

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: Area Agency on Aging (AAA) Directors	NO.: PM 02-07 (P)
SUBJECT: Annual Instructions for Updating the Area Plan for Fiscal Year (FY) 2002-03; 2000 Amended Older Americans Act (OAA) Assurances	DATE ISSUED: April 12, 2002
	EXPIRES: Until Superseded
REFERENCES: PM 00-21, PM 98-12, PM 01-09	SUPERSEDES:
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 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 type="checkbox"/> Other Specify: Update Requirements	
INQUIRIES SHOULD BE DIRECTED TO: Assigned AAA-Based Team	

The purpose of this Program Memorandum (PM) is to convey to the AAAs the FY 2002-03 update requirements for the 2001-2005 Four-Year Area Plan. The requirements are based upon the provisions of PM 00-21, "Reference Guide to Area Plan Process and Format." In addition, new Assurances based upon the 2000 Amendments to the OAA, which apply to the 2002-05 planning period, are included for insertion in your 2001-2005 Four-Year Area Plan. Do **not** return the assurances with your Update. The Title III E Family Caregiver Support Program addendum requirements will be sent under separate cover and are **not** included in this PM.

There are new Area Plan Update requirements for 2002-03. For those AAAs that submit their local Strategic Plan as the Area Plan Update, the location of all update requirements must be clearly identified in the Required Area Plan Update Components Table. A new Appendix IX, Homeless Older Individuals, has been added to support the Governor's request to address homelessness prevention efforts in all State programs. The documents listed on the attached Table of Contents will assist with completion of the update. The enclosed diskette includes all attachments to this PM.

The FY 2002-03 Area Plan Update **must include** the following components:

- Checklist for Updating the Area Plan
- Transmittal Letter with appropriate signatures
- Area Plan Update Components Table
- Narrative description of changes to the 2001-2005 Area Plan
- A description of needs assessment activities if planned for the coming fiscal year
- New, revised, or continued objectives for FY 2002-03



- Title III/VII Service Unit Plan
- Title V Service Unit Plan
- Community-Based Services Programs (CBSP) Service Unit Plan
- A signed copy of the Title III/VII Area Plan Budget (CDA 122)
- Appendix I, Appendix II, and Appendix IX
- All other Appendices that were amended

Updated Title III/VII, Title V, and CBSP Area Plan objectives may be submitted at any time during the year. However, an original plus two copies of the 2002-03 Area Plan Update must be submitted by **June 1, 2002** to:

California Department of Aging
ATTN: AAA-Based Team ____ (assigned Team 1, 2, or 3)
1600 K Street
Sacramento, CA 95814

Submit only updates to the required Area Plan components. Do not send an entire new Area Plan.

Original Signed By Lynda Terry

Lynda Terry
Director

Attachments

Enclosure: Diskette