

DEPARTMENT OF AGING

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**PROGRAM MEMO**

TO: AREA AGENCY ON AGING DIRECTORS	NO: PM 06-05 (P)
SUBJECT: Revised Version of the Reference Guide for Development of the 2005-2009 Area Plan	DATE ISSUED: February 10, 2006
REVISED: N/A	EXPIRES: Until Superseded
REFERENCES: N/A	SUPERSEDES: PM 04-19(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: Notify Area Agencies on Aging regarding recent changes to the Reference Guide for Development of the 2005-2009 Area Plan	
INQUIRIES SHOULD BE DIRECTED TO: Kathleen Hendrickson at (916) 928-3327, khendric@aging.ca.gov; or Denny Wight at (916) 928-3329, dwight@aging.ca.gov	

The purpose of this Program Memo is to provide notice to Area Agencies on Aging (AAA) regarding the availability of the revised version of the Reference Guide for Development of the 2005-2009 Area Plan. The Guide contains recent changes recommended by AAA planners and staff at the California Department of Aging (CDA).

The attached document, "Changes to the Reference Guide for Development of the 2005-2009 Area Plan," provides a comprehensive list of the revisions that were made to the Guide.

Note that three new appendices have been added:

1. Appendix XI – Disaster Preparation Planning Conducted for the 2005-2009 Planning Period

This is a new appendix to help ensure AAAs coordinate disaster preparedness efforts with their local Office of Emergency Services so that the emergency needs of consumers of AAA services are met.



2. Appendix XII – Baby Boomer Information

The purpose of this appendix is to allow the AAAs to describe efforts undertaken in their Planning and Service Areas to meet the service needs of the increasing population known as the Baby Boomers.

3. Appendix XIII – Required Services Provided Without the Use of State and/or Federal Funds

This appendix must be completed if the AAA is providing any required services (Title IIIB Access, In-Home, Legal, and Community-Based Services Programs) using funding sources other than state and/or federal funds.

Submission of the FY 2006-2007 Area Plan Update will be by mail, except for the documents listed below. The following documents will require electronic submission in **Word** only:

- **Service Unit Plan**
- **Needs Assessment Activities (either send the page it is on in the Area Plan or move the information to a separate document)**
- **Appendix XI Disaster Preparation Planning Conducted for the 2005-2009 Planning Period**
- **Appendix XII Baby Boomer Information**
- **Program Development and Coordination Narrative Objectives**

((Original signed by Lora Connolly))

Lora Connolly
Acting Director

Attachment (AAAs only)