

## **California Department of Aging (CDA) Area Plan Preparation Information Guide**

The purpose of this abbreviated guide is to share information based off common questions received related to the development and submission of the Area Plan.

Section 306 of the Older Americans Act mandates Area Agencies on Aging (AAA) to develop and submit an Area Plan to the State. More guidance can be found in Title 22, Division 1.8, Chapter 3, Article 3 of the California Code of Regulations (CCR). The AAAs' Area Plans establish the framework for how the AAAs will deliver services to California's diverse older adult population based on a needs assessment. Please consider the following as you prepare and create the Area Plan:

- The Area Plan should focus on the Older Americans Act Programs.
  - Supportive Services (Title III B)
  - Congregate and Home-Delivered Meals (Title III C)
  - Disease Prevention and Health Promotion (Title III D)
  - Family Caregiver Support Program (Title III E)
  - Elder Rights Protection (Title VII)
  - Long-Term Care Ombudsman Program (Titles III & VII)
- AAAs should incorporate into the Area Plan as many of their activities related to aging as possible, regardless of funding source. The plan should serve as a valuable tool for planning/tracking all efforts on behalf of older adults.
- The Master Plan on Aging (MPA) can be used as a reference and guide by the AAA but is **not** a required component of the Area Plan. The Area Plan can align with the MPA, but it does not need to duplicate those goals or objectives.
- The Area Plan is due May 1<sup>st</sup> of each year per Title 22 CCR Section 7304.
- The Area Plan is submitted electronically by emailing the Area Plan along with the Transmittal Letter to [areaplan@aging.ca.gov](mailto:areaplan@aging.ca.gov)
  - Transmittal Letters can be signed electronically or scanned copies of wet signatures.
- Area Plan Guidance documents are released by CDA each year in preparation of the next Area Plan submission and provide additional information along with the template and format requirements. This guidance is released as part of a Program Memo that is sent out to the AAAs.
- A public hearing must be held at least once per year as outlined in Title 22 CCR Section 7308, "The AAA shall hold, at a minimum once each fiscal year, a public hearing in the PSA to solicit comments and present information on the development of the Area Plan, plan updates, plan amendments and/or activities carried out under the current Area Plan."
- The AAA shall submit an Area Plan amendment to CDA any time a major change occurs that affects its goals and/or objectives as outlined in 22 CCR Section 7306.

If you have any questions about the Area Plan, please contact [areaplan@aging.ca.gov](mailto:areaplan@aging.ca.gov).