correct specific sections of the 2013-2015 Area Plan Instructions, which were issued with NOTICE#: 011212-1-I-PE on January 12, 2012, corrected in NOTICE# 051512-1-I-PE, and corrected and clarified in NOTICE# 071012-1-I-PE.

The changes are in both the Program and Contract Modules. In the Program Module, the following sections are modified: the Targeting Report, the Direct Service Waiver Request, and the Checklist. In the Contract Module, Part I, formulas in Form C.I.G. are corrected. The specific revisions are outlined in the attachments.

Please contact your contract manager if you have any questions. Thank you for your continued cooperation.

Attachments:

- 1- List of Changes
- 2-Revised Program Module Template and Instructions
- 3-Revised Contract Module, Part 1
- 4-Corrected Targeting Report Data
- 5-Sample Direct Service Waiver Request Form

CTC/sls

cc: Contract Managers
Michele Mulé
Laurie Koburger