

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: May 1, 2021

NO: 20-11

PROGRAMS AFFECTED: ALL

DATE ISSUED: May 15, 2020

SUPERSEDES: N/A

SUBJECT: Modified Area Plan Guidance and Due Date for 2020-2024 Four-Year Area Plan

Purpose

To provide updated guidance on the new due date for the 2020-2024 Four-Year Area Plan (AP) in response to the coronavirus pandemic (COVID-19).

Background

The California Department of Aging (CDA) released a series of Frequently Asked Questions (FAQ) documents to the Area Agencies on Aging (AAA) providing guidance on how to continue operations during COVID-19. On March 25, 2020, CDA released FAQ #4 stating that all AP requirements such as public hearings, development of AP document, service unit projections, and planning including the May 1st deadline were temporarily suspended until further notice.

Due Date

The temporary suspension of AP requirements has ended and a new due date for all 2020-2024 Four-Year Area Plans is **July 15, 2020**.

Original	New
May 1, 2020	July 15, 2020

Requirements

If the AP has not already completed, the following are reminders of required components:

- The AAA shall hold a public hearing in the PSA to solicit comments and present information on the development of the AP and/or activities carried out under the proposed four-year plan. Notice of the public hearing shall be announced to the community 30 days prior to the date of the public hearing and mailed or emailed to all service providers under contract with the AAA and general-purpose local government agencies in the area affected. Virtual hearings are allowed. A discussion of comments received from the public hearing shall be included in the plan.

- Before submission, plans shall be approved and signed by the chairperson of the AAA's governing board, the Director of the AAA, and the Chairperson of the Area Agency on Aging Advisory Council

For additional requirements and guidance go to the CDA website:

<https://aging.ca.gov/Providers and Partners/Area Agencies on Aging/#pp-planning>

Approval

Within 60 days of receipt of an AAA's Area Plan, CDA shall review the information for compliance with federal law and the California Code of Regulations (CCR) and take one of the following actions as appropriate:

- Approve the plan and notify the AAA in writing of the approval
- Notify the AAA in writing of the portions of the AP that are not in compliance with federal law or CCR and allow the AAA to continue to operate under its currently approved plan while it is taking corrective action to make the newly submitted plan approvable

Budget Approval

The AP 2021 contract budgets will be reviewed for fiscal compliance, including but not limited to, adequate proportion of required services, direct and contracted services, and corresponding service units. The AP and AP budgeting need to correlate. However, modification of timelines due to COVID-19 have created a situation in which your AP may not be available when the required budget is due to CDA on June 1, 2020. Additionally, the AP budget is a required component of your AP-2021 Contract that needs to be executed prior to the start date of July 15, 2020. To resolve this conflict, CDA will provisionally accept and approve your submitted budgets ensuring fiscal compliance, except for items that correlate with your AP so your contracts will not be delayed. Once CDA has your AP, we will rereview your provisionally submitted budget and if appropriate, require modification within your budget or AP prior to providing approval of your AP.

Contract Advance Approvals

Program Memo 20-09 states that CDA will not process payments for the AP-2021 contract until the AAA's Area Plan has been received, budget is approved, and the contract is fully executed. However, CDA will be provisionally accepting and approving budgets as described and will not delay the execution of contracts for the submittal of AP prior the newly established AP due date of July 15, 2020. While CDA is reviewing your submitted AP, CDA will continue to approve and process properly submitted "Request for Funds" and "Expenditure Reporting" during its allowed 60 day AP approval timeline.

Inquires

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov

For payment inquiries, email: CDA.Accounting@aging.ca.gov

/s/

Irene Walela, Deputy Director
Long-Term Care and Aging Services Division
California Department of Aging