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**PROGRAM MEMORANDUM**

CDA 1014 (REV. 6/06)

TO: Area Agencies on Aging Directors	NO.: PM 08-12 (P)
SUBJECT: Family Caregiver Support Program: Updated Forms for 2008-2009 Area Plan Service Units and Appendices	DATE ISSUED: March 24, 2008
REVISED	EXPIRES: July 1, 2009
REFERENCES: Older Americans Act Amendments of 2006, PM 08-03(P), dated February 11, 2008	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input checked="" type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input checked="" type="checkbox"/> Change in Law or Regulation <input checked="" type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify Updated Forms	
INQUIRIES SHOULD BE DIRECTED TO: Joel Weeden, Title III-E Family Caregiver Support Program, at (916) 928-2296 or jweeden@aging.ca.gov	

This Program Memo (PM) transmits the updated 2008-2009 Area Plan forms that were identified as forthcoming in PM 08-03(P) "Family Caregiver Support Program (FCSP): Client Eligibility, Service Category, Data Reporting, Budgeting, and Area Planning Revisions." These forms replace applicable sections in the "Reference Guide for Development of the 2005-2009 Area Plan – FY 2008/09 Update;" and accommodate reduced FCSP service categories and the federally-required program distinction between "family caregiver" and "grandparent" multifaceted systems of support services.

Update Instructions for the Service Unit Plan:**"TITLE III E – FCSP SERVICE UNIT PLAN OBJECTIVES"**

Replace the seven-page FCSP Service Unit Plan (SUP) contained in the Reference Guide with the attached updated single-page SUP for Fiscal Year (FY) 2008/09. Proposed FCSP performance is now based only on five federal service categories, with further FCSP service distinction made between "family caregiver" and "grandparent" service systems and "direct" and "contracted" service delivery. Provide proposed units of service for each funded category on the Area Plan Budget – "Schedule of Caregiver Support Services (Title III-E)" that includes *Total Budgeted Costs*. Refer to the FCSP Service Matrix in PM 08-03(P) for guidance on determining proposed performance levels.

Update Instructions for Appendix IA:“NOTICE OF INTENT TO PROVIDE DIRECT SERVICES”

Replace the existing Appendix IA contained in the Reference Guide with the attached updated Appendix IA for FY 2008/09. Refer to the FCSP Service Matrix in PM 08-03(P) for guidance on what activities are included within each of the Title III-E categories now listed on this form.

Update Instructions for Appendix VIII:“Notice of Intent for Non-Provision of FCSP Multifaceted Systems of Support Services”

Replace the existing Appendix VIII contained in the Reference Guide with the attached updated Appendix VIII for FY 2008/09. This form now distinguishes between “family caregiver” and “grandparent” multifaceted systems of support services. Section 373(a) of the Older Americans Act requires that the use of Title III-E funds shall enable Area Agencies on Aging (AAAs) or their contractors to provide multifaceted systems of support services to “family caregivers” *and* “grandparents.” Section 373(b) requires that these support services shall include the five federal service categories. The updated Appendix VIII allows for AAAs to explain how the multifaceted intent of Title III-E is still being met without having to use Title III E and/or matching FCSP funds.

The California Department of Aging (CDA) recognizes this updated form represents a change from an initial assumption that the FCSP provision of “grandparent” services was optional, or possibly just a sub-component of “family caregiver” services. However, as outlined in PM 08-03(P), the Administration on Aging fiscal and data reporting requirements now distinguish between the two systems.

CDA Technical Assistance:

These three updated Area Plan forms are intended to enhance local FCSP systems flexibility and reduce workload, and should not result in any major changes to the AAA’s Area Plan. **Please note:** Those AAAs that already have included the existing forms in the Area Plans presented at their public hearings will not be expected to make further changes to their Area Plans at this time. Otherwise, please use these updated forms in the Area Plans submitted by May 1, 2008.

If you have any concerns or questions, please contact Joel Weeden, Aging Programs Specialist, Title III-E Family Caregiver Support Program, at (916) 928-2296 or via email at jweeden@aging.ca.gov.



Lynn Daucher
Director