DEPARTMENT OF
ELDER AFFAIRS
STATE OF FLORIDA

CHARLIE CRIST
GOVERNOR

E. DOUGLAS BEACH, PH.D.
SECRETARY

MEMORANDUM

TO: **AAA Directors** **NOTICE#: 032808-1-I-OCFM**

FROM: **E. Douglas Beach**
Secretary

DATE: **March 28, 2008**

SUBJECT: **Notice of Policy:** Revised Notice#: 050906-1-I-OCFM
(Monitoring/Audit Follow-Up and Corrective Action Implementation)

The purpose of this Notice of Policy is to communicate to area agencies on aging (AAAs) a change in existing policy. Specifically, previous guidance indicated AAAs would decide when a formal corrective plan would be needed.

With the issuance of this Notice of Policy, the department will require AAAs to submit formal (written) corrective action plans for review and approval, when determined necessary through monitoring or quality assurance activities. Beginning this calendar year, reflecting the 2007 monitoring period, any identified finding in a monitoring report will require corrective action. The corrective action plan detailing the steps necessary to remedy the deficiency will be submitted to the contract manager in accordance with the due date established in the AAA's monitoring report.

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

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