**MEMORANDUM**

**TO:** AAAExecutive Directors and Fiscal Directors

**FROM:** Matt Jones, Director of Aging Programs & Services, DARS/Division for Aging Services

**DATE:** November 7, 2024

**SUBJECT:** FFY 2024 Year End OAAPS Reporting Process

It’s time to prepare and submit the OAAPS (formerly NAPIS) information for Federal Fiscal Year 2024. All information requested in this correspondence must be received by DARS/Division for Aging Services by **5:00pm Friday, December 6, 2024** (email to: [CloseoutReports@dars.virginia.gov](mailto:CloseoutReports@dars.virginia.gov)).

The requested information is to be entered into the spreadsheet named ‘OAAPS Report 2024.xlsx’ that is attached to this communication. When completing the OAAPS Report, all data entered should pertain only to services provided during the date span of 10/01/2023 to 09/30/2024.

DARS/Division for Aging Services will review the PeerPlace data and perform a comparison of last year’s numbers to current year’s numbers in regards to individuals served and the services provided. If a difference in excess of 10% of either persons served or number of units is found during the comparison, we may ask for an explanation.

Certification of this year’s OAAPS Report is to be performed by Executive Directors in the space provided on the OAAPS Report for Executive Director Signature and Date.

This letter and the OAAPS Report 2024 form will be made available on the [Providers’ Portal](https://sharepoint.wwrc.net/VDAproviders/SitePages/Home.aspx) under Forms/Reports.

If you have questions, please feel free to contact [NWDHelp@dars.virginia.gov](mailto:NWDHelp@dars.virginia.gov).

Thank you for your assistance!