

**CALIFORNIA DEPARTMENT OF AGING**  
**Division of Home and Community Living**  
**Older Adults Program Branch**

2880 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833  
www.aging.ca.gov  
TEL 916-419-7500  
FAX 916-928-2267  
TTY1-800-735-2929

**PROGRAM MEMO****TO:** Area Agencies on Aging**NO:** 21-28**DATE ISSUED:** December 15, 2021**EXPIRES:** Until Superseded or Rescinded**PROGRAMS AFFECTED:** Older Americans Act Programs**SUPERSEDES:** N/A**SUBJECT:** Area Plan Guidance for State Fiscal Year 2022-23**Purpose**

This program memo provides instructions to Area Agencies on Aging (AAAs) for use in developing the July 1, 2022-June 30, 2023, Area Plan Update (APU).

**Due Date**

The 2022-23 APU and signed transmittal letter must be received by CDA no later than May 1, 2022. If the APU is submitted without the signed transmittal letter, this will delay the approval of the AAA's APU. Work will not begin on reviewing or approving the APU until both the APU and the signed transmittal letter are received.

- In a change from past practice, the signed transmittal letter should now be submitted by email to [areaplan@aging.ca.gov](mailto:areaplan@aging.ca.gov). Both electronic signatures and scanned copies of original ink signatures are acceptable.
- Submit the completed APU to the same address: [areaplan@aging.ca.gov](mailto:areaplan@aging.ca.gov).

**Guidance Documents**

The following documents will be sent to all AAAs by email:

- Area Plan Guidance Part I—Instructions and References (Revised December 2021)
- Area Plan Guidance Part II—Format and Templates (Revised December 2021)
- 2022-23 Area Plan Table of Changes

**Questions**

For questions, email [areaplan@aging.ca.gov](mailto:areaplan@aging.ca.gov).

Sutep Laohavanich, Deputy Director  
California Department of Aging