



IOWA AGING OPERATIONAL GUIDANCE 2016 – A-01

December 18, 2015

TO: Area Agencies on Aging

FROM: Donna K. Harvey, Director

SUBJECT: FY 2016-2017 Area Plan on Aging – FY2017 Annual Update

DUE DATE: April 1, 2016

EFFECTIVE: July 1, 2016

EXPIRATION: June 30, 2017

REFERENCE: Older Americans Act, Section 306(a) (Area Plans); Iowa Administrative Code 17-6.2(1) (Area Plan); Iowa Code 231.33 (Area Agencies on Aging Duties).

ACTION REQUIRED: Yes No Informational Only

Area Agencies on Aging (AAAs) must submit an update to their two-year SFY 2016-2017 Area Plan on Aging per the attached instructions. AAAs should craft their update with their large stakeholder audience in mind.

AAAs must submit their update using the Area Plan on Aging – Annual Update template. The template and service data workbooks will be sent in a separate e-mail to each agency.

As part of the area plan submission, agencies must submit a one-year budget. Instructions for submitting the area plan budget are detailed in the attached *FY 2017 Area Plan Budget Report Instructions*.

Please refer to the *FY 2017 Area Agency on Aging Reporting Manual* when providing area plan update and budget information. Distribute the reporting manual to appropriate staff, including those who enter Iowa Aging Program Reporting System (IAPRS) data.

Due Dates

The Annual Update to the SFY2016-2017 Area Plan on Aging must be submitted electronically to Shan Sasser at Shan.Sasser@iowa.gov no later than 4:00 pm on April 1, 2016.

The *FY2017 Area Plan Budget Report Instructions* document includes detailed instructions for submitting the FY2017 Area Plan budget electronically in IAFRS. The FY2017 Area Plan budget report is due no later than 4:00 pm on April 1, 2016.

Attachments

FY 2016-2017 Area Plan Instructions – Annual Update Instructions.pdf

FY 2017 Area Plan Budget Report Instructions and Allotments.pdf

FY 2017 Area Agency on Aging Reporting Manual.pdf

Request to Provide Direct Service.docx

FY2016-2017 Area Plan - Annual Update - IDA Review Document.pdf (for informational purposes only)

Documents to follow in a separate e-mail message to each agency:

- Agency specific FY 2016-2017 Area Plan – Annual Update template.
- Agency specific General Aging and Caregiver Service data for FY2015.

INQUIRIES: For further information, contact Shan Sasser by e-mail at Shan.Sasser@iowa.gov or by phone at (515) 725-2184. Please reference the FY 2016-2017 Area Plan Update.