To request PPE, complete the following two forms:

* “Cal-OES Resource Request Form”—one form per AAA
* “Provider PPE Request Template” to gather requests from local providers

Please refer to the PPE list for types and quantities of PPE that can be requested.

**Sections for AAAs to complete in the “Cal-OES Resource Request Form”:**

* 1. Request Details
		+ Operational Area is the region of the state your agency serves: city, cities, county, counties
	2. Requesting Point of Contact
		+ Complete all fields
	3. Resource Request Information:
		+ Resource Agency Coordinator: Specify the type of provider you are: AAA, SCSEP, MSSP, CBAS, etc.
	4. Resource Delivery Location
		+ Complete all fields
	5. Delivery Point of Contact Information
		+ Complete all fields
	6. Signature Fields
		+ Sign and Date the Requestor Section

**Other information to note:**

* Have sufficient storage space for the equipment being requested.
* The identified point of contact (POC) is on site to receive deliveries, including on Saturdays. They will be given notice a few days in advance of the delivery date and time. If the POC is not present, UPS will be leaving the equipment curbside.
* There is *no charge for the equipment or delivery*.  However, when the available equipment is depleted, AAAs will be responsible for purchasing their own equipment.
* PPE is available while supplies last.

**Submit completed forms to the California Department of Aging (CDA) via email to:**

Daniel Birmingham, Aging Programs Analyst II, Daniel.Birmingham@aging.ca.gov