

# Area Plan on Aging

Federal Fiscal Years 2026 – 2029

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Submitted by: Northwest Kansas Area Agency on Aging

Click or tap here to enter text.

Signature of Director

Click or tap to enter a date.

Date

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## Application for Grant Award

to

The Kansas Department for Aging and Disability Services

**1. Name of Applicant Agency:** Northwest Kansas Area Agency on Aging

**2. Area Agency on Aging:**

Name Northwest Kansas Area Agency on  
Aging  
Address 510 W. 29<sup>th</sup> St., PO Box 610  
City Hays  
State KS Zip 67601  
Director Michelle Morgan  
Telephone No. 785-628-8204  
Fax No. 785-628-6096

**3. Name and Address of Grantee:**

Name Northwest Kansas Area Agency on  
Aging  
Address 510 W. 29<sup>th</sup> St., PO Box 610  
City Hays  
State KS Zip 67601  
Telephone No. 785-628-8204  
Fax No. 785-628-6096

**4. Type of Organization:** Private Non-Profit Agency

**5. Type of Application:** Original

**6. Dates of Area Plan Fiscal Years:** From 10/1/2025 to 9/30/2029

**7. Date of Grantee Period (Budget Year):** Fiscal Year 2026

**8. Official Authorized to Sign for Grantee Organization**

Name Michelle Morgan  
Title Executive Director  
Address 510 W. 29<sup>th</sup> St., PO Box 610  
City Hays  
State KS Zip 67601

## Electronic Submission of Application

Pursuant to the Uniform Electronic Transaction Act codified at K.S.A. 16-1601 et seq., the parties hereto agree that this 2026 Area Plan may be executed through the use of electronic signatures. By typing “/s” followed by the name of the person who is authorized to sign this Plan on behalf of the Northwest Kansas Area Agency on Aging and the Kansas Department for Aging and Disability Services, and then e-mailing the executed signature page to the other party, the party agrees to be irrevocably bound by its electronic signature as if an original signature appeared thereon. If, for whatever reason, an original signature is required, the parties agree to cooperate in re-signing the same. The failure of a party to re-sign shall not affect the validity of the Plan.

## Verification of Application

This Area Plan on Aging (“Area Plan”) is hereby submitted by the Northwest Kansas Area Agency on Aging (the “AAA”) for the period October 1, 2025 through September 30, 2029. The Area Plan includes documents identified as pages 1 through 52, the same being attached hereto and incorporated herein by this reference. The Area Plan further includes all assurances and plans to be conducted by the AAA under the provisions of the Older Americans Act of 1965 (the “Act”), as amended in 2020, and applicable Federal and State laws, regulations, and policies during the period identified. The AAA has the authority to develop and administer the Area Plan in accordance with all requirements of the Act, applicable Federal and State laws, regulations, and policies, as presently exist or hereinafter enacted or amended, and is primarily responsible for the coordination of all Planning and Service Area (“PSA”) activities related to the purposes of the Act.

In addition to the assurances contained herein, it is understood and agreed to by the AAA that: 1) funds awarded as a result of this request are to be expended solely for the purposes set forth in the Act, and in accordance with all applicable Federal or State laws, regulations, policies, and procedures, including those adopted or maintained by the Administration on Aging and the U. S. Department of Health and Human Services; 2) any proposed changes or amendments to the Area Plan shall be submitted, in writing, by the AAA and upon written notification by the State Agency, if approved, the proposed change or amendment shall be deemed incorporated into, and become part of, the Area Plan; 3) the attached Assurance of Compliance with the Department of Health and Human Services Regulation issued pursuant to Title VI of the Civil Rights Act of 1964 applies to this Area Plan, as approved; and 4) funds awarded by the State Agency may be terminated at any time for violations of any terms or requirements of this Area Plan in accordance with 45 C.F.R. Part 75 or Part 93, as applicable, or the violation of any applicable State or Federal law, regulation or policy affecting or implementing the Act.

The Area Plan has been developed in accordance with all rules and regulations specified under the Act and applicable Federal and State laws, regulations, and policies. Further, the undersigned hereby certifies that all information and statements made in this Area Plan are true, complete, and current to the best of his/her information, knowledge, and belief.

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Signature of Area Agency Director

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Date

The AAA Advisory Council or Governing Board has had the opportunity to review and comment on the Area Plan on Aging.

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Signature  
of Authorized AAA Governing Board Member or Chairperson of the AAA Advisory Council

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Title

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Date

The governing body of the AAA has reviewed and does hereby approve the Area Plan.

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Signature  
of Authorized Official of the Area Agency Board of Directors

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Title

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Date

## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Northwest Kansas Area Agency on Aging  
\_\_\_\_\_  
Official Name of the Area Agency

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Older Americans Act Assurances of Compliance

### Northwest Kansas Area Agency On Aging and the Kansas Department for Aging and Disability Services

The Northwest Kansas Area Agency on Aging ("AAA") assures the Kansas Department for Aging and Disability Services ("KDADS") that it will comply with the requirements of the Older Americans Act of 1965, as amended in 2020, ("OAA") and with any and all applicable Federal and/or State regulations, law or policies implementing the OAA, and it further assures KDADS that it will, through its Area Plan, and any approved amendments thereto, carry out a program under its Area Plan according to the following assurances. The AAA assures KDADS that it will comply with:

Any and all assurances and/or provisions provided in Sections 306 and 307 of the OAA;

Any and all Federal and State laws, regulations, and policies implementing the OAA; and

The following procedure for requests for hearing (appeals) filed by the AAA's customers ("older individuals" under the OAA) or by the AAA's subgrantees or contractors:

- A. Notice of Action Including Notice of Appeal Rights. Unless otherwise provided for by law, appeals of any action proposed or taken by KDADS, the AAA (including any of its employees or contract employees), or any subgrantee or contractor (including any employee or contractor of either of them) shall be carried out pursuant to K.A.R. 26-4-1 et seq., as amended. The AAA shall give persons or entities (including customers, Subgrantees, or Contractors) directly affected by any AAA action timely written notice of action, pursuant to K.A.R. 26-4-1 et seq., and in the notice of action shall include notice of the right to appeal the action. In all of its subgrants or contracts, the AAA shall require its Subgrantees or Contractors to give customers timely written notice of action, pursuant to K.A.R. 26-4-1 et seq., and to notify customers of their appeal rights in every notice of action.
- B. Internal Review; KDADS's Corrective Action. The AAA shall provide an internal appeal or review process to hear and consider claims, complaints, or disputes involving actions by it or its Subgrantees or Contractors. Upon the filing of an appeal, KDADS shall internally review the action of KDADS, the AAA, or the Subgrantee or Contractor, whichever is appropriate, to determine whether or not the action proposed or taken was correct and appropriate and whether or not the action should be defended through the appeal. KDADS shall have the authority and discretion, at any point during the appeal process, to determine the action proposed or taken was incorrect or inappropriate and to take any corrective action KDADS deems appropriate to resolve the issues on appeal. The AAA shall, and in all of its subgrants or contracts shall, require its Subgrantees or Contractors to take any corrective action directed by KDADS which KDADS, after considering the issues involved in any appeal, deems necessary. Nothing in this subsection shall affect the AAA's or the Subgrantee's or Contractor's right to appeal the corrective action directed by the KDADS.
- C. Roles During Appeal Process: KDADS's Handling of Appeals; AAA, Subgrantee and Contractor Assistance. KDADS and the AAA, Subgrantee, or Contractor whose action is being appealed shall have separate roles

during the appeals process. KDADS shall be responsible for presenting the case in defense of the action being appealed and the AAA and its subgrantee or contractor shall be responsible for assisting KDADS, and in the AAA's subgrants and contracts shall require its Subgrantees and Contractors to be responsible for assisting KDADS by supplying KDADS with the testimony and documentation which KDADS deems necessary to defend the appeal. The AAA shall provide KDADS, and in the AAA's subgrants and contracts will require its Subgrantees and Contractors to provide KDADS with access to witnesses under its or the Subgrantee's or Subcontractor's control, and to documents (and copies of documents) in its or its Subgrantee's or Subcontractor's control or possession to prepare for and defend the appeal. The AAA shall require fact or expert witnesses who are subject to the AAA's control, and in the AAA's subgrants and contracts shall require the Subgrantees and Contractors to require fact or expert witnesses subject to the Subgrantee's or Contractor's control, to appear and testify at the appeal hearings.

- D. Compliance with Final Orders or Decisions. Subject to its own appeal rights, the AAA shall be bound by and shall comply with the final order, decision, or judgment issued in any appeal by the presiding officer, a hearing panel, the Secretary of Aging, the Shawnee County District Court, or the Kansas appellate court with final jurisdiction in the same manner as if the AAA had appeared and defended the action which was appealed. In its subgrants or contracts, the AAA shall require its Subgrantees and Contractors, subject to their own appeal rights, to be bound by and comply with the final order, decision, or judgment issued in any appeal by the presiding officer, a hearing panel, the Secretary of Aging, the Shawnee County District Court, or the Kansas appellate court with final jurisdiction in the same manner as if the Subgrantee or Contractor had appeared and defended the action which was appealed.
- E. Appeal Beyond the Administrative Level. To the extent permitted by law, the AAA shall retain the right to appeal, pursuant to K.A.R. 26-4-1 et seq. and the Kansas Act for Judicial Review and Civil Enforcement of Agency Actions (K.S.A. 77-601 et seq.), any final order or decision rendered at the administrative agency level which adversely affects the AAA's interests and which KDADS decides not to appeal. The AAA shall be responsible for presenting its own case on appeal and KDADS shall be responsible for assisting the AAA by providing copies of documents, including a copy of the agency record, for use at the District Court level and, if the District Court orders additional discovery, by making employees available to testify as witnesses. KDADS has the right to take whatever action is necessary to protect KDADS's interests while the AAA makes its appeal.

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Signature of Authorized Official  
of the Grantee Organization

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Title

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Date



## Information Requirements – Section 306 Responses

(See Appendix A)

### Section 306(a)(4)(A)(ii)(II)

*Describe the mechanism(s) for assuring that the AAA will provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services.*

#### Response

NWKAAA assures we will provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services. Our agency is entirely rural with frontier areas. NWKAAA works closely with many critical access points e.g. hospitals, Dr. offices, Federally Qualified Health Center (FQHCs), home health agencies and partners such as Harvest America, Senior Companion, Senior Employment Retirement Programs, and many others throughout northwest Kansas to ensure we are reaching our targeted older Kansans and their caregivers in the 18 counties of northwest Kansas. Forty-one focal points are utilized to target rural, low-income minorities in need of services and assistance. We do this primarily by providing information through various media, newsletters, brochures, the AAA website, health fairs, and community events targeted to older Kansans. NWKAAA also employs a bilingual staff member who can assist Spanish speaking individuals. Translation services are also utilized as needed. In northwest Kansas, all older Kansans are treated with respect, dignity and are given all available options to help them make choices, which they believe best meet their needs and cultural practices.

### Section 306(a)(4)(B)(i),(ii),(C)

*Describe the mechanism(s) for assuring that the AAA will use outreach efforts that identify individuals eligible for assistance and inform the older individuals, and caretakers of such individuals, of the availability of such assistance, with special emphasis on –*

- (I) Older individuals residing in rural areas;
- (II) Older individuals with greatest economic need (with particular attention to low-income minority individuals and individuals residing in rural areas);
- (III) Older individuals with greatest social need (with particular attention to low-income minority individuals and individuals residing in rural areas);
- (IV) Older individuals with severe disabilities;
- (V) Older individuals with limited English proficiency;
- (VI) Older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and
- (VII) Older individuals at risk of institutional placements, specifically including survivors of the Holocaust.

#### Response

Rural Areas:  
NWKAAA's service area is entirely rural. NWKAAA currently works with rural, older adults through many services

and programs we provide, including Medicare counseling through the Senior Health Insurance Counseling for Kansas (SHICK) program, nutrition services, in home services, assessments and individualized case management and benefits enrollment. NWKAAA will continue to reach rural older adults through media (television, print and online), in-person presentations and participation in community events. Business texting software allows us to quickly answer questions and reassure individuals especially when they receive confusing mail. Adult Protective Services (APS) interacts with individuals in our entire service area, including older adults who have been adversely affected by life circumstances and frequently contact AAA staff to assist Medicare beneficiaries with lower income and resources to complete a Benefits Checkup and apply for appropriate benefits and services.

**Economic Need:**

NWKAAA works with adults with low income and assets through the many services and programs we provide, including Medicare counseling (SHICK), nutrition services, in home services assessments and individualized case management and benefits enrollment. We plan to continue to reach individuals through media (television, print and online), in-person presentations and participation in community events. Business texting software allows us to quickly answer questions and reassure individuals especially when they receive confusing mail. Adult Protective Services (APS) interacts with individuals in our entire service area, including older adults who have been adversely affected by life circumstances and frequently contact AAA staff to assist Medicare beneficiaries with lower income and resources to complete a Benefits Checkup and apply for appropriate benefits and services.

**Social Need:**

NWKAAA promotes an environment of tolerance and inclusion. We will utilize the traditional methods of promotion – media, in-person presentations and participation in community events – but we also expect to rely heavily on word-of-mouth referrals from individuals who have had a positive experience with NWKAAA. Counseling can also be provided by videoconference, telephone or in a face-to-face setting to identify benefits and services to address the individual's complex needs.

**Disabilities:**

NWKAAA currently assists people with disabilities through many of the services and programs we provide, including Medicare counseling (SHICK), nutrition services, in home services assessments and case management, and benefits enrollment. We plan to continue to reach people with disabilities through positive relationships with our local Independent Living Centers, media (television, print and online), in-person presentations and participation in community events. Adult Protective Services (APS) interacts with individuals in our entire service area, including individuals with disabilities who have been adversely affected by life circumstances and frequently contact AAA staff to assist Medicare beneficiaries with lower income and resources to complete a Benefits Checkup and apply for appropriate benefits. Word-of-mouth advertising will reinforce the message that AAA staff are committed to assisting all eligible individuals to enroll in programs and utilize services that will assist them to remain in their homes and community as long as possible. Additionally, the NWKAAA office is ADA compliant.

**Low English Proficiency:**

NWKAAA employs a bilingual staff member who can assist individuals who are requesting assistance in Spanish. For other languages we utilize translation services. Some individuals have requested their family assist with translation. Oftentimes word-of-mouth referrals are the most valuable when assisting this population because trusted individuals are letting the customer know that AAA staff promotes an environment of equality and inclusion and will utilize the most effective methods to ensure the individual is able to apply for necessary assistance, benefits, and services.

**Alzheimer's:**

NWKAAA will continue to partner with the Alzheimer's Association to reach individuals and their caregivers affected by Alzheimer's disease and related disorders. The Alzheimer's Association offers comprehensive training for staff, individuals, and their caregivers to learn about the newest breakthroughs in research, coping methods, medical advancements and support. The Senior Companion Program is another program that often encounters individuals needing respite care for loved ones with Alzheimer's disease or related diagnosis, and when appropriate, make referrals for additional benefits and services. In addition, we will work with trusted community organizations to distribute flyers and positive word-of-mouth advertisements, as well as media (television, print and online), in-person presentations and participation in community events. As we are conducting home visits for in-home services assessments, our agency's assessors will be able to take a more holistic view when explaining AAA services to beneficiaries and how the AAA can help this unique population.

**Institutional Placement:**

Our agency currently works with individuals at high risk of institutional placement, including survivors of the Holocaust, through the many services and programs we provide, including Medicare counseling (SHICK), nutrition services, in home services assessments and individualized case management and benefits enrollment. We plan to continue to reach individuals at risk of institutional placement through media (television, print and online), in-person presentations and participation in community events. Business texting software allows us to quickly answer questions and reassure individuals especially when they receive mail that confuses them. Adult Protective Services (APS) interacts with individuals in our entire service area, including older adults who have been adversely affected by life circumstances and frequently contact AAA staff to assist Medicare beneficiaries with lower income and resources to complete a Benefits Checkup and apply for appropriate benefits and services.

**Section 306(a)(6)(C)(iii)**

*Describe the mechanism(s) for assuring that the AAA will make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings.*

**Response**

NWKAAA relies heavily on all of our volunteers at the 41 focal points in northwest Kansas. Regular mailings with current information pertinent to older Kansans and their caregivers are disseminated. Our toll free phone number is always included if more assistance is needed. Additionally, the Senior Companion Program and all the volunteer managers at the 28 nutrition sites are provided annual training and resources to assist individuals and their caregivers. Referrals to the AAA for information and services come regularly from these sources. NWKAAA also works with the SER/SCEP and the Older Kansans Employment program to offer individuals opportunities for training and employment.

**Section 306(a)(6)(D)**

*Describe the mechanism(s) for assuring that the AAA will establish an advisory council of older individuals (including minority individuals and older individuals residing in rural areas) who are participants who are eligible*

to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the AAA on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

**Response**

NWKAAA provides opportunities for up to two advisory council members per county in northwest Kansas. These members are included in all Board and Council meetings for advice and input regarding community needs and services in their local communities. They are an integral mechanism in the development of the area plan and service delivery.

**Section 306(a)(6)(F)**

*Describe the mechanism(s) for assuring that the AAA will, in coordination with the State agency and with the State agency responsible for mental and behavioral health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental and behavioral health services (including mental health screenings) provided with funds expended by the AAA with mental and behavioral health services provided by community health centers and other public agencies and nonprofit private organizations.*

**Response**

NWKAAA provides opportunities for up to two advisory council members per county in northwest Kansas. These members are included in all Board and Council meetings for advice and input regarding community needs and services in their local communities. They are an integral mechanism in the development of the area plan and service delivery.

**Section 306(a)(6)(I)**

*Describe the mechanism(s) for assuring that the AAA will coordinate with the State agency to disseminate information about the State assistive technology entity and access to assistive technology options for serving older individuals.*

**Response**

Brochures are available to promote the availability of assistive technology. In addition, our website provides links and contact information regarding local and state agencies providing assistive technology. Our digital sign has short advertisements about available services, including assistive technology. When clients call our office, staff will direct the individual to the assistive technology agencies serving our area. Information on assistive devices is also mailed as requested.

**Section 306(a)(11)(A)**

*Describe the mechanism(s) for assuring that the AAA will provide information concerning whether there is a significant population of older Native Americans in the PSA and if so, the AAA will pursue activities, including outreach, to increase access of those older Native Americans to program and benefits provided under this title.*

**Response**

According to the 2020 Census, there is not a significant population of older Native Americans in northwest Kansas. In northwest Kansas, all older Kansans are treated with respect, dignity and are given all available options to help them make choices, which they believe, best meet their needs and cultural practices.

**Section 306(a)(11)(B)**

*Describe the mechanism(s) for assuring that the AAA will, to the greatest extent feasible, coordinate the services the agency provides under this title with services provided under title VI.*

**Response**

There are no local tribal organizations in PSA 03. If this were to change, we would coordinate with our state unit on aging to ensure services would be delivered through Title VI.

**Section 306(a)(17)**

*Describe the mechanism(s) for assuring that the AAA will coordinate activities and develop long-range emergency preparedness plans with local and State emergency response agencies, relief organizations, local and State governments and other institutions that have responsibility for disaster relief service delivery.*

**Response**

NWKAAA has a current disaster plan that is updated annually with local emergency contacts for each county in northwest Kansas. NWKAAA participates in emergency preparedness meetings throughout the service area as requested.

**Section 306(a)(18)(B)**

*Describe the mechanism(s) for assuring that the AAA will collect data to determine the effectiveness of the program policies, and services provided by such area agency on aging in assisting such individuals.*

**Response**

NWKAAA data enters all OAA services in the state's Kansas Aging Management Information System (KAMIS – the state's system of record). Additionally, the effectiveness of services is evaluated using anonymous surveys.



## Assurances of Compliance with the Department of Health and Human Services Regulation Under Title VI of the Civil Rights Act of 1964

Northwest Kansas Area Agency on Aging (Hereinafter called the "Applicant").

*Name of Applicant*

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Kansas Department for Aging and Disability Services (hereinafter called the "Grantor"), a recipient of federal financial assistance from the Department of Health and Human Services (HHS); and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Applicant by the Grantor, this Assurance shall obligate the Applicant, or in the case of any transfer for such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this Assurance shall obligate the Applicant for the period during which the federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Grantor, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the Grantor or the United States, or both, shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

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Signature of Authorized Official  
of the Grantee Organization

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Title

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Date

*NOTE: This form must be completed by applicants for federal financial assistance from the Kansas Department for Aging and Disability Services.*

## Direct Service Waivers

If an AAA would like to provide services directly related to administrative functions, a transmittal letter requesting KDADS authorization must accompany the initial area plan, an area plan update, or an area plan revision.

If an AAA would like to provide direct, non-administrative services that are 1) necessary to assure an adequate supply of such services; or 2) a AAA can provide the services more economically, a Direct Service Waiver Request form (KDADS 200-2) must be included in the initial area plan, an area plan update, or an area plan revision for each service provided.

Please attach the required letter and/or form(s) to request a direct service waiver. **All waiver requests must be approved, in writing, by the Secretary.**

### *Duration of Waiver(s)*

- 1. If the waiver request is submitted with the initial area plan, the waiver will be in effect for the duration of the plan.*
- 2. If the request is submitted with an annual update, the waiver will be in effect for the remainder of the update of the plan, whichever is requested.*
- 3. A waiver may also be granted for any portion of the fiscal year(s) in which it is submitted.*



## Determination of Needs

Survey information collected by the NWKAAA from the newsletter, in-home clients, senior centers and nutrition sites in the service area assist in determining the needs of area seniors. Needs information is also gathered from NWKAAA Board of Directors and Advisory Council members.

The number of clients who are currently being served by NWKAAA programs along with waiting list information offer important indicators of unmet needs in our area. Due to the rural, isolated nature of northwest Kansas the need for services is much more significant. Many of the small communities in the service area lack essential services such as grocery stores, restaurants, doctors, hospitals, pharmacies, as well as transportation.

All this information combined presents a realistic picture of the elderly needs in our area and helps identify where new and expanded services are needed.

The entire 18 county area has a high percentage of individuals ages 60 and over as well as low income individuals. According to the 2020 U.S. Census the following counties in the service area reported high percentages of individuals aged 60 and older:

<b>Osborne</b>	<b>31.5%</b>
<b>Graham</b>	<b>33.2%</b>
<b>Rawlins</b>	<b>33.7%</b>
<b>Cheyenne</b>	<b>34.9%</b>
<b>Gove</b>	<b>35.2%</b>
<b>Trego</b>	<b>36.0%</b>
<b>Smith</b>	<b>36.5%</b>
<b>Decatur</b>	<b>37.8%</b>

The percentages of 60 plus individuals in the remaining counties in our service area range from 21.8% to 36.0%.

Decatur, Smith, and Trego counties contain the highest concentration of low-income seniors in the service area, followed by Gove, Cheyenne, and Rawlins. Sherman County is also targeted by the NWKAAA with all available services as it contains the largest number of minorities in the service area.

### **MINORITY AND LOW-INCOME MINORITY**

The NWKAAA will take the following actions to ensure that low-income, minority, and low-income minority elderly will be targeted with all agency funded services. This will include

IIIC (1) and IIIC (2), IIIB, IIID, and IIIE.

- The NWKAAA will include language in all contracts requiring that the services being funded must be targeted to low-income, minority, and low-income minority elderly.
- The NWKAAA will give priority to geographic regions with high concentrations of low-income and minority elderly when placing services.

- The NWKAAA will continue advocacy efforts on behalf of area elderly in counties with high percentages of low-income seniors.

NWKAAA services will be targeted to the minority populations in Graham and Sherman counties. Nutrition centers are available in both counties and organizations such as Harvest America coordinates with the NWKAAA to assist with the delivery of information as needed.

Overall there are some services that all counties need increased. The following list reflects the needs of the area according to current data from Information and Assistance requests.

<b>In-Home Services</b>	<b>41%</b>	
Explore Your Options (booklet)		Home Health
Home and Community Based Services		Home-Delivered Meals
Senior Care Act Home Care		Repair/Weatherization
General Home Care		Transportation
<b>Health</b>	<b>38%</b>	
Medication Costs		Medical Insurance
Health Equipment		Mental/Emotional
Nutrition		
<b>Financial</b>	<b>7%</b>	
Benefits for Seniors Booklets		Social & Rehabilitation Services
Consumer Protection		Taxes
Social Security		Utility Help
<b>Legal</b>	<b>1%</b>	
<b>Placement</b>	<b>12%</b>	
Employment		Nursing Homes, etc.
Housing		C.A.R.E. Information
<b>Miscellaneous</b>	<b>1%</b>	

The NWKAAA will continue to target low-income, minority and low-income minority individuals. The NWKAAA targeting plan is as follows:

Step I: Identification - The NWKAAA will coordinate with service organizations and churches to aid in identifying minority populations in the service area. The NWKAAA Board of Directors and Advisory Council member from each county will be used as volunteers to assist in identifying minorities.

Step II: Outreach - Information on NWKAAA services will be sent to the identified minority populations. Local nutrition center volunteers will be utilized to disperse information where available. Other volunteers and NWKAAA staff will be used for outreach, information and assistance to targeted populations. Partnering agencies and medical critical access points will be utilized.

Step III: Service Provision - The NWKAAA will target available services to minority and low-income seniors in the service area. Low income and minority elderly will be provided case management services as needed to assist in receiving the following services funded through the Area Agency on Aging:

- In-Home Services
- Nutrition Services
- Legal Assistance
- Information and Assistance
- Disease Prevention/Health Promotion
- Caregiver Support Program

**Targeting Outcomes:** The NWKAAA will assist more low-income and minority elderly in greatest social and economic need in remaining in their homes with more comfort and dignity.

## Area Agency's Priorities

The priority of NWKAAA is to be the "Single Point of Entry" for seniors in the eighteen counties of northwest Kansas. A Single Point of Entry is defined as the one agency that seniors contact for information or any help needed.

This was determined to be the priority from surveys, and board and advisory council meetings.

The Information and Assistance program will take and record all phone calls and in person assistance. The action taken to help the senior will be determined and referred to the proper program or agency. Action will be taken on every request and as much information or help needed will be given. Cooperation with other agencies and programs will be an important factor in the success of the "Single Point of Entry" concept.

The NWKAAA will take all action needed to operate effectively and efficiently as the area "Single Point of Entry" for seniors. It is recognized that seniors who need help should have one agency – one toll-free number to call for assistance.

The "Single Point of Entry" prevents much confusion on who, where and what to do to get help.

The NWKAAA is dedicated to being the "Single Point of Entry" for senior services in northwest Kansas.

## Description of the AAA and its Activities

The Northwest Kansas Area Agency on Aging (NWKAAA) provides services to senior citizens; develops and coordinates programs, which help them remain independent in their homes and communities.

The following services are provided in the 18 counties served by the NWKAAA:

- **Nutrition Services:** The HOMESTEAD Nutrition Project provides hot, nutritious meals, services and activities in the 18 counties of northwest Kansas. Home-delivered meals are available to qualifying homebound elderly. Information on nutrition services will be sent to the identified minority populations. Nutrition services are targeted to people 60 years of age or older in greatest social and economic need. Nutrition information, prepared by a dietician or person of comparable expertise, will be sent out monthly to all nutrition sites. The information will be read and posted. Home delivery customers will receive hard copies of the nutrition information also. Nutrition center volunteers will be utilized to disperse information where available. Other volunteers and NWKAAA staff will be used for outreach, nutrition education, and assistance to targeted populations. County health nurses and extension offices will also be utilized for nutrition education.
- **Information and Assistance:** Older Kansans' Information Services provides confidential information regarding available services to senior citizens in the 18 county region and referrals to other service agencies.
- **Newsletter:** Agency on Aging News is the annual newsletter sent to AAA clients, AAA partners and others. The newsletter includes articles on services, programs and issues of importance and interest to seniors.
- **Legal:** The Senior Citizen Law Project offers legal representation in specific areas of concern: public benefits, landlord/tenant issues, appeals, wills and consumer issues.
- **In-Home Services:** In-home care services are designed to assist the elderly in maintaining and improving independence in their own homes and to minimize the need for institutionalization. Homemaker, Attendant Care, Visiting, Alzheimer's Support, Telephoning and Material Assistance/Aid helps meet this goal.
- **Case Management:** Case management services target persons aged 60 and older who are at risk for institutionalization. The purpose is to ensure that older Kansans are made aware of all the options in community-based services and to facilitate coordination of these services on their behalf.
- **Caregiver Support Program:** Assistance to an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual.
- **Disease Prevention/Health Promotion:** Educational activities and programs to promote a health-conscious senior population.

The NWKAAA engages in a number of activities outside of the required programs. The following is a summary of some of these activities.

#### Information Day

The NWKAAA coordinates an annual senior day. This event is scheduled in the spring to kick off Older Americans Month. This event is for seniors from all of the eighteen counties served by the NWKAAA and features speakers, activities, and demonstrations.

#### Speaking on Aging

NWKAAA personnel are asked to speak on aging topics at various meetings and engagements. Examples of organizations that have requested presentations include:

- High School Classes
- Fort Hays State University Classes
- Senior Centers
- Rotary Clubs
- AARP
- Churches
- Hospitals
- Support Groups
- Foster Grandparent Program
- Senior Companion Program
- Area Health and Education Center
- Retired Senior Volunteer Program (RSVP)

#### Alzheimer's Support Groups

The NWKAAA coordinates with Alzheimer's support groups upon request. Videos on Alzheimer's disease, help for caregivers and dealing with loved ones are shared at meetings. Information on services available is also shared.

In previous years NWKAAA worked with KU Medical Center on a pilot project called the Memory Assessment Program (MAP) for early diagnosis and treatment of dementia in rural areas in western Kansas.

#### Senior Center Programs

The NWKAAA presents programs at area senior centers as requested.

The NWKAAA has an extensive library of resources available to seniors and encourages senior center directors to use these educational resources as needed. Presentations on resources and services are always available.

#### Support Activities

The NWKAAA is very active in supporting the Kansas Silver Haired Legislature. Staff members coordinate with the area SHL members to assist with meetings and provide information to members as needed.

The Senior Health Insurance Counseling for Kansas (SHICK) Program is supported and promoted by the NWKAAA.

The NWKAAA assists the Senior Companion Program with training presentations on working with older adults as requested.

The NWKAAA Executive Director represents the NWKAAA at pertinent Fort Hays State University recognition events and lectures.

The NWKAAA participates by invitation in various activities with area hospitals.

The NWKAAA attends area AARP meetings and provides speakers and information as requested.

The NWKAAA supports the Foster Grandparents Program and attends meetings by invitation.

The NWKAAA attends Retired Senior Volunteer Program (RSVP) functions as invited.

## Determination of Unmet Needs/Planning

<u>Unmet Needs</u>	
<b><u>Attendant Care Services</u></b>	<b>ATCR</b>
Number of Customers	20
Projected unit cost	\$20.00/hr x 4 hrs/wk per client per yr
Projected dollars required to meet need	\$83,200
<b><u>Homemaker Services</u></b>	<b>HMKR</b>
Number of Customers	20
Projected unit cost	\$20.00/hr x 2 hrs/wk per client per yr
Projected dollars required to meet need	\$41,600
<b><u>Chore Services</u></b>	<b>CHOR</b>
Number of Customers	75
Projected unit cost	\$22.00/hr x 24 hrs per client per yr
Projected dollars required to meet need	\$39,468
<b><u>Home Maintenance</u></b>	<b>RMNR</b>
Number of Customers	75
Projected unit cost	\$50.00/hr x 24 hrs per client per yr
Projected dollars required to meet need	\$89,700
<b><u>Replacement of Kitchen Equipment</u></b>	
Number of Kitchens	13
Projected unit cost	\$9,000 per kitchen
Projected dollars required to meet need	\$117,000
<b><u>Bath</u></b>	<b>BATH</b>
Number of Customers	15
Projected unit cost	\$200 per project
Projected dollars required to meet need	\$3,000
<b><u>Material Assistance/Aid</u></b>	<b>MAID</b>
Number of Customers	10
Projected unit cost	\$500 per project
Projected dollars required to meet need	\$5,000
<b><u>Medication Setup</u></b>	<b>HHSER</b>
Number of Customers	36
Projected unit cost	\$50 avg visit x 5 weeks x 12 months
Projected dollars required to meet need	\$108,000



**Replacement of Delivery Vans**

Number of Vans	1
Projected unit cost	\$35,000
Projected dollars required to meet need	\$35,000

**Unmet Needs – State/Other Programs**PSA # 3  
Date 7/1/2025**Utilities****UTIL**

Number of Customers	150
Projected unit cost	\$150/month per client x 4 months
Projected dollars required to meet need	\$90,000

**Weatherization**

Number of Customers	150
Projected unit cost	\$300 per unit
Projected dollars required to meet need	\$45,000

**Miscellaneous****MISC**

Number of Customers	10
Projected unit cost	\$675 per project
Projected dollars required to meet need	\$6,750

**Food Supplements****FOOD**

Number of Customers	20
Projected unit cost	\$325 per project
Projected dollars required to meet need	\$6,500

**Incontinent****INCN**

Number of Customers	35
Projected unit cost	\$300 per project
Projected dollars required to meet need	\$10,500

**Mobility Aids****MOBL**

Number of Customers	7
Projected unit cost	\$450 per project
Projected dollars required to meet need	\$3,150

**Lifeline Installation**

Number of Customers  
Projected unit cost  
Projected dollars required to meet need

**PEMR1**

25  
\$55 avg installation  
\$1,375

**Lifeline – Monthly**

Number of Customers  
Projected unit cost  
Projected dollars required to meet need

**PERM**

25  
\$35 avg cost x 12 months  
\$10,500

**Dental Care**

Number of Customers  
Projected unit cost  
Projected dollars required to meet need

**MISC**

10  
\$3,000 avg est cost  
\$30,000

## **Public Hearings on the Area Plan and Annual Updates**

A Public Hearing will be held regarding the Northwest Kansas Area Agency on Aging four-year Area Plan on Aging (FY26-FY29) on Tuesday, August 19th, 2025, at 10:00 a.m. at Breaks, 3203 Vine St, Hays, Kansas. The hearing will be held by the Northwest Kansas Area Agency on Aging. A copy of the plan will also be available at the NWKAAA office at 510 W. 29<sup>th</sup> St., Hays, KS . Please call 785-628-8204 for any questions regarding the hearing.

## Community Focal Points

*[Submit in Excel format]*

## Program Service Goals

### **III-B: COORDINATION**

**GOAL:** To coordinate Area Agency services with other agencies and organizations for the purpose of reducing the duplication of services while increasing knowledge and education for the elderly in Northwest Kansas.

**STEPS OF ACHIEVEMENT:** Area Agency on Aging staff will attend community meetings. All Older Americans Act III-B contracts are with local service providers, County Health Departments and other local agencies. Coordination activities shall include but are not limited to: County Council on Aging meetings, SHICK, SHL, k4ad, Mental Health, DCF, Senior Companions and Centers for Independent Living.

**EVALUATION:** Area Agency on Aging shall work with and/or coordinate services with local partners. Attendance and minutes of these meetings shall be on file in the Agency office.

### **III-B: EDUCATION/TRAINING**

**GOAL:** To increase awareness and knowledge about programs and services for older adults and how to access them.

**STEPS OF ACHIEVEMENT:** The latest information on aging services will be provided to the Board of Directors, Advisory Council and Silver Haired Legislators at regular meetings and as needed, through presentations and mailings. Training on available services will be provided to the Area Agency and nutrition staff, case managers, NF admissions assessors and service providers. Training sessions and a senior event will also be provided for older citizens in the area including SHICK, Senior Companion and Foster Grandparent volunteers. NWKAAA will participate in health fairs as requested and provide support to the network of volunteers in the 18 county area to enable them to provide education/training in senior centers, nutrition sites, and at meetings of senior, church and civic groups. Data files will be maintained to document training given. Various participants will be asked to complete an evaluation form.

**EVALUATION:** Data files will be analyzed to show that education/training is being provided and the number of individuals receiving the training. Participant sign ins and evaluations will document quality of training provided.

### **III-B: INFORMATION & ASSISTANCE**

**GOAL:** NWKAAA will provide a comprehensive 18-county system of information and assistance to assure that older adults (and those concerned about them) in PSA 03 will have convenient access to up-to-date information on available services.

**STEPS OF ACHIEVEMENT:** A toll-free telephone line will provide free access to information and services. New services being provided in the area will be sought out and added to the resource files. Publications containing Information on available services and programs will be updated as needed.

**EVALUATION:** Data will provide the number of units of information given to individuals. Feedback received from consumers will indicate satisfaction with services provided.

## **PROGRAM SERVICE GOALS**

### **III-B: OUTREACH**

**GOAL:** NWKAAA will identify clients 60 years or older in greatest social and/or economic need, targeting the low-income minority and those residing in rural, isolated areas. By identifying these clients, it will make the Area Agency and its services more visible.

**STEPS OF ACHIEVEMENT:** Regional telephone directories will carry adequate listings to make "accessing" the agency and its information as easy as possible. The AAA Facebook page and website will list methods to contact the agency such as via phone, in-person, email, or texting. Media contacts in northwest Kansas will be sent timely news releases and public service announcements. Minority organizations in the area will be provided with information to distribute to their older citizens. Information volunteers will continue to be recruited for communities that have a need or to replace volunteers who are retiring.

**EVALUATION:** Data will show an increased number of individuals in the targeted groups being identified as potential clients and provided with information and assistance services.

### **III-B: NEWSLETTER**

**GOAL:** NWKAAA will provide older citizens a newsletter with helpful information on programs, services and benefits.

**STEPS OF ACHIEVEMENT:** One newsletter publication will be sent each year.

**EVALUATION:** Requests for additional information and/or materials offered through the newsletter will indicate how useful the newsletter is to individuals. An annual customer survey will indicate needs and satisfaction with current services provided.

### **III-B: IN-HOME SERVICES – HOMEMAKER & ATTENDANT CARE**

**GOAL:** Provide assistance to customers who have difficulty performing necessary homemaking and/or personal care tasks to help caregivers.

**STEPS OF ACHIEVEMENT:** Personal care and housekeeping will be provided to individuals who are in need of supervision and/or assistance with ADL's and/or IADL's through a contracted service provider.

**EVALUATION:** Annual customer satisfaction survey will indicate satisfaction with services provided.

### **III-B: REPAIR/MAINTENANCE/RENOVATION**

**GOAL:** To enable older individuals with physical restraints to safely remain in their homes.

**STEPS OF ACHIEVEMENT:** Adapting the home to meet the needs of older individuals, by doing renovations to give that person more independence and mobility.

**EVALUATION:** This service will allow the older adult to live safely with dignity and independence in their own home.

## PROGRAM SERVICE GOALS

### **III-B: CASE MANAGEMENT**

**GOAL:** Assist older adults who desire to remain in their homes gain access to services.

**STEPS OF ACHIEVEMENT:** Persons served will be assisted and empowered to choose the life-style they find most rewarding by providing a link to resources and services that will facilitate their independence in the home setting.

**EVALUATION:** An annual satisfaction survey will reflect the assistance case management provided, in connecting individuals with key services, allowed them to remain in their home.

### **III-B: LEGAL**

**GOAL:** Assure that older people of northwest Kansas are served and benefit from services, programs and procedures that are in place to assist them in their lives.

**STEPS OF ACHIEVEMENT:** Legal services will be provided to older adults as required by the sub-grant. Legal services will be friendly, specialized to elderly programs and available throughout the 18-county area. In addition, Kansas Legal Services may provide education on subjects important to the lives of seniors.

**EVALUATION:** Survey results will reflect satisfaction with legal services provided under the grant. Low-income elderly will benefit financially from legal assistance with complicated program regulations and procedures. Older adults will feel great security in knowing that legal help is available.

### **III-B: PAYMENT TO CUSTOMER**

**GOAL:** To enable high risk, older individuals to safely remain in their homes and avoid crisis situations.

**STEPS OF ACHEIVEMENT:** By providing financial assistance in the form of money or a voucher to meet the needs of older individuals, by providing payment of services necessary to allow the customer more independence and support.

**EVALUATION:** This service will allow older adults to live safely with dignity and independence in their own home.

### **III-B: ALZHEIMER'S SUPPORT SERVICE**

**GOAL:** To increase awareness and knowledge about programs and services for families of older adults with Alzheimer's disease and the older adult themselves and how to access the programs.

**STEPS OF ACHIEVEMENT:** Support services will be provided to families of older individuals and customers diagnosed with Alzheimer's disease or other neurological or organic brain disorders of the Alzheimer's type. These services will also assist the families to cope with the problem of caring for their loved one after the Alzheimer's diagnosis.

**EVALUATION:** This service will provide counseling, information, and referrals which will enable the family and Alzheimer's customer to find the appropriate type of help needed.



## PROGRAM SERVICE GOALS

### **III-B: CAREGIVER – CHORE**

**GOAL:** To provide assistance to customers having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work, or sidewalk maintenance.

**STEPS OF ACHIEVEMENT:** Chore services will be provided to individuals who are in need of heavy housework, yard work, or sidewalk maintenance.

**EVALUATION:** This service will allow older adults to live safely with dignity and independence in their own home.

### **III-B: TELEPHONING**

**GOAL:** To offer older adults help and support when they have no one else to help them.

**STEPS OF ACHIEVEMENT:** Telephone support will be provided to assist older adults with learning to cope with the challenges of aging and crisis situations or life-changing events which will allow them to live in a safe manner with dignity and independence in their own home.

**EVALUATION:** This service will give older adults support and needed information. It will enable the Case Manager to better serve the client by understanding their unique circumstances and help them find solutions that they will benefit from.

### **III-B: VISITING**

**GOAL:** To offer the older adults help and support when they have no one else to help them.

**STEPS OF ACHIEVEMENT:** Visiting will be provided to assist older adults with learning to cope with the challenges of aging and crisis situations or life changing events which will allow them to live in a safe manner with dignity and independence in their own home.

**EVALUATION:** This service will give older adults comfort and needed information. It will enable the Case Manager to better serve the client by understanding their unique circumstances and help them find solutions that they will benefit from.

### **III-B: RESPITE CARE**

**GOAL:** Caregivers will be temporarily relieved from caregiving responsibilities.

**STEPS OF ACHIEVEMENT:** Arrangements for respite - in the form of in-home respite, adult day care respite, occasional or emergency respite, will be implemented for caregivers in need.

**EVALUATION:** Feedback received will indicate that caregivers were helped through the process of receiving a brief period of relief from caregiving responsibilities.

## **PROGRAM SERVICE GOALS**

### **III-B: MATERIAL ASSISTANCE/AID**

**GOAL:** Services will be initiated to enable older individuals to maintain independence and dignity by meeting their needs through aid in the form of products, goods, food and other necessary supplies, allowing older adults to remain in their homes.

**STEPS OF ACHIEVEMENT:** Necessary support items will be purchased and installed when indicated. Support will be provided according to the individual's unique needs when other resources have been researched and are unavailable.

**EVALUATION:** This service will allow the older adult to live safely with dignity and independence in their own home.

### **III-C1: MEALS - CONGREGATE**

**GOAL:** To serve hot, nutritious meals to persons 60+ years of age in the 18 county area of northwest Kansas.

**STEPS OF ACHIEVEMENT:** Congregate meals will be provided in the 18 county area. A balanced meal consisting of 1/3 of the Dietary Reference Intake (DRI) will be offered.

An annual training event for HNP personnel from on-site and central kitchens will be scheduled to review current sanitation and safety practices, and improve food quality.

**EVALUATION:** Meals will be monitored in order to assure that meals are of high quality and conform to nutrition program specifications. On-site kitchen assessments will be conducted to assure safety, sanitation and quality food services requirements.

### **III-C2: MEALS - HOME DELIVERED**

**GOAL:** To serve hot, nutritious meals to homebound persons 60+ years of age in the 18 county area of northwest Kansas, assisting them to remain independent in their homes longer.

**STEPS OF ACHIEVEMENT:** Home Delivered meals will be provided in the 18 county area. A balanced meal consisting of 1/3 of the Dietary Reference Intake (DRI) will be offered.

An annual training event for HNP personnel from on-site and central kitchens will be scheduled to review current sanitation and safety practices, and improve food quality.

**EVALUATION:** Meals will be monitored in order to assure that meals are of high quality and conform to nutrition program specifications. On-site kitchen assessments will be conducted to assure safety, sanitation and quality food services requirements.

### **III-C: NUTRITION EDUCATION**

**GOAL:** To provide accurate information on nutrition, physical fitness or health (as it relates to nutrition) to congregate and home delivered consumers to promote better health and lifestyles.

**STEPS OF ACHIEVEMENT:** Each month nutrition education, prepared by a dietician or person of comparable expertise, will be provided to each congregate site and to all home delivered participants

**EVALUATION:** Nutrition education will be monitored to determine whether current methods are providing a satisfactory awareness of healthy nutrition practices.

## **PROGRAM SERVICE GOALS**

### **III-C: ABBREVIATED ASSESSMENT**

**GOAL:** To complete abbreviated assessments to determine whether customers are eligible for home delivered meal service, and raise awareness of other services offered by the Area Agency on Aging.

**STEPS OF ACHIEVEMENT:** An intake will be taken to screen for all AAA services. The abbreviated assessments will be completed initially and annually to determine eligibility for meals. Customers will be given a current AAA brochure, the AAA Health Information Privacy Notice, a copy of the Customer Rights and Responsibilities and the AAA toll free number,

**EVALUATION:** Initial Intakes will draw attention to the services possibly needed by the potential client. Assessments completed reflect eligibility for meals and pinpoint additional requests for services which are then referred to the appropriate departments.

### **III-D: EDUCATION PROGRAMS ON AVAILABILITY/BENEFITS/PREVENTIVE HEALTH SERVICES: Matter of Balance (MOB):**

**GOAL:** To provide older adults an opportunity to participate in an exercise program. Matter of Balance is specifically designed to reduce the fear of falling and improve activity levels among community dwelling older adults.

**STEPS OF ACHIEVEMENT:** The AAA will provide an opportunity to participate in an exercise program for community dwelling older individuals. The curriculum includes group discussions, mutual problem solving, role-play activities, exercise training, assertiveness training, and a few homework assignments. Participants will learn about the importance of exercise in preventing falls and practice exercises to improve strength, coordination, and balance.

**EVALUATION:** The number of sessions and participants will be recorded throughout the program.

### **III-D: HEALTH PROMOTIONS – Arthritis Foundation Exercise Program**

**GOAL:** To provide seniors with arthritis and related diseases to join a group exercise and education program. Designed to decrease disability and improve arthritis symptoms, self-efficacy and perceived control, balance, strength, and walking pace.

**STEPS OF ACHIEVEMENT:** The AAA will provide an opportunity to participate in this exercise program to help improve strength, reduce levels of pain, stiffness and fatigue, and improve ability to function independently in day-to-day life, and improve overall health status and social activity. The highest level of criteria for evidence-based program will be met.

**EVALUATION:** Program results will show participants became more active and were better able to manage their pain with the information and resources provided.

### **III-D: EDUCATION PROGRAMS ON AVAILABILITY/BENEFITS/PREVENTIVE HEALTH SERVICES: Walk With Ease**

**GOAL:** To provide seniors an opportunity to participate in a walking program. Designed to decrease disability and improve arthritis symptoms, self-efficacy and perceived control, balance, strength and walking pace.

**STEPS OF ACHIEVEMENT:** The AAA will provide an opportunity to participate in a walking program for community dwelling older individuals with arthritis and other chronic conditions. A manual, and weekly handout will be provided to track walking sessions and progress.

**EVALUATION:** The number of sessions and participants will be recorded and filed for future reference throughout the program.

## **PROGRAM SERVICE GOALS**

### **III-E: CAREGIVER – ASSISTANCE**

**GOAL:** Information on opportunities and services available will be provided to individuals linking them to services needed.

**STEPS OF ACHIEVEMENT:** Assess the problems of individuals and caregivers then provide information and link them to service opportunities.

**EVALUATION:** Feedback received will indicate that caregiver information led to helpful assistance.

### **III-E: CAREGIVER – CHORE**

**GOAL:** To provide assistance to customers having difficulty with one or more of the following instrumental activities of daily living: heavy housework, yard work, or sidewalk maintenance.

**STEPS OF ACHIEVEMENT:** Chore services will be provided to individuals who are in need of heavy housework, yard work, or sidewalk maintenance.

**EVALUATION:** This service will allow older adults to live safely with dignity and independence in their own home.

### **III-E: CAREGIVER – INFORMATION**

**GOAL:** Information will be provided to groups for the purpose of identifying potential caregivers and encouraging their use of existing services.

**STEPS OF ACHIEVEMENT:** Provision of information will be provided to various groups throughout Northwest Kansas.

**EVALUATION:** Feedback received will indicate that individuals learned about the caregiver services through information provided at group settings.

### **III-E: CAREGIVER – TRAN**

**GOAL:** To provide assistance to customers needing to go from one location to another.

**STEPS OF ACHIEVEMENT:** Transportation services will be provided to individuals who are in need of attending appointments, shopping or other activities.

**EVALUATION:** This service will help caregivers transport their loved one and live safely with dignity and independence in their own home.

### **III-E: CAREGIVER - REPAIR/MAINTENANCE/RENOVATION**

**GOAL:** To enable older individuals with physical restraints to safely remain in their homes.

**STEPS OF ACHEIVEMENT:** Adapting the home to meet the needs of older individuals, by doing renovations to give that person more independence and mobility.

**EVALUATION:** This service will allow the older adult to live safely with dignity and independence in their own home.

<b>PROGRAM SERVICE GOALS</b>
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**III-E: CAREGIVER – RESPITE**

**GOAL:** Caregivers will be temporarily relieved from caregiving responsibilities.

**STEPS OF ACHIEVEMENT:** Arrangements for respite in the form of in-home respite, adult day care respite, or institutional respite for an overnight stay on an intermittent, occasional, or emergency basis will be implemented for caregivers in need.

**EVALUATION:** Feedback received will indicate that caregivers were helped through the process of receiving a brief period of relief from caregiving responsibilities.

**III-E: CAREGIVER - RESPITE - OTHER**

**GOAL:** To enable high risk, older individuals to safely remain in their homes and avoid crisis situations.

**STEPS OF ACHIEVEMENT:** Adapting the home or providing services to meet the needs of older individuals, by providing services not defined in other respite service categories to give assistance to the caregiver and allow the care receiver more independence and mobility.

**EVALUATION:** This service will allow older adults to live safely with dignity and independence in their own home.

**III-E: CAREGIVER: SUPPLEMENTAL SERVICES – HOMEMAKER & ATTENDANT CARE**

**GOAL:** Provide assistance to customers who have difficulty performing necessary homemaking and/or personal care tasks to help caregivers.

**STEPS OF ACHIEVEMENT:** Personal care and housekeeping will be provided to individuals who are in need of supervision and/or assistance with ADL's and/or IADL's through a contracted service provider.

**EVALUATION:** Feedback received will indicate satisfaction with services provided.

**III-E: CAREGIVER: SUPPLEMENTAL FLEX – CAREGIVER/GRANDPARENT**

**GOAL:** Services will be initiated to enable older individuals to maintain their homes in order to meet their needs through support items that do not meet other III-E definitions, allowing older adults to remain in their homes and facilitate caregiving tasks.

**STEPS OF ACHIEVEMENT:** Purchase and install necessary support items when indicated. Provide support to the caregiver's unique needs when other resources have been researched and are unavailable.

**EVALUATION:** Feedback received will indicate that supplemental services provided support to the caregivers and that care was adapted to meet the individual needs of the customer.

<b>PROGRAM SERVICE GOALS</b>
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**III-E: CAREGIVER: SUPPLEMENTAL - BATHROOM ITEMS**

**GOAL:** Services will be initiated to enable older individuals to maintain and adapt their homes in order to meet their needs through structural modifications, personal hygiene items, or support items, allowing older adults to remain in their homes and facilitate caregiving tasks.

**STEPS OF ACHIEVEMENT:** Purchase and install necessary support items when indicated. Provide support to caregiver's unique needs when other resources have been researched and are unavailable.

**EVALUATION:** Feedback received will indicate that supplemental services provided support to the caregivers and that care was adapted to meet the individual needs of the customer.

# Multipurpose Senior Center Inventory Form

## Multipurpose Senior Centers Acquired or Constructed Using Older Americans Act Funds

Name and Address of Grantee	Name and Address of Senior Center	Name and Address of Present Owner (if different from Grantee)	Nature of Award (Acquired (A) or Constructed (C))	Date of Award	Amount of Award	Proportion of Award to Entire Project	Date Reversionary Interest Expires
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Nutrition Program Characteristics (Meal Outputs)

*[Submit in Excel format]*



## Schedule 2 – Capital Cost Justification

*[Submit in Excel format]*

## Area Plan Review Checklist

Included	Form – Section	Criteria
<input type="checkbox"/>	<b>Transmittal Letter</b> (no template)	Verify the following is included: (1) What changes are being made (2) Why the revision is required (3) Explanation if cost and service level changes are not proportional (4) Why funding changes are made (5) Date of Governing body's approval (6) <i>Optional - Request to Provide Services Directly Related to AAA Administrative Function</i> (7) <i>Optional – III-E Adequate Proportion Waiver Request including all 4 elements</i>
<input type="checkbox"/>	<i>As needed on all forms.</i>	<b>Signatures where required.</b>
<input type="checkbox"/>	<b>Area Plan Forms</b>	Verify the following to ensure correct formatting: (1) Correct Area Plan Forms FY template used (2) Plan is typed (3) PSA # and date added to the header (4) Table of contents page numbers updated (5) Save As PDF
<input type="checkbox"/>	<b>Area Plan Forms – Application for Grant Award</b>	Verify the following is correct: (1) Name of applicant agency (2) Contact information (3) Type of Application (4) Dates and fiscal years
<input type="checkbox"/>	<b>Area Plan Forms – Electronic Submission of Application</b>	Includes name of applicant agency.
<input type="checkbox"/>	<b>Area Plan Forms – Verification of Application</b>	Original signatures and date. <b>Must be signed and dated by the Area Agency Director, Chairperson of the Area Agency Advisory Council or Governing Board, and the legally authorized official of the governing body; Ensure a current "Authority to Sign" document been submitted to KDADS.</b>
<input type="checkbox"/>	<b>Area Plan Forms – Certification Regarding Lobbying</b>	Original signature and date.
<input type="checkbox"/>	<b>Area Plan Forms – Older Americans Act Assurances of Compliance</b>	Original signature and date.
<input type="checkbox"/>	<b>Area Plan Forms – Area Plan Information Requirements – Section 306 responses</b>	Verify all responses are included.
<input type="checkbox"/>	<b>Area Plan Forms – Assurance of Compliance with the Department of Health and Human Services Regulation Under Title VI of the Civil Rights Act of 1964</b>	Original signature and date.

Included	Form – Section	Criteria
<input type="checkbox"/>	<b>Direct Service Waiver Request form (KDADS 200-2)</b>	<i>Optional – Include to request to provide services not directly related to AAA Administrative functions.</i>
<input type="checkbox"/>	<b>Area Plan Forms – Determination of Needs</b>	Description of the needs and input of older individuals including all 4 elements.
<input type="checkbox"/>	<b>Area Plan Forms – Area Agency's Priorities</b>	Description of the Area Agency's priorities listing all 3 elements.
<input type="checkbox"/>	<b>Area Plan Forms – Description of the AAA and its Activities</b>	Description of <u>all</u> AAA activities including all 3 elements.
<input type="checkbox"/>	<b>Area Plan Forms – Determination of Unmet Needs/Planning</b>	Description of the unmet needs including all 3 elements.
<input type="checkbox"/>	<b>Area Plan Forms – Public Hearings on the Area Plan, Update, and Revisions</b>	Description of public hearings and public comments including all 4 elements.
<input type="checkbox"/>	<b>OAA Community Focal Points</b>	Verify Excel form is included.
<input type="checkbox"/>	<b>Area Plan Forms – Program Service Goals</b>	Verify there is a separate Program Service Goal for each service funded through OAA including all 3 elements.
<input type="checkbox"/>	<b>Area Plan Forms – Multipurpose Senior Center Inventory Form 560</b>	Include all senior centers affected by the reversionary requirements. Write "None" on the form if no senior centers were affected.
<input type="checkbox"/>	<b>AP Program Characteristics (Meal Outputs)-Nutrition</b>	Submit all program characteristics (meal outputs) forms and program characteristics summary form with each proposed original area plan, update, and revision (if the meal site changed).
<input type="checkbox"/>	<b>OAA MASTER Budget</b>	Verify the following: (1) Adequate proportion is met for III-B and III-E (2) All planned capital expenditures included (3) All Schedules are accurate and complete (4) No errors on the Funding Summary page
<input type="checkbox"/>	<b>OAA Capital Cost Template</b>	<b>Schedule 2</b> – Capital Cost Justification Schedule is required for capital expenditures \$5,000 and greater.

<b>AAA Reviewer Signature:</b>	
<b>Date:</b>	

## Appendix A – Area Plan Guidance

### Area Plan Assurances and Required Activities

#### Older Americans Act, As Amended in 2020

##### **Sec. 306, AREA PLANS**

(a) Each area agency on aging designated under section 305(a)(2)(A) shall, in order to be approved by the State agency, prepare and develop an area plan for a planning and service area for a two-, three-, or four-year period determined by the State agency, with such annual adjustments as may be necessary. Each such plan shall be based upon a uniform format for area plans within the State prepared in accordance with section 307(a)(1). Each such plan shall—

(1) provide, through a comprehensive and coordinated system, for supportive services, nutrition services, and, where appropriate, for the establishment, maintenance, modernization, or construction of multipurpose senior centers (including a plan to use the skills and services of older individuals in paid and unpaid work, including multigenerational and older individual to older individual work), within the planning and service area covered by the plan, including determining the extent of need for supportive services, nutrition services, and multipurpose senior centers in such area (taking into consideration, among other things, the number of older individuals with low incomes residing in such area, the number of older individuals who have greatest economic need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals who have greatest social need (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) residing in such area, the number of older individuals at risk for institutional placement residing in such area, and the number of older individuals who are Indians residing in such area, and the efforts of voluntary organizations in the community), evaluating the effectiveness of the use of resources in meeting such need, and entering into agreements with providers of supportive services, nutrition services, or multipurpose senior centers in such area, for the provision of such services or centers to meet such need;

(2) provide assurances that an adequate proportion, as required under section 307(a)(2), of the amount allotted for part B to the planning and service area will be expended for the delivery of each of the following categories of services—

(A) services associated with access to services (transportation, health services (including mental and behavioral health services), outreach, information and assistance (which may include information and assistance to consumers on availability of services under part B and how to receive benefits under and participate in publicly supported programs for which the consumer may be eligible) and case management services);

(B) in-home services, including supportive services for families of older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction; and

(C) legal assistance;

and assurances that the area agency on aging will report annually to the State agency in detail the amount of funds expended for each such category during the fiscal year most recently concluded;

(3)(A) designate, where feasible, a focal point for comprehensive service delivery in each community, giving special consideration to designating multipurpose senior centers (including multipurpose senior centers operated by organizations referred to in paragraph (6)(C)) as such focal point; and

(B) specify, in grants, contracts, and agreements implementing the plan, the identity of each focal point so designated;

(4)(A)(i) (I) provide assurances that the area agency on aging will—

(aa) set specific objectives, consistent with State policy, for providing services to older individuals with greatest economic need, older individuals with greatest social need, and older individuals at risk for institutional placement;

(bb) include specific objectives for providing services to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas; and

(II) include proposed methods to achieve the objectives described in items (aa) and (bb) of sub-clause (I);

(ii) provide assurances that the area agency on aging will include in each agreement made with a provider of any service under this title, a requirement that such provider will—

(I) specify how the provider intends to satisfy the service needs of low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in the area served by the provider;

(II) to the maximum extent feasible, provide services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas in accordance with their need for such services; and

(III) meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas within the planning and service area; and

(iii) with respect to the fiscal year preceding the fiscal year for which such plan is prepared —

(I) identify the number of low-income minority older individuals in the planning and service area;

(II) describe the methods used to satisfy the service needs of such minority older individuals; and

(III) provide information on the extent to which the area agency on aging met the objectives described in clause (i).

(B) provide assurances that the area agency on aging will use outreach efforts that will—

(i) identify individuals eligible for assistance under this Act, with special emphasis on—

(I) older individuals residing in rural areas;

(II) older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(III) older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

(IV) older individuals with severe disabilities;

(V) older individuals with limited English proficiency;

(VI) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction (and the caretakers of such individuals); and

(VII) older individuals at risk for institutional placement, specifically including survivors of the Holocaust; and

(ii) inform the older individuals referred to in sub-clauses (I) through (VII) of clause (i), and the caretakers of such individuals, of the availability of such assistance; and

(C) contain an assurance that the area agency on aging will ensure that each activity undertaken by the agency, including planning, advocacy, and systems development, will include a focus on the needs of low-income minority older individuals and older individuals residing in rural areas.

(5) provide assurances that the area agency on aging will coordinate planning, identification, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities, and individuals at risk for institutional placement, with agencies that develop or provide services for individuals with disabilities;

(6) provide that the area agency on aging will—

(A) take into account in connection with matters of general policy arising in the development and administration of the area plan, the views of recipients of services under such plan;

(B) serve as the advocate and focal point for older individuals within the community by (in cooperation with agencies, organizations, and individuals participating in activities under the plan) monitoring, evaluating, and commenting upon all policies, programs, hearings, levies, and community actions which will affect older individuals;

(C)(i) where possible, enter into arrangements with organizations providing day care services for children, assistance to older individuals caring for relatives who are children, and respite for families, so as to provide opportunities for older individuals to aid or assist on a voluntary basis in the delivery of such services to children, adults, and families;

(ii) if possible regarding the provision of services under this title, enter into arrangements and coordinate with organizations that have a proven record of providing services to older individuals, that—

(I) were officially designated as community action agencies or community action programs under section 210 of the Economic Opportunity Act of 1964 (42U.S.C. 2790) for fiscal year 1981, and did not lose the designation as a result of failure to comply with such Act; or

(II) came into existence during fiscal year 1982 as direct successors in interest to such community action agencies or community action programs;

and that meet the requirements under section 676B of the Community Services Block Grant Act; and

(iii) make use of trained volunteers in providing direct services delivered to older individuals and individuals with disabilities needing such services and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants (such as organizations carrying out Federal service programs administered by the Corporation for National and Community Service), in community service settings;

(D) establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, family caregivers of such individuals, representatives of older individuals, service providers, representatives of the business community, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan;

(E) establish effective and efficient procedures for coordination of—

(i) entities conducting programs that receive assistance under this Act within the planning and service area served by the agency; and

(ii) entities conducting other Federal programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b), within the area;

(F) in coordination with the State agency and with the State agency responsible for mental and behavioral health services, increase public awareness of mental health disorders, remove barriers to diagnosis and treatment, and coordinate mental and behavioral health services (including mental health screenings) provided with funds expended by the area agency on aging with mental and behavioral health services provided by community health centers and by other public agencies and nonprofit private organizations;

(G) if there is a significant population of older individuals who are Indians in the planning and service area of the area agency on aging, the area agency on aging shall conduct outreach activities to identify such individuals in such area and shall inform such individuals of the availability of assistance under this Act;

(H) in coordination with the State agency and with the State agency responsible for elder abuse prevention services, increase public awareness of elder abuse, neglect, and exploitation, and remove barriers to education, prevention, investigation, and treatment of elder abuse, neglect, and exploitation, as appropriate; and

(I) to the extent feasible, coordinate with the State agency to disseminate information about the State assistive technology entity and access to assistive technology options for serving older individuals;

(7) provide that the area agency on aging shall, consistent with this section, facilitate the areawide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, by—

(A) collaborating, coordinating activities, and consulting with other local public and private agencies and organizations responsible for administering programs, benefits, and services related to providing long-term care;

(B) conducting analyses and making recommendations with respect to strategies for modifying the local system of long-term care to better—

(i) respond to the needs and preferences of older individuals and family caregivers;

(ii) facilitate the provision, by service providers, of long-term care in home and community-based settings; and

(iii) target services to older individuals at risk for institutional placement, to permit such individuals to remain in home and community-based settings;

(C) implementing, through the agency or service providers, evidence-based programs to assist older individuals and their family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease, and disability among older individuals; and

(D) providing for the availability and distribution (through public education campaigns, Aging and Disability Resource Centers, the area agency on aging itself, and other appropriate means) of information relating to—

(i) the need to plan in advance for long-term care; and

(ii) the full range of available public and private long-term care (including integrated long-term care) programs, options, service providers, and resources;

(8) provide that case management services provided under this title through the area agency on aging will—

(A) not duplicate case management services provided through other Federal and State programs;

(B) be coordinated with services described in subparagraph (A); and

(C) be provided by a public agency or a nonprofit private agency that—

(i) gives each older individual seeking services under this title a list of agencies that provide similar services within the jurisdiction of the area agency on aging;

(ii) gives each individual described in clause (i) a statement specifying that the individual has a right to make an independent choice of service providers and documents receipt by such individual of such statement;

(iii) has case managers acting as agents for the individuals receiving the services and not as promoters for the agency providing such services; or

(iv) is located in a rural area and obtains a waiver of the requirements described in clauses (i) through (iii);

(9)(A) provide assurances that the area agency on aging, in carrying out the State Long-Term Care Ombudsman program under section 307(a)(9), will expend not less than the total amount of funds appropriated under this Act and expended by the agency in fiscal year 2019 in carrying out such a program under this title;



(B) funds made available to the area agency on aging pursuant to section 712 shall be used to supplement and not supplant other Federal, State, and local funds expended to support activities described in section 712;

(10) provide a grievance procedure for older individuals who are dissatisfied with or denied services under this title;

(11) provide information and assurances concerning services to older individuals who are Native Americans (referred to in this paragraph as "older Native Americans"), including—

(A) information concerning whether there is a significant population of older Native Americans in the planning and service area and if so, an assurance that the area agency on aging will pursue activities, including outreach, to increase access of those older Native Americans to programs and benefits provided under this title;

(B) an assurance that the area agency on aging will, to the maximum extent practicable, coordinate the services the agency provides under this title with services provided under title VI; and

(C) an assurance that the area agency on aging will make services under the area plan available, to the same extent as such services are available to older individuals within the planning and service area, to older Native Americans;

(12) provide that the area agency on aging will establish procedures for coordination of services with entities conducting other Federal or federally assisted programs for older individuals at the local level, with particular emphasis on entities conducting programs described in section 203(b) within the planning and service area.

(13) provide assurances that the area agency on aging will—

(A) maintain the integrity and public purpose of services provided, and service providers, under this title in all contractual and commercial relationships;

(B) disclose to the Assistant Secretary and the State agency—

(i) the identity of each nongovernmental entity with which such agency has a contract or commercial relationship relating to providing any service to older individuals; and

(ii) the nature of such contract or such relationship;

(C) demonstrate that a loss or diminution in the quantity or quality of the services provided, or to be provided, under this title by such agency has not resulted and will not result from such contract or such relationship;

(D) demonstrate that the quantity or quality of the services to be provided under this title by such agency will be enhanced as a result of such contract or such relationship; and

(E) on the request of the Assistant Secretary or the State, for the purpose of monitoring compliance with this Act (including conducting an audit), disclose all sources and expenditures of funds such agency receives or expends to provide services to older individuals;

(14) provide assurances that preference in receiving services under this title will not be given by the area agency on aging to particular older individuals as a result of a contract or commercial relationship that is not carried out to implement this title;

(15) provide assurances that funds received under this title will be used—

(A) to provide benefits and services to older individuals, giving priority to older individuals identified in paragraph (4)(A)(i); and

(B) in compliance with the assurances specified in paragraph (13) and the limitations specified in section 212;

(16) provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care;

(17) include information detailing how the area agency on aging will coordinate activities, and develop long-range emergency preparedness plans, with local and State emergency response agencies, relief organizations, local and State governments, and any other institutions that have responsibility for disaster relief service delivery;

(18) provide assurances that the area agency on aging will collect data to determine—

(A) the services that are needed by older individuals whose needs were the focus of all centers funded under title IV in fiscal year 2019; and

(B) the effectiveness of the programs, policies, and services provided by such area agency on aging in assisting such individuals; and

(19) provide assurances that the area agency on aging will use outreach efforts that will identify individuals eligible for assistance under this Act, with special emphasis on those individuals whose needs were the focus of all centers funded under title IV in fiscal year 2019.

(b)(1) An area agency on aging may include in the area plan an assessment of how prepared the area agency on aging and service providers in the planning and service area are for any anticipated change in the number of older individuals during the 10-year period following the fiscal year for which the plan is submitted.

(2) Such assessment may include—

(A) the projected change in the number of older individuals in the planning and service

(B) an analysis of how such change may affect such individuals, including individuals with low incomes, individuals with greatest economic need, minority older individuals, older individuals residing in rural areas, and older individuals with limited English proficiency;

(C) an analysis of how the programs, policies, and services provided by such area agency can be improved, and how resource levels can be adjusted to meet the needs of the changing population of older individuals in the planning and service area; and

(D) an analysis of how the change in the number of individuals age 85 and older in the planning and service area is expected to affect the need for supportive services.

(3) An area agency on aging, in cooperation with government officials, State agencies, tribal organizations, or local entities, may make recommendations to government officials in the planning and service area and the State, on actions determined by the area agency to build the capacity in the planning and service area to meet the needs of older individuals for—

- (A) health and human services;
- (B) land use;
- (C) housing;
- (D) transportation;
- (E) public safety;
- (F) workforce and economic development;
- (G) recreation;
- (H) education;
- (I) civic engagement;
- (J) emergency preparedness;
- (K) protection from elder abuse, neglect, and exploitation;
- (L) assistive technology devices and services; and
- (M) any other service as determined by such agency.

(c) Each State, in approving area agency on aging plans under this section, shall waive the requirement described in paragraph (2) of subsection (a) for any category of services described in such paragraph if the area agency on aging demonstrates to the State agency that services being furnished for such category in the area are sufficient to meet the need for such services in such area and had conducted a timely public hearing upon request.

(d)(1) Subject to regulations prescribed by the Assistant Secretary, an area agency on aging designated under section 305(a)(2)(A) or, in areas of a State where no such agency has been designated, the State agency, may enter into agreement with agencies administering programs under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act for the purpose of developing and implementing plans for meeting the common need for transportation services of individuals receiving benefits under such Acts and older individuals participating in programs authorized by this title.

(2) In accordance with an agreement entered into under paragraph (1), funds appropriated under this title may be used to purchase transportation services for older individuals and may be pooled with funds made available for the provision of transportation services under the Rehabilitation Act of 1973, and titles XIX and XX of the Social Security Act.

(e) An area agency on aging may not require any provider of legal assistance under this title to reveal any information that is protected by the attorney-client privilege.

(f)(1) If the head of a State agency finds that an area agency on aging has failed to comply with Federal or State laws, including the area plan requirements of this section, regulations, or policies, the State may withhold a portion of the funds to the area agency on aging available under this title.

(2)(A) The head of a State agency shall not make a final determination withholding funds under paragraph (1) without first affording the area agency on aging due process in accordance with procedures established by the State agency.

(B) At a minimum, such procedures shall include procedures for—

(i) providing notice of an action to withhold funds;

(ii) providing documentation of the need for such action; and

(iii) at the request of the area agency on aging, conducting a public hearing concerning the action.

(3)(A) If a State agency withholds the funds, the State agency may use the funds withheld to directly administer programs under this title in the planning and service area served by the area agency on aging for a period not to exceed 180 days, except as provided in subparagraph (B).

(B) If the State agency determines that the area agency on aging has not taken corrective action, or if the State agency does not approve the corrective action, during the 180-day period described in subparagraph (A), the State agency may extend the period for not more than 90 days.

(g) Nothing in this Act shall restrict an area agency on aging from providing services not provided or authorized by this Act, including through—

(1) contracts with health care payers;

(2) consumer private pay programs; or

(3) other arrangements with entities or individuals that increase the availability of home and community-based services and supports.