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**PROGRAM MEMO**

TO: AREA AGENCIES ON AGING DIRECTORS	NO.: PM 08-26(P)
SUBJECT: Reference Guide for Development of the 2009-2012 Three-Year Area Plan	DATE ISSUED: November 14, 2008
REVISED N/A	EXPIRES: November 14, 2009
REFERENCES:	SUPERSEDES: PM 08-11
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input 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: Reference Guide for the Development of the 2009-2012 Area Plan (Reference Guide)	
INQUIRIES SHOULD BE DIRECTED TO: John Marklund at (916) 928-3330, jmarklund@aging.ca.gov ; or Denny Wight at (916) 928-3329, dwight@aging.ca.gov .	

At the May 21-22, 2008 California Association of Area Agencies on Aging (C4A) Board meeting, the California Department of Aging (CDA) recommended, and C4A accepted, the option of a one-time-only three-year Area Plan cycle concurrent with a four-year State Plan cycle, followed by four-year Area and State Plans. This option will provide CDA and C4A up to two years to collaborate on the revision and update of the Area Plan Guidance. It also allows CDA the opportunity, on an ongoing basis, to extract critical and more concrete data from the Area Plans for the development of the State Plan.

The Area Plan is intended to reflect accurately Area Agencies on Aging (AAA) future activities by involving the community in identifying how best to serve older individuals, adults with disabilities, their families, and caregivers. The Reference Guide provides the format and structure for AAAs to identify and document needs and address their concerns in a manner consistent with the Older Americans Act (OAA) and the Older Californians Act (OCA). To this end, AAAs are charged with addressing and planning for a broad spectrum of matters related to older individuals, and adults with disabilities needs in our rapidly changing society.

The Reference Guide consists of two parts, containing instruction, resources, format, and guidance to assist AAAs to develop and complete the 2009-2012 Area Plan. The Guide also includes information for completing Updates, Amendments, and the Year-End Report.

Part I: Guidance – provides the Planner with instructions and references to develop the required content needed in the Area Plan. The Planner will need to refer to federal and state statutes, regulations, and policies to prepare the Area Plan. Web links to these documents are provided.

Part II: Area Plan Format & Templates – corresponds to Part I and contains the required format, templates, and documents to be submitted to CDA as the Area Plan.

Note: For AAAs that will be using a strategic plan format, the format provided by CDA in this Guidance is not required. However, the strategic plan MUST contain all the elements required by federal and state statute, regulation, and policy.

The *Reference Guide: Parts I and II* is posted on the CDA web site at the following web link:

http://www.aging.ca.gov/aaa/guidance/planning_index.asp

New Planners - a sample of an area plan that contains all the required elements and other useful planning tools, can be accessed at the following web link:

http://www.aging.ca.gov/aaa/guidance/planning_index.asp



Lynn Daucher
Director

Attachments