

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: PM 24-01

DATE ISSUED: January 26, 2024

EXPIRES: Until Superseded or Rescinded

PROGRAMS AFFECTED: Title IIIB, Title IIIC, Title IIID, Title IIIE, HICAP, Ombudsman

SUPERSEDES: PM 23-06

SUBJECT: Area Plan Guidance for 2024-2028

Purpose

This program memo provides instructions to Area Agencies on Aging (AAAs) for use in developing the July 1, 2024-June 30, 2028, Area Plan (AP) and Area Plan Updates (APU).

Due Date

The 2024-28 AP and signed transmittal letter must be received by CDA no later than May 1, 2024. If the AP is submitted without the signed transmittal letter it will be considered incomplete and will delay the approval of the AAA's AP and APU. Review and approval of the AP will not commence until both the AP 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. Both electronic signatures and scanned copies of original ink signatures are acceptable.
- Submit the completed APU to the same email address: areaplan@aging.ca.gov.

Period Covered	Due Date to CDA
2024-2028 Four-Year Area Plan	May 1, 2024
2025-2026 Area Plan Update	May 1, 2025
2026-2027 Area Plan Update	May 1, 2026
2027-2028 Area Plan Update	May 1, 2027

Guidance Documents

The following documents can be found on the [CDA Planning webpage](#):

- 2024-28 Area Plan Guidance Part I—Instructions and References (Revised December 2023)
- 2024-28 Area Plan Guidance Part II—Format and Templates (Revised December 2023)
- 2024-28 Area Plan Guidance Summary of Changes
- CDA Service Categories and Data Dictionary – Family Caregiver Services Program (Effective July 2024)
- Budget Display example with updated Family Caregiver Categories

Area Plan Checklist

AAAs must submit an AP Checklist for the first year and an APU Checklist for years two through four. The checklist can be found on Page 4-5 of the “Area Plan Guidance Part II” and is a required document of the Area Plan. Please include a completed checklist as part of the area plan submission. This document is an important component of CDA’s review process.

Family Caregiver Services Program Categories

The categories for Family Caregiver Services Program (FCSP) are expanding from five categories to 16 reporting categories. This is to align with the new service categories recognized by ACL. These changes will be reflected in the Budget and Closeout templates for FY 24-25 and forward. An example of the budget display has been attached as a supplemental document. The FCSP section of the data dictionary is also attached and has been updated to reflect these changes that will go into effect July 2024.

Older Californians Act (OCA) Modernization

Program Memo 23-13 outlines the funding intent, allowable activities, and distribution of general funds for modernizing the Mello-Granlund Older Californians Act. Funding for these efforts include State General Funds granted in response to the AAAs network’s legislative proposal. If the AAA is using the modernization funding to expand the scope of the existing OCA programs and/or fund community-based service programs, the supplemental summary document of the actions being taken at the AAA should be completed. The narrative summary should include programmatic actions being funded and the services provided including Nutrition Modernization programs.

Local Master Plan on Aging Supplemental Summary (Optional)

California’s Master Plan for Aging (MPA) is a comprehensive, multi-sector “blueprint” to help build a California for All Ages and Abilities by 2030 that has inspired local planning efforts. Local MPAs are paramount to the success of California’s MPA, and several California communities are engaging in the planning, development, or implementation of a Local MPA. While a Local MPA is not directly related to the Older Americans Act and the Area Plan, we understand that Local MPA efforts are underway. This supplemental summary is available for the AAA to document any actions being taken towards a Local MPA.

Questions

For questions, please email areaplan@aging.ca.gov.

/Denise Likar/

Denise Likar
Deputy Director
Division of Home and Community Living
California Department of Aging

Cc:

Mark Beckley, Chief Deputy Director
Nicole Shimosaka, Deputy Director, Division of Administrative Services
Nakia Thierry EdD MSG, Branch Chief, Older Adults Programs Branch
Jamie Pope, Bureau Chief, Planning, Monitoring, and Data Bureau