

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 04/11)

TO: Area Agency on Aging Directors	NO.: PM 11-18(P)
SUBJECT: Area Plan Guidance	DATE ISSUED: November 2, 2011
REVISED: N/A	EXPIRES: May 1, 2015
REFERENCES: N/A	SUPERSEDES: PM 08-26(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 checked="" type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input checked="" type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: HICAP	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other: Reference Guide for the Development of the 2012-2016 Area Plan	

Purpose

To provide guidance to the Area Agencies on Aging (AAA) for use in developing their 2012-2016 Area Plans (AP).

Due Dates

Period Covered	Date Due to CDA
2012-2016 Four-Year Area Plan	May 1, 2012
2013-2014 Area Plan Update	May 1, 2013
2014-2015 Area Plan Update	May 1 2014
2015-2016 Area Plan Update	May 1, 2015

Guidance Format

The Area Plan Guidance consists of two parts:

Part I: Instructions & References – Provides instructions and references to develop the AP. The AAA planner will need to refer to relevant federal and State statutes, regulations, and policies to prepare the AP. The Area Plan Guidance includes links to these documents.

Part II: Format & Templates – Corresponds to Part I and contains the required AP format and templates.

Area Plan Format AAAs must submit their AP in the California Department of Aging uniform format specified by the State Agency (OAA 2006 Section 306(a) and 307(a)(1). AAAs must use the forms and templates in Part II to complete their AP.

Web Locations AAAs may access the Area Plan Guidance and Requirements Link at:

- <https://www.aging.ca.gov/ProgramsProviders/AAA/Planning/>

AAAs may access the Program Memorandums at:

- <http://www.aging.ca.gov/PM/>

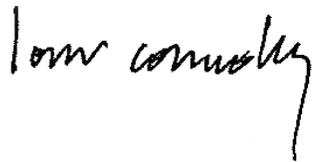
Sample Area Plan AAAs may access a sample AP and Tools links at:

- <https://www.aging.ca.gov/ProgramsProviders/AAA/Planning/>

Attachments

- Area Plan Guidance Part I: Instructions & References
- Area Plan Guidance Part II: Format & Templates

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