



IOWA DEPARTMENT ON AGING  
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## IOWA AGING OPERATIONAL GUIDANCE 2018 –A-06

November 15, 2018

**TO:** Area Agencies on Aging  
**FROM:** Brian Majeski, Assistant Director  
**SUBJECT:** SFY 2020 Update to SFY 2018-2021 Area Plan on Aging  
**DUE DATE:** April 1, 2019  
**EFFECTIVE:** November 15, 2018  
**EXPIRATION:** June 30, 2020  
**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

### ***SFY 2020 Update to the SFY 2018-2021 Area Plan on Aging***

Area Agencies on Aging (AAAs) must submit their SFY 2020 Update to their approved SFY 2018-2021 Area Plan on Aging per IDA issued instructions, template, and forms.

All required documents for the SFY 2020 update are located on the Iowa Department on Aging web site: <https://www.iowaaging.gov/area-agencies-aging/area-plan-aging-guidance>.

**Due Date** The SFY 2020 Update to the SFY 2018-2021 Area Plan on Aging must be submitted electronically to Shan Sasser at [Shan.Sasser@iowa.gov](mailto:Shan.Sasser@iowa.gov) no later than 4:00 pm on April 1, 2019. The SFY 2020 Area Plan budget report must be submitted in IAFRS no later than 4:00 pm on April 1, 2019.

### ***SFY 2020 Update Technical Assistance & Webinar***

IDA staff will discuss the SFY 2020 Area Plan Update instructions and provide technical assistance as part of the scheduled November and December monitoring visits. In addition, IDA will host a webinar on December 18, 2018 to address questions and provide clarifications. (An invitation with webinar details will be sent separately from this IAOG.)

### ***SFY 2020 Reporting Manual***

The SFY 2020 Reporting Manual will include service definitions for all services listed in the Service Coverage tables in Section Two of the area plan update template and in IAFRS.

- A draft version of the SFY 2020 Reporting Manual will be made available to the AAAs on January 2, 2019 for comment and feedback.
- AAA comment and feedback on the draft Reporting Manual will be due back to IDA on January 16, 2019.
- The final SFY 2020 Reporting Manual will be issued on February 1, 2019.

Service information and questions will also be addressed during the December 18, 2018 webinar. A schedule of activities is included in the *SFY 2020 Update to Area Plan on Aging SFY2018-2021 Instructions* document.

### ***SFY 2020 Budget Report (IAFRS)***

Notification regarding the availability of the Area Plan Financial Status Reports (FSRs) of the SFY 2020 Area Plan Budget Report will be issued from Jeff Batz on February 1, 2019. IDA will issue revisions to the allotment tables in the *SFY 2020 Area Plan Budget Report Instructions* document as necessary.

**INQUIRIES:** For further information, contact Shan Sasser by e-mail at [Shan.Sasser@iowa.gov](mailto:Shan.Sasser@iowa.gov) or by phone at (515) 725-2184. Please reference the SFY 2020 Update to the SFY2018-2021 Area Plan on Aging.