PROGRAM MEMO

TO: Area Agencies on Aging Directors

NO.: PM 19-10

DATE ISSUED: December 17, 2019

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

<table>
<thead>
<tr>
<th>Period Covered</th>
<th>Due Date to CDA</th>
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<tbody>
<tr>
<td>2020-2024 Four-Year Area Plan</td>
<td>May 1, 2020</td>
</tr>
<tr>
<td>2021-2022 Area Plan Update</td>
<td>May 1, 2021</td>
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<tr>
<td>2022-2023 Area Plan Update</td>
<td>May 1, 2022</td>
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<tr>
<td>2023-2024 Area Plan Update</td>
<td>May 1, 2023</td>
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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 statues, 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](https://www.aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/#pp-planning)

**Inquiries**

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