

## **Department of Aging and Disability Services (DADS) Access and Intake – Area Agencies on Aging Section**

### **Area Plan (AP) Amendments - Other than Performance Measure Projections:**

#### **A. Changes in service delivery that require an amendment to the Area Plan**

1. If the AAA intends to provide *new* services with Older Americans Act funding not previously identified in the Area Plan an amendment request must be submitted.
  - The amendment request may include updates to the Area Plan Community Assessment and Assessment of Needs of Older Individuals and Their Caregivers that indicated the need for the new service, and must include relevant changes to the Work Plan Strategies.
  - If the service is already identified in the Area Plan Work Plan, but is not currently budgeted, an amendment request is not required, though a request to amend the budget is required.
  - If the AAA intends to provide a new service, an amendment request must be submitted before any pending budget amendment will be approved.
2. If the AAA wishes to *delete* a service and is confident that the service will not be budgeted at a later date within the area plan cycle, an Area Plan amendment request may be submitted, however, it is not required. If submitted, include relevant changes to the Work Plan and updates in the Community Assessment and Assessment of Needs of Older Individuals and Their Caregivers that indicated the need to delete the service.
3. If the AAA intends to make a *change in scope* in the Area Plan, a request to amend the Area Plan must be submitted. Examples of a scope change include but are not limited to:
  - AAA designation of the Area Information Center (AIC) for the region,
  - Categorical transfers greater than the limits imposed by the Older Americans Act to meet the needs within the region,
  - Request to provide client-directed services, including voucher services,
  - Request to provide frozen meals, and/or
  - Changes in or addition of a procurement methodology for a service not included in the current Area Plan.

The amendment request must include relevant changes in the Area Plan's *Community Assessment and Assessment of Needs of Older Individuals and Their Caregivers* that indicated the need for the amendment, as well as new Area Plan *Work Plan Strategies*.

## **B. Submitting the Area Plan Amendment Request**

Amendments to the relevant sections should be highlighted in yellow in the amended Area Plan document. If you are unable to highlight the changes, please include a listing of the changes in a separate email to the State Unit on Aging Coordinator.

The amendment request must be submitted through InfoPath 2007 or 2010 using the procedures for submission contained in the Area Plan InfoPath format, as follows:

### **TO SUBMIT THE COMPLETED AREA PLAN OR AREA PLAN AMENDMENT**

When you have completed the area plan or area plan amendment, you will need to submit it through InfoPath. After your final save and while the Area Plan is still open in InfoPath, simply click the **submit** button on the toolbar at the top, left side of your screen. A dialog box will be displayed with the email address for submission; click **send**. Your area plan will be submitted through your default MS Outlook email account.

The Department will respond via e-mail with approval or request for revision or further information. If an Area Plan amendment request is submitted with a budget, budget amendment or closeout report the requests will be considered concurrently.

Exceptions to this process may occasionally be required because of changes in administrative or program requirements resulting from a change in federal or state statute or regulation that has impact on the area plan. For example, the federal funding agency may issue a new Program Instruction or Notice of Fund Availability that requires a statewide shift in funding priorities and/or local service delivery systems with a short compliance schedule. In such exceptional cases, DADS will simplify the procedures listed in Sections A and B, above, to allow for compliance and notify the AAAs of such change in procedures. This is intended to provide as little disruption in service delivery as possible while meeting the intent of the planning process and the new requirement in a practical way.

Please contact the Help Desk at [AAA.HELP@dads.state.tx.us](mailto:AAA.HELP@dads.state.tx.us) should you have any questions.