



IOWA DEPARTMENT ON AGING  
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## IOWA AGING OPERATIONAL GUIDANCE 2019 – A-03

November 18, 2019

**TO:** Area Agencies on Aging  
**FROM:** Linda Miller, Director  
**SUBJECT:** SFY 2021 Update to SFY 2018-2021 Area Plan on Aging  
**DUE DATE:** April 1, 2020  
**EFFECTIVE:** November 18, 2019  
**EXPIRATION:** June 30, 2021  
**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 2021 Update to the SFY 2018-2021 Area Plan on Aging***

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

All required documents for the SFY 2021 Area Plan on Aging Update are located on the Iowa Department on Aging web site:

<https://www.iowaaging.gov/area-agencies-aging/aaa-professionals/area-plan-aging-guidance>.

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

### ***SFY 2021 Update Webinar & Technical Assistance***

IDA will host a webinar on November 18, 2019 to address questions and provide clarifications. (An invitation with webinar details will be sent separately from this IAOG.) IDA staff will discuss the SFY 2021 Area Plan Update instructions and provide technical assistance as part of the scheduled December onsite visits. Questions are welcome anytime.

### ***SFY 2021 Reporting Manual***

The SFY 2021 Reporting Manual will include service definitions for all services listed in the Service Coverage tables in Section Two of the area plan update template.

- A draft version of the SFY 2021 Reporting Manual will be made available to the AAAs on January 2, 2020 for comment and feedback.
- AAA comment and feedback on the draft Reporting Manual will be due back to IDA on January 16, 2020.
- The final SFY 2021 Reporting Manual will be issued on February 3, 2020.

### ***SFY 2021 Budget Report (IAFRS)***

Notification regarding the availability of the Area Plan Financial Status Reports (FSRs) of the SFY 2021 Area Plan Budget Report will be issued from Jeff Batz on February 1, 2020. IDA will issue revisions to the allotment tables in the *SFY 2021 Area Plan Budget Report Instructions* document as necessary.

**INQUIRIES:** For further information, contact Pam Mollenhauer by e-mail at [pam.mollenhauer@iowa.gov](mailto:pam.mollenhauer@iowa.gov) or by phone at (515) 669-3955. Please reference the SFY 2021 Update Instructions to the SFY2018-2021 Area Plan on Aging.