Area Plan Training: Groups 1-4 & 7

April 23, 2025

DARS | Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

AGENDA

- Ensuring the Area Plan Document Works as Intended
- Area Plan Waivers
- Group 1: In-Home
- Group 2: Access
- Group 3: Legal
- Group 4: Other
- Group 7: National Family Caregiver Support Program (NFCSP) Additional Services

Document Functionality

- Download the document from the Providers Portal

- Open the document in Adobe (either Reader or Acrobat) on your desktop. Using the web application may cause functionality issues.

- DO NOT use a web browser (such as Chrome) to complete the Area Plan. The built-in functionality will not work, and if you start completing the plan and then save/download, it will delete all the built-in components out of the document and will not be recoverable later.

Document Submissions

- DO NOT merge the Direct Service Waivers and/or the Other Services Pages to the Area Plan. Keep them as separate files.

- If you try to combine multiples of these files, it will either generate an error or overwrite the subsequent copies.

- Adobe will not recognize that these pages have unique values and sees them as duplicate copies. It will assume that the first copy is the default and overwrite anything in the fields after it.

- The fields must be individualized before merging, so Adobe will recognize them as unique. DARS will do this for you.

Area Plan Waivers

- Please review the Area Plan Training from April 14 for more information on:
  - Minimum Adequate Proportion (MAP) Waivers
  - Cost-Sharing Waivers
  - Alternative Fee Scale Waivers

- These are also further discussed in the Area Plan Program Companion Manual

- Remember the standard MAP requirement is:
  - 15% for Access Services
  - 5% for In-Home Services
  - 1% for Legal Assistance

Direct Service Waivers

As required by Section 307(a)(8)(A) and 45 CFR § 1321.65(b)(7), the Area Agency on Aging (AAA) cannot provide direct services unless, in the judgment of the Virginia Department for Aging and Rehabilitative Services (DARS):

1. provision of such services by the AAA is necessary to assure an adequate supply of such services;
2. such services are directly related to the AAA's administrative functions; or
3. such services can be provided more economically, and with comparable quality, by the AAA.

DARS has provided for a categorical approval for all AAAs to directly provide the supportive services of Care Coordination, Communication, Referral, Information and Assistance (CRIA), and Outreach/Public Information and Education (PIE).

Direct Service Waivers cont.

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Waivers can only be granted for the length of the Area Plan Cycle
- The AAA must indicate if it intends to provide a service directly on each service page in the upper right corner:

		Direct Service Waiver		
People Served			Yes	No
Funding Source		Match Funding		

- If the answer is yes, a Direct Service Waiver Form must be completed for that service.
- Additional blank pages are available on the Provider's Portal

NOTE: "Yes" is prechecked for Care Coordination, CRIA, and Outreach/PIE. A direct service waiver form is not required to be completed for these three services.

Direct Service Waivers cont.

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

DIVISION FOR AGING SERVICES

DIRECT SERVICE WAIVER FORM

The Area Agency on Aging (AAA) requests a Direct Service Waiver for:

Checking

Reason for the Direct Service Waiver request (check all that apply):

☒	Providing services by the AAA is necessary to assure an adequate supply
	Services are directly related to the AAA's administrative functions
☒	Services can be provided more economically, and with comparable quality, by the AAA

Provide justification for this request. Include any efforts the AAA made to locate a service provider, details regarding the costs of services in the planning and service area (PSA) and any other information relevant for consideration. Include information regarding governing board review and approval. All records related to this request must be maintained for monitoring purposes.

Direct service provision is necessary to ensure adequate supply as there are no providers within the PSA that can provide this checking services. The agency advertises for potential service providers every two years, but has not been successful in locating a provider. A cost comparison was conducted in 2024 based on the national average of checking service costs (43.00 per person) and the estimated cost that the agency can provide this service at (20.00 per person), and it is also more economical for the AAA to provide the service due to lower overhead costs.

On the Waiver Form, select the service from the dropdown, check the reason(s) for the request, and provide justification

NOTE: Save and submit each direct service waiver separately. They will be merged during finalization.

Review of General Instructions

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Most Service Pages you complete will follow these requirements in this general order:
Each Service Page section will have a similar layout.
Where there are specific requirements that differ from other services, it will be clearly defined in that specific Service Page.

Unit Type:
The unit type for the service has typically been pre-filled.
If this field is blank, the AAA must state the unit type for that particular service.

Total Units:
Enter the total number of proposed or projected units. This information must match the Area Plan Budget.

People Served:
Enter the total number of proposed or projected people served. This information must match the Area Plan Budget. People served can also be found at the bottom of each program column on the Area Plan Budget.

NOTE: Since some services can be funded with both III-B and III-E funding, make sure units and people served that are entered into these fields account for both totals contained within their respective tabs on the Area Plan Budget.

Proposed Expenditures

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-D	
	General Fund- OAA General	×
	General Fund- CCEVP	×
	Voluntary Contributions	
$0.00	**Total Proposed Expenditures**	

List funding amount(s) by source. The prelisted sources can be found on the Area Plan Budget

Any pre-checked boxes are automatically considered match funding for this service

Use blank spaces if using a different funding source other than one of those listed.

Review of General Instructions

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Target Populations:

Identify the target populations for the service. Include a focus on individuals with GEN and GSN. Target populations may be the same or generalizable across multiple services. Some services have additional considerations. Target populations may be more specific for a service based on how the service is designed or the unique needs of the PSA. Describe how those clients will be reached.

Service Description:

Provide a detailed explanation of the service being provided. This includes:
- overall program design and operation,
- staffing, assessments, program evaluation,
- monitoring of subcontractors, and specifically how the AAA will provide it using OAA funds.

This section should not only be considered a detailed summary of the service, but also a snapshot of the current program as provided that can be referred to throughout the length of the Area Plan Cycle.

Highlight of Page Changes

DARS | VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Unchanged

- Service Name
- Locality Served (formerly Jurisdiction(s) Served)
- Service Provider
- Entity Type (formerly Provider Type. It is now a dropdown instead of check boxes.)
- Service Description

New Content

- Direct Service Waiver- embedded in each page
- Unit Type, Total Units, People Served- pulled in from the Area Plan Budget
- Proposed Expenditure Amount
- Funding Source- pre-listed items pulled in from the Area Plan Budget
- Service Definition- Prefilled for OAA Services
- Target Populations- modified from Description of Population to be Served

NOTE: Some specific service pages have individualized changes that differ from these overall changes

Group 1: In-Home Services

In-Home Services Overview

- In-Home Services are defined by the Older Americans Act (OAA) to include homemaker, personal care, home health, reassurance either in person or via phone or virtual, chore maintenance, respite care for families including adult day care and minor modifications of homes. DARS has defined Group 1: In-Home Services as: Adult Day Center, Checking, Chore, Homemaker and Personal Care.

- The Minimum Adequate Proportion (MAP) requirement for In-Home Services is 5% of total Title III-B funding.

- Adult Day, Homemaker and Personal Care can also be considered Respite when funded with III-E.

- Some level of Respite Services is required to be provided per 45 CFR 1321.91(a)(4). Respite Voucher, Institutional Respite and Other (Respite Services) also count towards this requirement, which are located in Group 7: National Family Caregiver Support Program: Additional Services.

Adult Day Center (pg.26)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- **Total Units:** Remember to sum both Title III-B and III-E proposed units of service if funded from both sources.

- **People Served:** Remember to sum both Title III-B and III-E proposed people served if funded from both sources.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Funding Source:** This program can be funded with both Title III-B and III-E.

Checking (pg.28)

▪ **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

▪ If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

▪ **Funding Source:** Title III-E funding is not allowed for this service, unlike the other In-Home Services in Group 1.

Chore (pg.30)

- **Total Units:** Remember to sum both Title III-B and III-E proposed units of service if funded from both sources.

- **People Served:** Remember to sum both Title III-B and III-E proposed people served if funded from both sources.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Funding Source:** This program can be funded with both Title III-B and III-E.

Homemaker (pg.32)

- **Total Units:** Remember to sum both Title III-B and III-E proposed units of service if funded from both sources.

- **People Served:** Remember to sum both Title III-B and III-E proposed people served if funded from both sources.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Funding Source:** This program can be funded with both Title III-B and III-E.

Personal Care (pg.34)

- **Total Units:** Remember to sum both Title III-B and III-E proposed units of service if funded from both sources.

- **People Served:** Remember to sum both Title III-B and III-E proposed people served if funded from both sources.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Funding Source:** This program can be funded with both Title III-B and III-E.

Group 2: Access Services
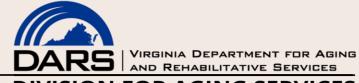
Access Services Overview

- Access Services as defined by the Older Americans Act (OAA) means services which may facilitate connection to or receipt of other direct services, including transportation, outreach, information and assistance, options counseling, and case management services.

- The Minimum Adequate Proportion (MAP) for Access Services is 15% of total Title III-B funding.

Care Coordination (pg.36)

- **Direct Service Waiver:** This service is categorically eligible for a Direct Service Waiver and '**yes**' has been prechecked on this Service Page. A Direct Service Waiver Form is not required to provide this service directly. No further action is required.

- If this is not the case, and the AAA does not want to directly provide this service, uncheck '**yes**' and mark '**no**' instead.

- **Funding Source:** General Fund- CCEVP can be used to fund this service in conjunction with Title III funding. **If Care Coordination is funded with General Funds- CCEVP only, do not complete this page.** Instead, complete one of the service pages under Part 5: State General Fund Services Care Coordination for Elderly Virginians Program (CCEVP).

- NOTE: The AAA is required by 45 CFR 1321.91(2) to provide Care Coordination and/or CRIA with Title III-E funding.

- **Target Populations:** The AAA must mention '2 ADL needs' as an eligibility requirement for this service.

Care Transitions (pg.38)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Service: Care Transitions				Direct Service Waiver	
Unit Type	Contacts	Total Units	People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-D	
	General Fund- OAA General	☓
	General Fund- CCEVP	☓
	Voluntary Contributions	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Care transitions refer to the process of moving a patient from one care setting to another, such as from a hospital to home, from a nursing home to outpatient care, or between different healthcare providers. The goal is to ensure continuity of care, minimize the risk of complications, and improve the quality of life during these transitions, especially for older adults who may have complex health conditions. The goal of care transitions is to ensure a smooth, safe, and effective move between different levels or types of care, preventing avoidable hospital readmissions, improving health outcomes, and promoting independence and well-being.

Target Populations:

- Unit type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Care Transitions can be funded with Title III-B, III-D and/or General Fund- CCEVP

- If Funded with CCEVP **or** III-D Only:
  Do NOT complete this page

- CCEVP – Group 5: complete a service page
- III-D – Group 6: Disease Prevention/Health Promotion- Disease Prevention Health Promotion Service Page

CRIA (pg.40)

- Unit Type: prefilled
- Direct Service is prefilled – NO NEED TO COMPLETE SERVICE WAIVER
- Can be III-B or III-E
- AAAs must allocate III-E funds to either CRIA and/or Care Coordination*
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Service: Communication, Referral, Information & Assistance				Direct Service Waiver		
Unit Type	Contacts	**Total Units**	**People Served**	✕	**Yes**	**No**

Proposed Expenditure Amount	**Funding Source**	**Match Funding**
	Title III-B	
	Title III-E	
	General Fund- OAA General	✕
	Voluntary Contributions	
$0.00	**Total Proposed Expenditures**	

Locality Served	**Service Provider**	**Entity Type**
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Communication, Referral, Information and Assistance are activities that provide general information to older individuals, caregivers, or professionals, such as giving contact details for services, informing individuals about appropriate services and connecting them with external resources, and assessing individual service needs and directly linking them to services or supports provided by the agency or subcontractors.

Options Counseling (pg.42)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Service: Options Counseling				Direct Service Waiver	
Unit Type	Contacts	Total Units	People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Fund- CCEVP	X
	Voluntary Contributions	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Options Counseling is an interactive decision-support process that helps individuals make informed choices about long-term services and supports. The individual, or their legal representative, directs the process with the option to include others they choose. The individual remains actively involved throughout the entire Options Counseling process, ensuring their preferences and needs are prioritized in the decision-making.

- Unit type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Funding Source: May be III-B or CCEVP
- If CCEVP ONLY, *Do Not* Complete This Page. Complete a service page in Section 5

Title III Options Counseling or CCEVP Person Centered Options Counseling is a required service as a condition of the AAAs designation as a No Wrong Door (NWD) Aging and Disability Resource Center (ADRC).

Transport./Assisted Transport. (pg.44-47)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Can be III-B or III-E
- If using non-DARS funding, such as DRPT, include in funding source
- Other non-OAA Transportation program? Complete Service Page in Part 6: Other AAA Service

Service: Transportation						Direct Service Waiver	
Unit Type	1 Way Trip	**Total Units**		**People Served**		**Yes**	**No**

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-E	
	General Fund- OAA General	✕
	General Fund- Transportation	✕
	Voluntary Contributions	
	Fees	
$0.00	**Total Proposed Expenditures**	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Transportation is the provision of a means for individuals to travel from one location to another. This service is available to older individuals who are unable to transport themselves or are unwilling due to safety concerns and lack other means of transportation. The service is focused solely on providing transportation and does not include any additional activities.

Instructions for Transportation and Assisted Transportation are the same. See next slide for further information

Transport./Assisted Transport. (pg.44-47)

Service: Assisted Transportation

Unit Type	1 Way Trip	Total Units		People Served			Direct Service Waiver		
							Yes		No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-E	
	General Fund- OAA General	×
	General Fund- Transportation	×
	Voluntary Contributions	
	Fees	
$0.00	**Total Proposed Expenditures**	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Assisted Transportation provides older individuals with transportation services that include assistance with boarding, exiting, and traveling to and from destinations. This service is for individuals who need help due to mobility or other physical limitations but lack other means of transportation.

- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA
- Both Transportation and Assisted Transportation pages are completed the same way

Transport./Assisted Transport. (pg.44-47)

Service Description:

- Narrative Description Portion
- Kinds of transportation
  - Fixed route
  - Curb-to-curb
- Types of appointments
  - Medical
  - Congregate
- How often are you offering rides?
- Types and number of vehicles used
- How does your sub-contractor implement your services?

Group 3: Legal Services

Legal Assistance (pg.48)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form

Additional documents should be submitted to DARS:
- For Legal Entity **Types 2, 4 and 5**: The AAA should submit a copy of the contract(s) with the Legal Entity(ies) for review by the DARS Legal Services Developer
- For Legal Entity **Type 3**: The AAA should submit a copy of the attorney's job description to DARS for review by the DARS Legal Services Developer

Service: Legal Assistance				Direct Service Waiver	
Unit Type	Hours	**Total Units**	**People Served**	**Yes**	**No**

Proposed Expenditure Amount	**Funding Source**	**Match Funding**
	Title III-B	
	General Fund- OAA General	✕
	Voluntary Contributions	
$0.00	**Total Proposed Expenditures**	

Locality Served	**Service Provider**	**Entity Type**
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Type 1: AAA contracts with a Legal Aid Program funded by Legal Services Corporation (LSC)
Type 2: AAA contracts with a Legal Aid Program not funded by LSC
Type 3: AAA has an attorney on staff
Type 4: AAA contracts with a private attorney
Type 5: AAA contracts with a Law School Clinical Program

Service Definition: Legal Assistance provides legal advice and representation to older individuals with economic or social needs. This service can include counseling or support from paralegals or law students under an attorney's supervision, and representation by non-lawyers, where permitted by law. In Virginia, it also includes outreach to those with the greatest social or economic need, as well as education, group presentations, and training aimed at protecting the legal rights of older adults, utilizing materials developed under an attorney's supervision.

Group 4: Other Services

Assistive Technology (pg.50)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Service: Assistive Technology/ Durable Medical Equipment (DME)/Personal Emergency Response System (PERS)					Direct Service Waiver		
Unit Type	Devices	Total Units		People Served		Yes	No
	Payments	Total Units		People Served			

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-E	
	General Funds- OAA General	X
	Voluntary Contributions	
	Fees	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Assistive Technology/Durable Medical Equipment (DME)/Personal Emergency Response Systems (PERS) provide older individuals with specialized devices and equipment to support their independence, safety, and daily living. This includes assistive technology to enhance communication or mobility, durable medical equipment such as wheelchairs, walkers, or oxygen equipment, and personal emergency response systems (PERS) that allow individuals to request emergency assistance quickly. These services aim to improve the quality of life and ensure the safety of older adults by addressing their physical, mobility, and emergency needs.

- Unit Type*:
  - Device – physical items, e.g., DME, Robotic Pets, Doorbell Cameras
  - Payments – recurring payments such as Life Alert subscriptions or internet service for connectivity
- Direct Service: if "Yes", complete the DS Waiver Form
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

*You may use either Device and/or Payments unit types for this service

Consumable Supplies (pg. 52)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

DIVISION FOR AGING SERVICES

Service: Consumable Supplies						Direct Service Waiver		
Unit Type	Payments	**Total Units**		**People Served**			**Yes**	**No**

Proposed Expenditure Amount	**Funding Source**	**Match Funding**
	Title III-B	
	Title III-E	
	General Funds- OAA General	✕
	Voluntary Contributions	
	Fees	
$0.00	**Total Proposed Expenditures**	

Locality Served	**Service Provider**	**Entity Type**
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Consumable Supplies refers to the provision of essential, disposable items necessary for the health and well-being of older adults. These supplies may include items such as incontinence products, wound care materials, nutritional supplements, and other short-term use products required for daily care and health management. The service ensures that older adults have access to necessary supplies to maintain their independence, comfort, and overall health.

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Oral Nutrition Supplements (ONS) cannot be counted as a meal in HDMs
  - Must be counted in Consumable Supplies (CS)
  - Indicate in CS Service Narrative
    - NSI and part A (4-pages) of the UAI are required
    - Supplements tracked as "Payments"

Emergency Services (pg.54)

- Unit Type: prefilled

- Direct Service: if "Yes", complete the DS Waiver Form

- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Service: Emergency Services						Direct Service Waiver	
Unit Type	Contacts	Total Units		People Served		Yes	No

Proposed Expenditure Amount		Funding Source	Match Funding
		Title III-B	
		General Funds- OAA General	×
		Voluntary Contributions	
		Fees	
$0.00		Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Emergency Services provides financial aid and resources, including referrals to public and private agencies, to older individuals facing emergency situations that threaten their health or well-being. The program offers immediate, short-term assistance to help access necessary resources during emergencies.

Employment Services (pg.56)

Virginia Department for Aging and Rehabilitative Services

DIVISION FOR AGING SERVICES

Service: Title III Employment Services					Direct Service Waiver	
Unit Type	Hours	**Total Units**		**People Served**	**Yes**	**No**

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Funds- OAA General	×
	Voluntary Contributions	
	Fees	
$0.00	**Total Proposed Expenditures**	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Employment services assist older individuals obtain part-time or full-time employment opportunities. The service provides comprehensive support, from assessing individual needs to preparing for job placement, ensuring that older individuals are equipped with the skills and knowledge to successfully navigate the job market.

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Medication Management (pg.58)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Unit Type: prefilled

- Direct Service: if "Yes", complete the DS Waiver Form

- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Service: Medication Management				Direct Service Waiver	
Unit Type	Hours	Total Units	People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Funds- OAA General	×
	Voluntary Contributions	
	Fees	
$0.00	**Total Proposed Expenditures**	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Medication Management Services provide support to older individuals in safely and effectively managing their medications. This includes education on the proper use of prescription, over-the-counter (OTC), and herbal medications, as well as the use of devices like pill boxes or timers to ensure adherence to prescribed regimens. The service also involves medication screening, where individuals may be referred to a physician or pharmacist for personalized advice or assistance. Additionally, medication education materials such as brochures and videos are provided to inform older adults about potential side effects, risks of medication interactions, and best practices for medication use.

Money Management (pg.60)

- Unit Type: prefilled

- Direct Service: if "Yes", complete the DS Waiver Form

- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Service: Money Management					Direct Service Waiver	
Unit Type	Hours	Total Units		People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Funds- OAA General	X
	General Funds- Community Based	X
	Voluntary Contributions	
	Fees	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Money Management services help eligible older adults make decisions and complete tasks necessary to manage their daily finances. The goal is to enable older adults to stay financially stable, maintain independence, and protect their rights and well-being.

DARS | Virginia Department for Aging and Rehabilitative Services

DIVISION FOR AGING SERVICES

Outreach/PIE (pg.62)

Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

Service: Outreach/Public Information and Education				Direct Service Waiver		
Unit Type	Contacts	Total Units	People Served	✕	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-E	
	General Funds- OAA General	✕
	Voluntary Contributions	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Outreach/Public Information and Education provides information to older adults and the public about available programs, services, and resources for older adults and their caregivers. This includes reaching out to groups of older adults that may or may not be receiving services. The service may also involve creating special campaigns to raise awareness about issues and benefits important to older people.

- Unit Type: prefilled
- Direct Service is prefilled – NO NEED TO COMPLETE SERVICE WAIVER
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

AAAs are required by 45 CFR 1321.91(1) to provide some Outreach/PIE with Title III-E funding.*

Residential Repair & Reno (pg.64)

Service: Residential Repair and Renovation						Direct Service Waiver		
Unit Type	Homes Repaired	Total Units		People Served		Yes		No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	Title III-E	
	General Funds- OAA General	×
	Voluntary Contributions	
	Fees	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Residential Repair and Renovation services offer home repairs and maintenance to older adults which helps seniors maintain their homes according to minimum housing standards or adapt their homes to better meet their needs. The service covers essential repairs and modifications to ensure the health and safety. This includes structural repairs, electrical and plumbing work, weatherization, accessibility and security modifications, as well as yard work and home maintenance tasks critical for wellbeing.

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Remember to sum both Title III-B and III-E proposed units of service/people served if funded from both sources.

Socialization and Rec (pg.66)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Service: Socialization and Recreation				Direct Service Waiver	
Unit Type	Hours	Total Units	People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Funds- OAA General	
	Voluntary Contributions	
	Fees	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: Socialization and Recreation services provide opportunities for older adults to engage in activities that promote social interaction, mental stimulation, and physical well-being. These services aim to reduce isolation, encourage community involvement, and enhance the quality of life by offering recreational programs, social gatherings, and other engaging activities tailored to the interests and abilities of older individuals. The goal is to support emotional health, foster connections with peers, and encourage active living.

Volunteer Program (pg. 68)

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

Service: Volunteer Program					Direct Service Waiver	
Unit Type	Hours	Total Units		People Served	Yes	No

Proposed Expenditure Amount	Funding Source	Match Funding
	Title III-B	
	General Funds- OAA General	
	Voluntary Contributions	
	Fees	
$0.00	Total Proposed Expenditures	

Locality Served	Service Provider	Entity Type
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼
		Select Option ▼

Service Definition: The Volunteer Program connects seniors with meaningful volunteer opportunities. The service includes informing the community about the need for volunteers, developing meaningful opportunities, and match older adults with suitable volunteer placements. The goal is to provide older adults with opportunities to contribute to their community while enhancing their sense of purpose and social engagement.

- Unit Type: prefilled
- Direct Service: if "Yes", complete the DS Waiver Form
- Name Service Provider
  - Locality or Localities they serve
  - Entity type:
    - For Profit
    - Not-for-profit
    - Governmental
    - AAA

Group 7: National Family Caregiver Support Program (NFCSP) Additional Services

NFCSP Overview

- The National Family Caregiver Support Program (NFCSP) Additional Services under Group 7 can only be funded with Title III-E funds under the OAA or with State General Funds (GF).

- NOTE: With Title III-E funding, the AAA is required by 45 CFR 1321.91(3-5) to provide the following services in this Group (i.e., 1, 2, and 3 below). However, DARS does not set specific minimum funding requirements or service unit requirements for each of the services. How the AAA allocates Title III-E funding within these service categories is up to the AAA so long as the AAA at least offers the minimally required services (e.g., 1, 2, and 3 below).

Service Category	Explanation
1. Individual Counseling, Support Groups, and/or Caregiver Training	The AAA must provide at least one service from these three options: Individual Counseling, Support Groups, or Caregiver Training. The AAA can choose to provide more than one of these services.
2. Respite Care	The AAA must provide Respite Care, which can be done through Group 1: In-Home Service stated above or through Group 7: NFCSP Respite Voucher, Institutional Respite or Other (Respite Services) as provided in this section.
3. Other Supplemental Services	The AAA must provide Supplemental Services on a limited basis to complement care provided by family caregivers. Other Supplemental Services are delineated on the Area Plan Budget and include services such as Transportation, Chore, and Residential Repair, for example.

Caregiver Services (pg.89-98)

Individual Counseling, Support Groups, Caregiver Training, Respite Voucher and Institutional Respite

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

Other (Respite Services) (pg.99)

Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- **Unit Type:** This unit type **MUST** be defined by the AAA. This definition must be included in this field <u>and</u> on the Area Plan Budget at the bottom of this service column.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Service Description:** Since this service can be adapted by the AAA depending on the type of respite or assistance provided, ensure that the service description provides a detailed description of how your program functions.

Financial Consultation (pg.101)

Virginia Department for Aging and Rehabilitative Services
DIVISION FOR AGING SERVICES

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

Fun Fact: There are currently no AAAs providing this service!

Direct Payments (pg. 102)

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Service Description:** Since this service can be adapted by the AAA depending on the type of respite or assistance provided, ensure that the service description provides a detailed description of how your program functions.

Other Supp. Services (pg.104)

- **Unit Type:** This unit type **MUST** be defined by the AAA. This definition must be included in this field <u>and</u> on the Area Plan Budget at the bottom of this service column.

- **Direct Service Waiver:** If the AAA intents to provide this service directly, check **'yes'** and complete a Direct Service Waiver Form. The form can be found on the SharePoint in the Area Plan 2026 folder. This Form can be maintained as a separate document when it's submitted to DARS for review, and DARS will merge it into the final Area Plan document upon approval.

- If the AAA will not be providing this service directly, check **'no'** and move to the next section. No further action is required here.

- **Service Description:** Since this service can be adapted by the AAA depending on the type of respite or assistance provided, ensure that the service description provides a detailed description of how your program functions.

Wrap Up

Upcoming Office Hours

- Wednesday, April 30 at 2:00 PM: Area Plan: Part 3, Groups 1-4 & 7 – In Home, Access, Legal Assistance, Other Services, and Caregiver Support

NO REGISTRATION IS REQUIRED

Trainings and Office Hours

DARS | VIRGINIA DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES
DIVISION FOR AGING SERVICES

- Area Plan Program **NUTRITION PROGRAMS:**
  - Group 5: Nutrition
  - Group 6: Disease Prevention and Health Promotion
  - State Funded Home Delivered Meals
- TRAINING
  - Thursday, May 1 from 10-11:30 AM
  - Register Here
  - Recording and Slides will be posted in the Provider Portal
- OFFICE HOURS
  - Monday, May 12 from 1-2:30 PM
  - Access the Meeting Here (no registration required)

Additional Resources

On the Providers Portal

- Area Plan 2026 Folder

- Area Plan Companion Manual

Questions