

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
AGING SERVICES DIVISION STATE UNIT ON AGING (SUA)
PROGRAM INSTRUCTION



10/1/10

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Effective Date

PROGRAM INSTRUCTION SUA-SPI-10 -03

PROGRAM (S): Title III – Older Americans Act Programs

SUBJECT: Administrative Guidelines/Revised Target Requirements for Title III Programs.

State Unit on Aging Requirements

This Program Instruction (PI) is to provide guidance on the procedure for calculating and submitting annual Title III and Title III-E service targets to the State Unit on Aging (SUA) and to add and define new Title III target populations outlined in the 2006 Reauthorization of the Older American’s Act (OAA) and per SUA Issued PI *SUA-SPI-08-01 Four Year Area Plan Instructions* dated October 2, 2008.

1. New/Revised Title III Target Populations

Effective October 1, 2010, each Area Agency on Aging will be required to set targets and collect data on consumers in the following target populations:

Total Unduplicated Participants
Low Income Participants At or below 100% FPL
Minority Participants
Low-Income Minority Participants
Participants at or below 150% of Poverty
Rural Participants
Participants w/ limited English Proficiency*
Participants w/ Severe Disabilities*
Participants At-Risk of Institutionalization*
Participants w/ Alzheimer’s & Related Disorders*

* Indicates new target populations added as a result of the 2006 amendments to the OAA

2. Utilization of Target Forms 1-B and 1-Ba

a) Effective October 1, 2010 AAAs will be required to utilize the revised *Form 1-B* when submitting annual target information for Title III programs. A copy of the revised *Form 1-B* has been issued with this PI.

b) Effective October 1, 2010 AAAs will be required to submit Title III-E targets on the new *Form 1-Ba*. Additionally, Title III-E targets will no longer be listed in the FED contract between the SUA and the AAAs. Instead the FED contract will reference targets as outlined on the new *Form 1-Ba*. A copy of the *Form 1-Ba* has been issued with this PI.

3. Establishing Targets

Beginning October 1, 2010 AAAs must establish targets utilizing the guidelines outlined in the SUA issued *Form I-B* for Title III programs and the new *Form I-Ba* for Title III-E. The most current versions of these documents are provided with this PI.

4. Date of Target (Form I-B and I-Ba) Submission

Effective October 1, 2010 Area Agencies on Aging must submit Title III targets on the *Form I-B* and Title III-E targets on the *Form I-Ba* for the current federal fiscal year by no later than November 15th of each year. If the *Form I-B* or *Form I-Ba* is accepted as submitted, the SUA will send the AAAs a written approval no later than December 30th. If there is a request for revisions to the *Form I-B* or *Form I-Ba*, the SUA will send a written request for the necessary revisions to the AAAs. The revisions need to be returned by the date specified in the letter. Once the revisions have been received and approved, the SUA will send a written approval to the AAA's within 30 days of receipt of the completed revision.

5. Evaluation of Targets

The SUA will conduct a review of Title III and III-E targets as part of the Area Agency on Aging Annual Assessment to assure that Area Agencies on Aging are meeting targets submitted on the *Form I-B* and *Form I-Ba*. Additionally, The SUA will phase-in formal evaluation standards as follows:

- Beginning October 1, 2010 Title III and Title III-E targets will be evaluated utilizing data submitted by the AAAs in their Area Plan Progress reports and data from the Form 5, Consumer Registration Form that is entered into the MIS system during the fiscal year (Please refer to PI-09-05 for further guidance on Title III-E MIS reporting requirements);
- In the future the SUA plans to issue to the AAAs a revised Form 5, Consumer Registration Form and revise SAMS to capture data on new target categories;
- In the future Title III and Title III-E targets will be evaluated utilizing data submitted by the AAAs in their Area Plan Progress reports and data from the Form 5, Consumer Registration Form data entered into the MIS system during the fiscal year. Targets submitted by the AAAs to the SUA will be compared to MIS data.

Rationale

The 2006 amendment to the Older Americans Act

LEGAL AND RELATED

REFERENCES: Older Americans Act Section 306(a)(1)
SUA Issued PI October 2, 2008: SUA-SPI-08-01 Four Year Area Plan Instructions, Section I Standards and Assurances; Exhibit 1-2 Statement to Serve Target Population.

Disposition: Retain for Reference
Distribution: Area Agencies on Aging
Responsible Unit: Robin Tofil, (860) 424-5284 and Melissa Morton, (860) 424-5286

Date Issued: October 1, 2010