



AAA Input Session

November 12, 2025



Agenda

- Welcome
- Federal Updates
- NCI-AD Survey – Implementation Updates
- Area Plan Debrief – Survey Reminder
- Brief Presentation – AAA Required Services
- Area Plan – Contract Modifications & Mid-Year Changes
- Year-End Reports
- Wrap-Up & Reminders



Federal Funding Updates

Process Update



- The House returns to Washington, DC today where they are expected to pass the Senate's Continuing Resolution (CR)
- President Trump is expected to sign the bill later today

What's in the CR?



- Provides full FY 26 funding for certain agencies (Agriculture, Congress, Veterans Affairs) and funding through January 30, 2026 for all other government agencies.
- Extends other provisions from prior CRs, like community health center funding and Medicare telehealth policies among others
- Authorizes funds to be used to provide back pay for federal employees, including furloughed employees, and would prevent federal agencies from reducing the number of full-time federal employees during the duration of the CR
- Requires federal agencies to reimburse state governments that spend their own funds to carry out federal programs or prevent reductions in service during the shutdown

Nutrition Update



- USDA directed states to issue 65% of the typical months' SNAP benefit amount in November
- The Virginia Emergency Nutrition Assistance (VENA) program – the State funded food and nutrition program – already issued 25% of the monthly benefit to eligible families



Next State Plan Needs Assessment: NCI-AD

Process: 1. Survey Sample



- Timing: Mid-September
- DARS provided VCU with the universe data sample for clients served in July & August
 - Information about the AAA clients who meet the survey criteria
 - Includes information about the types of OAA services the clients receive and their contact information
 - Also includes information if the AAA client has a legal guardian identified in PeerPlace

Process: 2. Preparing Contact



- **Timing:** Early November
- VCU selected a random sample of AAA clients from the DARS data and crafted Engagement Letters
- VCU mailed Engagement Letters to the first round of AAA clients to be surveyed via USPS
- The letters included the name of the AAA providing OAA services to the AAA client



VCU Partnership for People with Disabilities
School of Education

Dear **[INSERT NAME]**,

You have been chosen to participate in a survey of people who receive Older Americans Act services in Virginia!

Examples of Older Americans Act services you may be receiving from **[INSERT AAA NAME]** include meals delivered to your home or meals provided in a group setting, transportation to a senior center, help with chores and other tasks around the house, or adult day services.

Why should I complete this survey?

The Virginia Department for Aging and Rehabilitative Services (DARS) and Virginia's 25 Area Agencies on Aging want to learn more about your experiences receiving Older Americans Act services and your quality of life. The survey is part of the **National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey**. The information you give about your experiences is very important to Virginia, DARS, and to all people who use Older Americans Act services!

What will happen next?

- An interviewer from the Virginia Commonwealth University (VCU) Partnership for People with Disabilities will call you to schedule and complete the survey by phone.
- You can pick the date and time that works best with your schedule. Someone you know can be with you during the survey.
- The survey is optional and will take about 45 minutes to complete. Your survey answers will be kept private and will be combined with other people's answers to create reports.
- You do not have to answer questions if you do not want to. Your survey answers will not change the services you are getting now or in the future.

What if I have questions?

If you have questions, you may contact VCU by leaving a message by phone at 833-462-2983 or send an email to ncivirginia@vcu.edu. You may also contact Charlotte Arbogast, the DARS project coordinator, by phone at 804-662-7093 or email charlotte.arbogast@dars.virginia.gov.

Information about the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey can also be found at this website: <http://www.nci.partnership.vcu.edu>.

Process: 3. Making Contact

- Timing: **NOW**
- VCU has started making phone calls to the selected AAA clients

If VCU Makes Contact

- Upon contact, VCU will try to schedule and complete the survey by phone with the AAA clients
- AAA clients can pick the date and time that works best with their schedules
- AAA clients can have someone they know with them during the survey if they want

If VCU Cannot Make Contact

- VCU will leave a voicemail
- VCU calls 3 times before marking the AAA client as non-responsive and moving on to another AAA client in the sample

Promotional Materials



- Sample Engagement Letter
 - VCU sends this directly to AAA clients selected for the survey
- Email to AAA Colleagues
- Full-Page Flyer
- Half-Page Flyer
- 2023-2024 Adult Consumer Survey At-A-Glance Results (upcoming slide)

FROM: NCI-AD AAA LIAISON
TO: AAA STAFF
SUBJECT: Survey of Individuals Receiving AAA Services
MESSAGE:

Colleagues,

In partnership with Virginia Commonwealth University (VCU) Partnership for People with Disabilities (PPD), the Virginia Department for Aging and Rehabilitative Services (DARS), the Virginia Department for Aging and Rehabilitative Services (DARS) Area Agency on Aging (AAA) clients across Virginia.

This email is to inform all AAA staff about the (NCI-AD) Adult Consumer Survey in case you are contacted.

The aim of the NCI-AD survey is to gather information about the needs and preferences, and their quality of life of AAA clients across Virginia used to inform statewide planning efforts.

A random sample of AAA clients across Virginia will be selected for the survey by PPD staff. The survey is administered by VCU-PPD staff and is voluntary and completely anonymous.

VCU will start reaching out to selected AAA clients across Virginia. Attached is a flyer that has additional information about the survey. As opportunities arise in the course of the survey, AAA clients to participate.

If you or our AAA clients have any questions, please contact [AAA LIAISON NAME] by phone at [PHONE NUMBER] or email [EMAIL ADDRESS].

Information about the NCI-AD Adult Consumer Survey can also be found at this website: <http://www.nci-partnership.vcu.edu>

Thank you for your help!
[AAA LIAISON NAME]

Survey of Individuals Receiving Older Americans Act Services

The Virginia Department for Aging and Rehabilitative Services (DARS) and [AAA NAME] want to learn more about the experiences of older adults receiving Older Americans Act (OAA) services.

OAA services include receiving home delivered meals or meals provided in a group setting, transportation to a senior center, help with chores and other tasks around the house, or adult day services.

Some individuals who receive OAA services will be randomly selected to participate in the survey.

The **National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey** asks questions about the services you receive, your preferences, and their quality of life. The survey is part of the national effort and will be administered by VCU-PPD staff. The information you give about your experience and to all people who use OAA services!

What does the survey include?

- DARS is partnering with the **Virginia People with Disabilities** to conduct the survey.
- If you are randomly selected, an individual from the Virginia People with Disabilities will call you to schedule a time to participate.
- You can pick the date and time that works best for you during the survey.
- The survey is optional and will take about 15-20 minutes. Your responses will be kept private and will be used for research purposes only.
- You do not have to answer questions you do not want to. You can change the services you are getting.

What if I have questions?

If you have questions, you may contact VCU by leaving a message at [PHONE NUMBER] or send an email to ncivirginia@vcu.edu. You may also contact [AAA LIAISON NAME] by phone at [PHONE NUMBER] or email [EMAIL ADDRESS].

Information about the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey can also be found at this website: <http://www.nci-partnership.vcu.edu>.

Survey of Individuals Receiving Aging Services

The Virginia Commonwealth University Partnership for People with Disabilities (VCU-PPD) and the Virginia Department for Aging and Rehabilitative Services (DARS) is conducting a survey of AAA clients across Virginia.

The aim of the National Core Indicators-Aging and Disabilities (NCI-AD) Adult Consumer Survey is to gather information about the services that AAA clients receive, their needs and preferences, and their quality of life.

A random sample of AAA clients across Virginia will be selected for the survey and contacted by VCU-PPD staff. The NCI-AD survey is administered by VCU-PPD staff over the telephone. Participating in the survey is voluntary and completely anonymous.

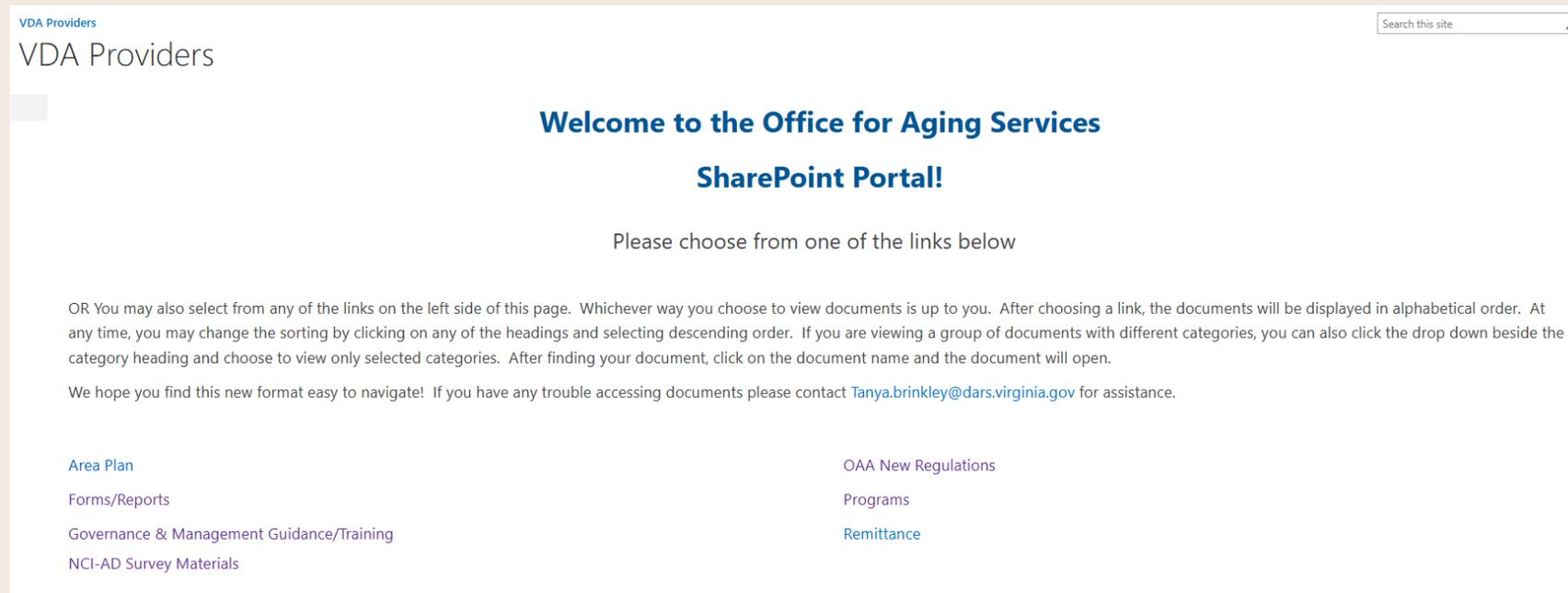
Your voice matters! If you are contacted by VCU-PPD, please consider participating.

If you have any questions, you may contact [AAA LIAISON NAME] by phone at [PHONE NUMBER] or email [EMAIL ADDRESS]. Information about the NCI-AD Adult Consumer Survey can also be found at this website: <http://www.nci-partnership.vcu.edu>.

Promotional Materials



- <https://sharepoint.wwrc.net/VDAProviders/SitePages/Home.aspx>

A screenshot of a SharePoint portal page titled "VDA Providers". The page has a white background with a blue header area. In the top left corner, it says "VDA Providers" and "VDA Providers". In the top right corner, there is a search bar with the text "Search this site" and a magnifying glass icon. The main content area is centered and contains the following text: "Welcome to the Office for Aging Services", "SharePoint Portal!", and "Please choose from one of the links below". Below this, there is a paragraph of text: "OR You may also select from any of the links on the left side of this page. Whichever way you choose to view documents is up to you. After choosing a link, the documents will be displayed in alphabetical order. At any time, you may change the sorting by clicking on any of the headings and selecting descending order. If you are viewing a group of documents with different categories, you can also click the drop down beside the category heading and choose to view only selected categories. After finding your document, click on the document name and the document will open." Below this paragraph, there is another paragraph: "We hope you find this new format easy to navigate! If you have any trouble accessing documents please contact Tanya.brinkley@dars.virginia.gov for assistance." At the bottom of the page, there are two columns of links. The left column contains: "Area Plan", "Forms/Reports", "Governance & Management Guidance/Training", and "NCI-AD Survey Materials". The right column contains: "OAA New Regulations", "Programs", and "Remittance". A brown arrow points from the left edge of the image towards the "Area Plan" link.

Click the link or scan the QR code

Preparing & Making Contact

How AAAs can help at this stage:

- 1. Let your AAA staff and volunteers know about the NCI-AD survey
 - 2. Post the NCI-AD survey flyer in your AAA offices, congregate meal sites, senior centers, and adult day centers
 - 3. Print and include the ½ page flyer in home delivered meals
 - 4. Post information about the surveys on social media
- Sample emails and flyers are available for you to customize and use in the DARS AAA Providers' Portal here:





Area Plan Feedback Survey

We Still Want Your Input!

We have gotten some very thoughtful feedback and would like to ensure everyone has an opportunity to provide their input:

[Complete the Survey Here](#)

Our goal is to incorporate the feedback to continue improving the Area Plan process moving forward





Area Agencies on Aging: Required Services

Background

- The **Required Services Reference Guide** provides an overview of the federal and state requirements that govern the services offered by the AAAs. It brings together multiple layers of authority, which include:

Older
Americans Act
(OAA)

Code of Federal
Regulations
(CFR)

Code of
Virginia (COV)

Virginia
Administrative
Code (VAC)

Area Plan
Contract

Virginia
Appropriation
Act

Purpose



- The **Required Services Reference Guide** is intended to help AAAs understand what services they are required to provide, the sources of those requirements, and how they interconnect across various legal and policy frameworks.
- The table is designed to **visually summarize** how each requirement traces back to its originating law, regulation, or policy.
- It serves as an **informational reference** to help navigate the obligations under the Older Americans Act and related state authorities.

Disclaimer



- The Required Services Reference Guide is subject to change as laws, regulations, contracts, and policies are revised or updated.
- It is intended to provide a “snapshot” in time of the established service requirements and provisions.
- AAAs are encouraged to consult the direct sources for requirements in order to access the exact language within the full context.

Requirements						
Service	OAA	CFR	Code of Virginia	VAC	Area Plan Contract	Appropriation Act
Adult Day Center (ADC)	Requires the State Unit to establish minimum service spending for In-Home Services	ADC, Homemaker, Personal care and/or Respite (see below) must be provided as Respite w/ III-E funds to caregivers			None mentioned	Specific state funds appropriated for these programs, which must be provided as a condition of funding (or money is returned to General Assembly)
Checking						
Chore						
Homemaker						
Personal Care						
Care Coordination	Requires the State Unit to establish minimum service spending for Access Services	Care coordination OR CRIA must be provided with III-E funds	Defines most of the state identified service types used to provide specific OAA services.	Sets the MAP requirements (5%, 15%, 1% for III-B categories).	Care Coordination or CCEVP Level 2 must be provided	None mentioned
Care Transitions					None mentioned	None mentioned
CRIA			States that AAAs are NWD ADRC Lead Agencies.	Identifies the state services and the requirements around completing the Area Plan.	Must be provided	None mentioned
Options Counseling					Options Counseling or CCEVP PC-OC must be provided.	None mentioned
Transportation					Must be provided	Specific state funds appropriated for these programs, which must be provided as a condition of funding (or money is returned to General Assembly)
Assisted Transportation			None mentioned			

Requirements						
Service	OAA	CFR	Code of Virginia	VAC	Area Plan Contract	Appropriation Act
Outreach/ Public Information and Education (PIE)	Grouped with Access Services, but implied as a core function of an AAA in other parts	Must be provided to caregivers w/ III-E funds	Defines most of the state identified service types used to provide specific OAA services. States that AAAs are NWD ADRC Lead Agencies.	Sets the MAP requirements (5%, 15%, 1% for III-B categories). Identifies the state services and the requirements around completing the Area Plan.	Must be provided as a core AAA function	None mentioned
Legal Assistance	Requires the State Unit to establish minimum service spending Legal Assistance				Must be provided	None mentioned
Congregate Meals	III-C(1) funds can only be used for this service				Must be provided	Specific state funds appropriated for these programs, which must be provided as a condition of funding (or money is returned to General Assembly)
Home Delivered Meals	III-C(2) funds can only be used for this service				Must be provided	
Nutrition Counseling	Can be provided with III-C(1) or C(2) funds	Must be provided to Congregate and Home Delivered participants			Must be provided	
Nutrition Education					Must be provided	
Disease Prevention & Health Promotion	III-D funds can only be used for this service				Must be provided	None mentioned

Requirements						
Service	OAA	CFR	Code of Virginia	VAC	Area Plan Contract	Appropriation Act
Individual Counseling	III-E funds can only be used for these groups of services (with a few exceptions)	One of these must be provided w/ III-E funds	Defines most of the state identified service types used to provide specific OAA services.	Sets the MAP requirements (5%, 15%, 1% for III-B categories).	None mentioned	None mentioned
Support Groups						
Caregiver Training						
Respite (Voucher, Institutional, Other)		Must provide respite (see above) to caregivers w/ III-E funds				
Other Supplemental Services		Must provide to caregivers w/ III-E funds (includes other services listed under the OAAPS category)	States that AAAs are NWD ADRC Lead Agencies.	Identifies the state services and the requirements around completing the Area Plan.		
CCEVP (includes CCEVP 2,1 PC-OC, Care Transitions and SOS)	N/A	N/A			States CCEVP programs must follow established DARS Service Standards	Specific funds appropriated for these programs, which must be provided as a condition of receiving funds.
All other services not named above and defined within the DARS Service Standards are not required and can be provided at the AAAs discretion based on the needs of the community						



Area Plan: Mid-Year Changes

Area Plan Amendments



TYPE 1 AMENDMENTS

Require Full Public Input Process:

- 30-Day Public Comment Period
- Public Hearing
- Advisory Council Consultation
- Governing Board Approval

Examples Include:

- New Minimum Adequate Proportion (MAP) Waiver Request
- Substantial amendments or numerous modifications, even if individually minor
 - **NOTE:** If you're unsure whether your proposed changes meet this threshold, consult DARS prior to drafting

Area Plan Amendments



TYPE 2 AMENDMENTS

Require Limited Public Input Process:

- 30-Day Public Comment Period
- Advisory Council Consultation
- Governing Board Approval
- **NOTE:** No Public Hearing is required for these changes

Examples Include:

- New Waiver Requests for: Cost Sharing, Alternative Fee Scale, Direct Services
- The addition or removal of an OAA service
 - **NOTE:** This will likely also need to include a corresponding budget revision
- Moderate amendments or various modifications, even if individually minor
 - **NOTE:** If you're unsure whether your proposed changes meet this threshold, consult DARS prior to drafting

Area Plan Modifications



The most common type of mid-year changes to an Area Plan

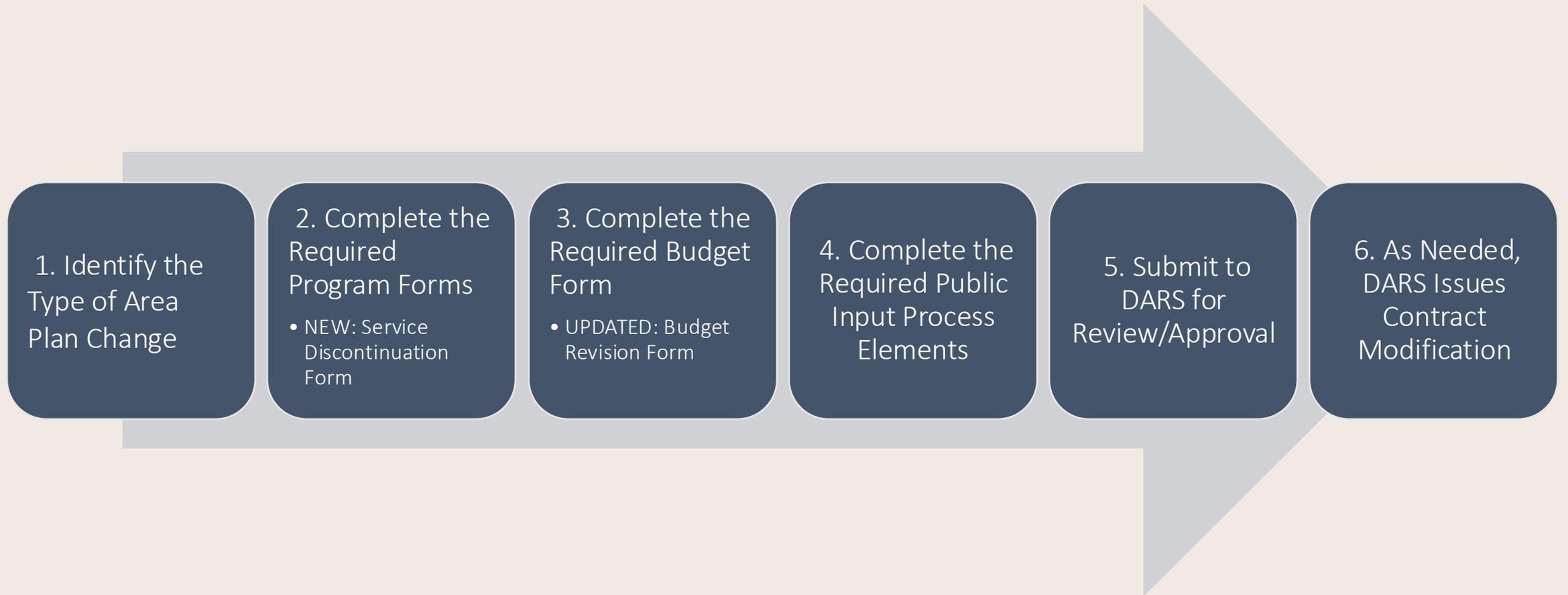
Require Minimal Public Input:

- Advisory Council notification (but not consultation)
- Governing Board notification (but not approval)
- Do not require a 30-Day Public Comment Period or Public Hearing

Examples Include:

- Budget Revisions
 - Transfers between Title III-B and III-C or State General Funds
 - Adjustments to AAA program/service budgets
- AAA address changes
- Changes to contracted service providers
- Updates to an existing Program Service Page

Process for Changes



Contract Modification Requirements



VIRGINIA DEPARTMENT FOR AGING
AND REHABILITATIVE SERVICES

DIVISION FOR AGING SERVICES

- **Area Plan Amendments will always require a corresponding Contract Modification** to the existing contract between DARS and the AAA.
- **Area Plan Modifications may or may not require a Contract Modification** when they are made between the Annual Area Plan Update periods.

Type of Area Plan Change	Contract Modification Required?
Area Plan Amendment Requiring Full Public Input	Yes
Area Plan Amendments Requiring Limited Public Input	Yes
Area Plan Modification	Depends on the Change(s) - see next slide

Contract Mods: When?

Contract Modifications are not required when:

- Service delivery is not impacted or
- Budget Revisions requests that do not exceed a 10% change in each funding source

Contract Modifications are required when:

- The change impacts service delivery (e.g., adding or removing a service, adding or removing a waiver) or
- Budget Revision requests:
 - Involve a 10% or greater change in any funding source or
 - Involve a transfer of funds between funding sources

Budget Revision Deadlines



- **Key Budget Revision Deadlines:**
- **State General Fund Budget Revisions:** Must be submitted by **March 31**
- **Federal Budget Revisions:** Must be submitted by **June 30**



Wrap-Up and Reminders

Upcoming Due Dates



- The following Year-End documents are due November 14:
 - Final 13th-Month AMR
 - Final 13th-Month AMR-OC
 - Schedules A, B, and C
 - Certification Form
 - OAAPS Spreadsheet
- Audits are due December 15
 - If needed, Extension Requests are due December 15
- Annually Required Documents are due February 1
 - Updated NWD Documents
 - AAA Documents
 - If substantial changes since the last submission or
 - If your AAA has not submitted them

Next AAA Input Session



- The next AAA Input Session is currently scheduled for **December 17, 2025 from 3pm-4pm**

- Topics that DARS tentatively plans to cover in December include:
 - Federal Updates
 - NCI-AD Updates
 - Annually Required Documents – due February 1

- <https://dsa-virginia.zoomgov.com/j/1605498949>