1. Area Plan Amendment Process

Background

As required Section 306 of the Older Americans Act, each Area Agency on Aging (AAA) must have an approved area plan for their planning and service area.

For the current federal fiscal year (FFY) 2021-2022 Area Plan, the 28 AAA Area Plans were approved on September 30, 2020 and became effective on October 1, 2020.

Current Processes and Procedures

AAAs must submit an Area Plan Amendment for an approved Area Plan when:

- adding or removing a service or an evidence-based intervention (EBI) program; or
- a change is identified that affects the basic programmatic or fiscal management of OAA programs at the AAA.
New Processes and Procedures

Effective August 1, 2021, AAAs must submit an Area Plan Amendment when modifying their approved Area Plan for the following reasons:

- Adding or removing a service or EBI Program,
- Requesting approval for a meal provider to serve less than five (5) meals a week and congregate meal sites to be open to make meals less than 250 days a year; and
- A change in the scope of the Area Plan.

A new Area Plan Amendment template and instructions (attached) has been created to request a modification to an approved Area Plan. The AAAs must use the Area Plan Amendment Instructions to complete and submit an Area Plan Amendment request.

Effective Date

These processes and procedures are effective August 1, 2021.

2. Nutrition Waivers

Background

Nutrition waivers allow meal providers flexibility in the service delivery structure and design of their nutrition programs to better meet the needs of the people in their service area, sustain and potentially expand service levels, and improve cost efficiency. Nutrition waivers authorize the provision of any combination of hot, frozen, chilled, and shelf-stable meals and allow providers to serve fewer than five (5) meals per week. Nutrition waivers may be requested for both congregate and home delivered meals (HDMs).

Current Process and Procedures

AAAs submit nutrition waiver requests annually by completing Form 2027, Home Delivered Meals Waiver Request, and Form 2028, Congregate Meals Waiver Request.

A nutrition waiver may be requested to allow meal providers to:

- serve fewer than five (5) meals a week;
- deliver any combination of hot, frozen, chilled and shelf stable meals; and
- observe more than 10 holidays per year.
All approved FFY 2020 waivers are extended through September 30, 2021. An AAA must submit a nutrition waiver request only if a meal provider is serving fewer than 5 meals per week and does not have an approved waiver for FFY 2020.

**New Processes and Procedures**

As allowed in the Area Agency on Aging Provider Procedure Manual (AAAPPM) Section F-1240, HDM may be a hot, chilled, frozen, fresh, or shelf-stable meal and any supplemental foods the provider chooses to deliver. The AAAs are no longer required to submit Form 2027 to deliver any combination of hot, frozen, chilled or shelf stable meals.

However, as required in the AAAPPM Section F-1580, all meal providers must make at least five meals a week available and congregate meal sites must be open to make meals available at least 250 days a year.

To request approval for nutrition programs to serve fewer than five meals per week or observe more than 10 holidays per year, AAAs are no longer required to submit Form 2028. AAAs must now submit an Area Plan Amendment to request approval.

The Area Plan Amendment process and the Area Plan Amendment Instructions have been revised to include detailed instructions for requesting OAAA approval on behalf of a nutrition program. **See 1. Area Plan Amendment Process above.**

**Effective Date**

These processes and procedures are effective with the rate setting process for FFY 2022.

**3. Rate Settings Process for Federal Fiscal Year 2022**

**Background**

Due to the COVID-19 pandemic, OAAA notified the AAAs on September 1, 2020, that the rate-setting process was waived for FFY 2021. If a AAA chose to negotiate rates with a current or new provider for FFY 2021, they were required to complete the updated Uniform Rate Negotiation Budget Workbook and the compilation pages provided with that notification. In addition, all 28 AAAs were required to submit their FFY 2021 compilation pages which included home-delivered meals and/or congregate meals information from the Uniform Rate Negotiation Budget Workbook.

This is notice that the rate-setting process for FFY 2022 will proceed. All 28 AAAs are required to submit their FFY 2022 compilation pages, which includes home-
delivered meals and/or congregate meals information from the Uniform Rate Negotiation Budget Workbook, to the AAA Help Desk no later than September 1, 2021.

Forms

The rate-setting process documents for FFY 2022 are included with this Broadcast.

Effective Date

These processes and procedures are effective August 1, 2021 with the rate setting process for FFY 2022.