

Patricia Baxter
Authorized Signature

Number: SPD-AR-12-005
Issue Date: 2/1/2012

Topic: Forms

Due Date: Upon Receipt

Subject: 2013-2016 Area Plan Budget Template and Instructions

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Actions Required:

SPD-AR-11-081 transmitted the 2013-2016 Area Plan Instructions. Section D of the instructions had a notation that the Area Plan Budget Template and Instructions would be transmitted by January 31, 2012. This transmittal provides the [Area Plan Budget Template and Instructions](#). A completed Area Plan Budget Template for FY 2012-2013 must be submitted with the Area Plan on October 1, 2012.

The Area Plan Budget Template will be required to be submitted on an annual basis along with the annual Area Plan Update (e.g. the budget template for FY 2013-2014 will be submitted in the Fall of 2013 with the first annual update of the 2013-2016 Area Plan).

Reason for Action:

Older Americans Act Section 306 requires each designated area agency on aging to develop an area plan. Currently, active four-year AAA Area Plans and updates expire on 12/31/12.

Field/Stakeholder review: Yes No

If yes, reviewed by: Committee appointed by the Oregon Association of Area Agencies and Disabilities (O4AD) Contract/Fiscal Managers provided review and comment of the template and instructions, the committee's feedback was incorporated into the final documents.

If you have any questions about this action request, contact:

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