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**PROGRAM MEMO**

TO: Area Agency on Aging Directors	NO.: PM 10-21(P)
SUBJECT: Area Plan Year-End Report	DATE ISSUED: September 20, 2010
REVISED	EXPIRES: June 30, 2011
REFERENCES: 2009-2012 Area Plan Reference Guide, Older Americans Act, Section 306(a), Title 22 Section 7304(b), Program Memos 94-10 and 07-14	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: AAA Administration	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input type="checkbox"/> Other Specify:	
INQUIRIES SHOULD BE DIRECTED TO: John Marklund, Area Plan Team, phone (916) 928-3330; e-mail jmarklund@aging.ca.gov	

This Program Memorandum conveys to Area Agencies on Aging (AAAs) changes regarding submission of the Year-End Report (YER). Effective June 30, 2010 AAAs will no longer be required to submit a YER. Instead, at the conclusion of each Area Plan cycle, AAAs will submit an End of Cycle Report (ECR) and Transmittal Letter.

Background

The purpose of the YER is to provide a performance report for the local Planning and Service Areas and the California Department of Aging (CDA). Currently, AAAs are required to submit a YER on their Area Plan activities November 1st for the fiscal year ending June 30th. The YER provides a retrospective account of progress made during the fiscal year toward accomplishing Area Plan goals including status reports and program activities in areas such as Program Development and Title III D/Medication Management.

In 2009, the California Association of Area Agencies on Aging (C4A) requested that CDA review the requirement for a YER.

End of Cycle Report (ECR)

Based on a review of Federal and State requirements and consultation with the Administration on Aging, CDA has determined there is no regulatory or legal mandate for a YER. However, with regard to Area Plans, the Older Americans Act (OAA), Section 306(a)(4)(A)(i) and (iii) require that AAAs:

- (i) (I) provide assurances that the area agency on aging will—
 - (aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;
 - (bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and
 - (II) include proposed methods to achieve the objectives described in items (aa) and (bb) of subclause (I);
- (ii) with respect to the fiscal year preceding the fiscal year for which such plan is prepared—
 - (I) identify the number of low-income minority older individuals in the planning and service area;
 - (II) describe the methods used to satisfy the service needs of such minority older individuals; and
 - (III) provide information on the extent to which the area agency on aging met the objectives described in clause (i).** (emphasis added)

CDA will send instructions for submission of the ECR no later than December 31, 2011, as an addendum to the Reference Guide for Development of the 2009-2012 Three-Year Area Plan. CDA will consult with representatives from C4A in developing the instructions. The ECR for the 2009-2012 Area Plan Cycle will be due by November 1, 2012.

CDA recognizes that many AAAs prepare an annual report for local use which is similar to the YER. This policy change does not supersede any local requirement for an annual report. CDA encourages AAAs to submit their annual report for its reference.



Lynn Daucher
Director