

CALIFORNIA DEPARTMENT OF AGING**Division of Administrative Services**

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PROGRAM MEMO

TO: Area Agencies on Aging Directors**EXPIRES:** May 1, 2024**NO.:** PM 19-10**PROGRAMS AFFECTED:** ALL**DATE ISSUED:** December 17, 2019**SUPERSEDES:** PM 18-14**SUBJECT:** Area Plan Guidance for State Fiscal Year (SFY) 2020 through SFY 2024

Purpose

To provide guidance to the Area Agencies on Aging (AAA) for use in developing the 2020-2024 Area Plan (AP) and AP Updates (APU)

Due Dates

Period Covered	Due Date to CDA
2020-2024 Four-Year Area Plan	May 1, 2020
2021-2022 Area Plan Update	May 1, 2021
2022-2023 Area Plan Update	May 1, 2022
2023-2024 Area Plan Update	May 1, 2023

Guidance Format

The AP Guidance consists of two parts:

Part I: Instructions and References

Part I provides instructions and references for developing the AP and APU. The AAA Planner will need to refer to relevant federal and State statutes, regulations, and policies when developing the AP or APU.

Part II: Format and Templates

Part II corresponds to Part I and contains the required AP/APU format and templates.

AP Format

AAAs must submit the AP in the format specified by the California Department of Aging (CDA).

- AAAs must use the forms and templates in Part II to complete the AP.
- AAAs must submit an AP Checklist for the first year and an APU Checklist for years two through four.

AP Updates

California Department of Aging (CDA) issues additional guidance, when required, to assist AAAs with the development of required AP Updates.

- CDA anticipates the release of additional AP guidance associated with the State Master Plan on Aging (MPA) due to be released October 2020.

Guidance and Resources

AAAs may access the AP Guidance, Requirements and Program Memos at:

https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/#pp-planning

Inquiries

Please contact Scott Crackel at (916) 928-2293 or AreaPlan@aging.ca.gov

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