

DEPARTMENT OF AGING

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PROGRAM MEMO

TO: AREA AGENCIES ON AGING (AAA) DIRECTORS	NO.: PM 04-19 (P)
SUBJECT: Reference Guide for Development of the 2005-2009 Area Plan	DATE ISSUED: November 16, 2004
REVISED: N/A	EXPIRES: June 30, 2009
REFERENCES www.aging.ca.gov Select: AAA Partners; Manuals; CDA Operations and Best Practices Guide; and Planning	SUPERSEDES: PM 00-21(P)
PROGRAMS AFFECTED: <input type="checkbox"/> All <input checked="" type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input checked="" type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other:	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Other Specify: Provide information and instructions regarding the Reference Guide for Development of the 2005-2009 Area Plan. <input type="checkbox"/> Response to Inquiry	
INQUIRIES SHOULD BE DIRECTED TO: Any member of the Area Plan Team - Trish Nishio (916) 323-8943; Sherry Hanna (916) 322-0783; and Denny Wight (916) 323-6535	

The purpose of this Program Memo (PM) is to provide notice to the Area Agencies on Aging (AAA) regarding the availability of the **Reference Guide for Development of the 2005-2009 Area Plan**. The Reference Guide contains resources, instructions, formats, and guidance for the development of the 2005-2009 Area Plan. The Reference Guide also includes instructions for completing Updates, Amendments, and Year-End Reports.

WEB ACCESS TO THE REFERENCE GUIDE

The Reference Guide for Development of the 2005-2009 Area Plan is currently, and will continue to be, issued on the California Department of Aging (CDA) web site only and will not be available in hard copy or other media unless specifically requested. No further instructions or forms are provided as an attachment to this PM.

To locate the Reference Guide, go to CDA's web site, www.aging.ca.gov, and select "AAA Partners" in the left hand menu. Proceed to "Resource Materials and Guides" and then to "CDA Operations and Best Practices Guide" headings. Then click on the "Planning" heading, where you will find the "Reference Guide for Development of the 2005-2009 Area Plan" and MS Word documents that include the "Transmittal Letter," the "Area Plan Check List," the "Service Unit Plan Objectives" and the "Appendices." A fifth item, "Frequently Asked Questions," is also listed; however, it is not an MS Word document.

Original Signed by Lora Connolly
 Lora Connolly
 Acting Director

