

Area Plan Training Summaries

Background: The Area Plan is broken into two components: Area Plan Program and Area Plan Budget. The Area Plan Program, which provides information about the Area Agency on Aging (AAA), the Planning and Services Area (PSA), and the community needs. It also identifies the menu of services the AAA will provide. The Area Plan Budget identifies the AAA's corresponding allocations for the array of Older Americans Act (OAA) and state-funded aging services the AAA intends to provide.

Both components, once finalized by the AAA, are subject to the approval of the AAA's Governing Board, consultation with the AAA's Advisory Council, and the required public comment period.

DARS will also collect Annual Documents and Emergency Preparedness Plans, some of which used to be included in the Area Plan document. Unlike the Area Plan, these documents are not subject to the required public comment period.

Area Plan Program: Parts 1 & 2 Training

This training will provide a general overview of how to complete the 2026 Area Plan as well as a walkthrough of how to complete Parts 1 and 2 of the Area Plan. **Part 1** is the *Background of the Area Agency on Aging* and **Part 2** is the *Objectives and Strategies* section.

Area Plan Program: Part 3: Groups 1-4 and 7 Training

This training will provide an overview of how to complete Groups 1, 2, 3, 4, and 7 of the Area Plan document under **Part 3: Title III Services**. Group 1 covers *In Home Services*, Group 2 covers *Access services*, Group 3 covers *Legal Assistance*, Group 4 covers *Other Services*, and Group 7 covers the *National Family Caregiver Support Program*. Please note that instructions on how to complete any applicable waivers will be discussed in these trainings.

Area Plan Program: Part 3: Groups 5-6: Nutrition Services Training

This training will provide an overview of how to complete Group 5 and 6 of the Area Plan document under **Part 3: Title III Services**. Group 5 covers *Nutrition services* and Group 6 covers *Disease Prevention and Health Promotion*. Also included, will be *State Funded Home Delivered Nutrition* under **Part 5: State General Fund Services**.

Please note that instructions on how to complete any applicable waivers will be discussed in these trainings.

Area Plan Program: Parts 4, 5 & 6: Groups 8,9, CCEVP, and Other AAA Services Training

This training will provide an overview of how to complete Parts 4 and 5 of the Area Plan Document. **Part 4: Title VII Services** includes Group 8: Elder Abuse Prevention and Group 9: Long-Term Care Ombudsman. **Part 5: State General Fund Services** includes Care Coordination for Elderly Virginians Program (CCEVP) **only**. **Part 6: Other AAA Services** will cover additional AAA services. *Please note that instructions on how to complete any applicable waivers will be discussed in these trainings.*

Area Plan Budget Training

This training will provide an overview of how to complete the Area Plan Budget. By the date of this training, DARS plans for each AAA to have received their FFY 2026 Area Plan Budget allocations.

Annually Required Documents and Emergency Preparedness Plans Training

This training will provide an overview of how to complete the *Annually Required Documents*. There will also be an overview of the Emergency Preparedness documents, which include: Continuity of Operations Plan, All-Hazards Emergency Response Plan, and Risk Assessment for All-Hazards.