



**The Area Plan for Aging Services
Fiscal Years 2024-2027**

Agency:

Mailing Address:

Local Telephone:

Toll Free Number:

Fax:

Email:

PSA #:

Counties:

Cities:

DRAFT

Third Year of the Area Plan:

October 1, 2025 through September 30, 2026

Virginia Department for Aging and Rehabilitative Services

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PURPOSE

This Area Plan for Aging Services (Area Plan) outlines the scope of aging related services provided by the Area Agency on Aging (AAA) with funding from the Virginia Department for Aging and Rehabilitative Services (DARS). The Area Plan is based on a comprehensive assessment of the demographic characteristics and needs of the older population in the AAA's planning and service area (PSA). AAAs are required to submit their Area Plans to DARS for review and approval.

The Area Plan serves as a roadmap for the AAA's management, administration, service system development, service delivery, and advocacy efforts during the planning period. It aligns services with the principles of the Older Americans Act (OAA), including:

- Promoting and sustaining the independence and dignity of older individuals, particularly those capable of self-care, through home-based services and community support.
- Removing individual and social barriers to economic and personal independence for older individuals.
- Supporting a continuum of care, including long-term care, family support, and community-based services that help older adults live in their homes and communities.
- Ensuring older individuals have the freedom to manage their own lives, can actively participate in planning the services provided for their benefit, and are protected against abuse, neglect, and exploitation.

In developing the Area Plan, the AAA identifies the unique needs of the older population in their community, evaluates the effectiveness of existing services, and sets priorities for current and future service delivery. The Area Plan outlines a broad range of services, such as nutrition programs, transportation, caregiver support, health promotion, and other supportive services. It also demonstrates how the AAA will coordinate services, maximize resources, and ensure accessibility and service availability for all older adults in the PSA.

The Area Plan is a public document, available for review by community members, stakeholders, and other interested parties. This open access promotes transparency by allowing the public to provide feedback and participate in decision-making regarding resource allocation and the prioritization of OAA services.

In Virginia, the Area Plan updated at least every four years to reflect changing community needs, service delivery methods, and funding priorities.

PART 1: BACKGROUND OF THE AREA AGENCY ON AGING

An **Area Agency on Aging (AAA)** is a local organization created pursuant to the Older Americans Act (OAA), which is designated within the Virginia Administrative Code and in contract with the Virginia Department for Aging and Rehabilitative Services (DARS) to develop and administer the Area Plan, as approved, for a comprehensive and coordinated system of services for older persons. Each AAA serves a specific geographic area, known as the planning and service area (PSA). An AAA's PSA is typically a city, county or a group of cities and/or counties. The AAA is tasked with ensuring that the needs of older individuals in that PSA are met through a range of services and programs.

The OAA intends that the AAA be the lead on all aging issues on behalf of all older individuals and family caregivers in the PSA. The AAA performs a broad range of functions, under the leadership and direction of DARS, aimed at developing or enhancing comprehensive, coordinated community-based systems that serve the PSA. Key AAA functions include:

1. **Advocacy**
2. **Planning**
3. **Coordination**
4. **Interagency Collaboration**
5. **Information Sharing**
6. **Monitoring**
7. **Evaluation**

Overall, AAAs serve as the central hub for aging services within their PSAs, ensuring that older adults have access to the resources they need to live independently and with dignity. Their activities are guided by the principles and requirements set forth in the OAA which emphasize the importance of local coordination, responsiveness to community needs, and service integration.

The _____ is a

(Complete legal name of the agency)

- ☐ local government
- ☐ private nonprofit organization incorporated under the laws of Virginia
- ☐ joint exercise of powers organized pursuant to §15.2-1300 et seq. of the Code of Virginia
- ☐ multipurpose agency

MISSION STATEMENT

GOVERNANCE

While not included in the Area Plan, Area Agencies on Aging (AAAs) shall make the following documents available to the public upon request:

1. **Governing Board Composition and Bylaws**
2. **Advisory Council Composition and Bylaws**
3. **Governing Board and Advisory Council Meetings, including Public Access**

PUBLIC PARTICIPATION

State the process the agency used to receive public comment and review of the Area Plan and its amendments. Also describe how the AAA Advisory Council was consulted. **Include the date of the public participation period and how the public input influenced the Area Plan process:**

SUMMARY SOURCE OF FUNDS

Each Area Agency on Aging (AAA) must prepare and develop an Area Plan for approval by the Virginia Department for Aging and Rehabilitative Services (DARS). Each plan must provide information and assurances that the AAA will, on the request of the State and for the purposes of monitoring compliance with this Act, (including conducting an audit), disclose all sources and expenditures of funds such AAA receives or expends to provide services to older individuals.

Disclose all funding amounts and sources below:

Estimated Funds for Fiscal Year 2026	
Source	Amount
Department for Aging and Rehabilitative Services	
Older Americans Act (include Nutrition Services Incentive Program or NSIP)	
State General Funds	
Virginia Insurance Counseling and Assistance Program (VICAP); including State Health Insurance Assistance Program (SHIP) and Medicare Improvements for Patients and Providers (MIPPA)	
Respite Care Initiative	
Dominion Energy Senior Cool Care	
U.S. Dept. Of Agriculture – Senior Farmers Market Nutrition Program (USDA-SFMNP)	
Supplemental Nutrition Assistance Program (SNAP) Outreach	
Senior Community Service Employment Program (SCSEP)	
Other State Government Sources	
Dept. of Rail and Public Transportation (DRPT)	
Dept. of Medical Assistance Services (DMAS)	
Dept. of Social Services (VDSS)	
Dept. of Behavioral Health and Developmental Services (DBHDS)	
Virginia Housing (formerly Virginia Housing Development Authority)	
Dept. of Education (VDOE)	
Other Federal Government Sources	
AmeriCorps	
U.S. Centers for Medicare and Medicaid Services (CMS)	
Veterans Administration	

Local Government Sources

Private Sources

Other Sources

Contributions/In-Kind	
Charges/Fees	
Investment Earnings	
Other Income	

Total Projected Revenues

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PART 2: OBJECTIVES AND STRATEGIES

IDENTIFICATION OF POPULATIONS OF GREATEST NEED

Area Agencies on Aging (AAAs) must identify populations within their service areas who are at Greatest Economic Need (GEN) and Greatest Social Need (GSN) which should inform the Area Plan to improve service delivery, outreach and resource allocation.

Older Populations with Greatest Need	# of Older Individuals	Data Source(s)
Greatest Economic Need (GEN)		
At or below federal poverty		
Poverty as further defined by the state		
Greatest Social Need (GSN)		
Physical and mental disabilities		
Language barriers		
Cultural, social, or geographical isolation, including due to:		
Racial and ethnic status		
Native American identity		
Religious affiliation		
Sexual orientation		
Gender identity or sex characteristics		
HIV status		
Chronic conditions		
Housing instability		
Food insecurity		
Lack of access to reliable and clean water supply		
Lack of transportation		
Utility assistance needs		
Interpersonal safety concerns		
Rural location		
Any other status that threatens the capacity of the individual to live independently		

In reviewing the data above, provide a general description of the demographic characteristics of the planning and service area (PSA), with specific emphasis on populations of GEN and GSN. Note any data limitations.

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UNMET NEEDS ASSESSMENT AND EVALUATION

The Area Agency on Aging (AAA) is required to submit objective, and where possible, statistically valid data on the unmet needs for supportive services, nutrition services, disease prevention and health promotion, family caregiver support, and multipurpose senior centers. The evaluations for each AAA must consider all services in these categories regardless of the source of funding for the services and provide evaluative conclusions based on the data. Unmet needs information can be collected from PeerPlace and any other information for unmet needs that can be identified.

Identify the source(s) of information or data on unmet needs and provide an overview of the information and data, including how that unmet needs information and data have informed the development of the Area Plan.

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SERVING LOW-INCOME MINORITY OBJECTIVES

With respect to the previous federal fiscal year, provide the following information:

Number of low-income minority individuals in the service area: _____

Describe the methods and objectives used to address their service needs.

Provide information on the extent to which the Area Agency on Aging met its objectives in the previous federal fiscal year to provide services to low-income minority individuals.

ALIGNMENT WITH STATE PLAN GOALS

The [State Plan for Aging Services](#) (State Plan) establishes five goals for aging services in Virginia. Area Plans must be informed by the State Plan and align with the goals established:

- ☐ Unless otherwise stated, the Area Agency on Aging (AAA) confirms that the objectives of this Area Plan align with those in the State Plan.
- ☐ The AAA is creating separate goals and objectives that align with the State Plan and are outlined below:

HOW OBJECTIVES AND STRATEGIES INFORM THE AREA PLAN

Briefly describe how the unmet needs assessments, identification of populations of Greatest Economic Need (GEN) and Greatest Social Need (GSN), the State Plan for Aging Services, public participation in the development of this Area Plan, and Area Agency on Aging (AAA) Advisory Council input have informed this Area Plan.

FUNDING WITHIN THE PLANNING AND SERVICE AREA

For Area Agencies on Aging (AAA) that serve more than one locality (i.e. city or county) in Virginia:

Describe plans for how funding will be distributed within the planning and service area (PSA) in order to address populations of Great Economic Need (GEN) and Greatest Social Need (GSN).

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SERVICE COORDINATION

The Older Americans Act details information that the Area Agency on Aging (AAA) must provide related to carrying out certain requirements within the Act. This section asks for information based on specific assurances contained within the Act that must be addressed by the AAA in its Area Plan.

Describe how the AAA coordinates with mental health service organizations and agencies to increase public awareness of mental health disorders and remove barriers to diagnosis and treatment for older adults.

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Describe how the AAA coordinates with the Virginia Assistive Technology System (VATS), the state assistive technology entity, to increase access to assistive technology options for older individuals.

EMERGENCY PREPAREDNESS

Describe the Area Agency on Aging's (AAA) efforts to coordinate activities and develop long-term emergency preparedness plans with local and state emergency response agencies, relief organizations, and other institutions involved in disaster relief.

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SERVING OLDER NATIVE AMERICANS

For Area Agencies on Aging (AAA) that have an Older Americans Act (OAA) Title VI Grantee in the planning and service area (PSA):

Describe the coordination efforts between the AAA and the Tribal Organizations on outreach activities to inform older Native Americans about OAA services and increase service access and provision.

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SERVICES TO BE PROVIDED:

Indicate which programs the Area Agency on Aging (AAA) provides with Older Americans Act (OAA) funding by checking the corresponding boxes under Title III Funding Source or with state funding by checking the corresponding box under State General Funds (GF).

The funding sources indicated on this page should align with the Area Plan Budget that is submitted to DARS. Not all sources listed on the Area Plan budget, such as fees and voluntary contributions are included on this page. Some services can only be funded with specific titles of the OAA or with State General Fund (GF); shaded sections in this table indicate a specific program cannot be funded with that specific source. Some required services have been pre-checked. Programs or services marked with OAA funding on this page must have a corresponding service page in Part 3.

Area Plan Services	Title III Funding Source					
Title III Services	B	C1	C2	D	E	State GF
Group 1: In-Home						
Adult Day Care						
Checking						
Chore						
Homemaker						
Personal Care						
Group 2: Access						
Care Coordination						
Care Transitions						
Communication, Referral, Information & Assistance						
Options Counseling						
Transportation						
Assisted Transportation						
Group 3: Legal Assistance						
Legal Assistance						
Group 4: Other Services						
Assistive Technology/Durable Medical Equipment (DME)/Personal Emergency Response System (PERS)						
Consumable Supplies						
Emergency Services						
Title III Employment Service						
Medication Management						
Money Management						
Outreach/Public Information & Education (PIE)						
Residential Repair and Renovation						
Socialization & Recreation						
Volunteer Program						
Group 5: Nutrition						
Congregate Nutrition						
Grab and Go Nutrition						
Home Delivered Nutrition						
Nutrition Counseling						
Nutrition Education						

Group 6: Disease Prevention/Health Promotion						
Disease Prevention/Health Promotion						
Health Education Screening						
Group 7: NFCSP Additional Title III-E Services						
Individual Counseling						
Support Groups						
Caregiver Training						
Respite Voucher						
Institutional Respite						
Other (Respite Services)						
Financial Consultation						
Direct Payments						
Other Supplemental Services						
Title VII Services	B	Elder Abuse	Ombudsman	State GF		
Group 8: Elder Abuse Prevention						
Elder Abuse Prevention						
Group 9: Long-term Care Ombudsman						
Long-Term Care Ombudsman						
State General Fund Services						State GF
State Funded Nutrition Services						
State Funded Home Delivered Nutrition						
Care Coordination for Elderly Virginians Program						
Service Coordination 2						
Service Coordination 1						
Senior Outreach to Services						
Person Centered Options Counseling						
Care Transitions						

Area Plans must incorporate services which address incidents of hunger, food insecurity, and malnutrition; social isolation and physical and mental health conditions. Briefly describe which services the Area Agency on Aging (AAA) will provide that address those.

Area Plans, to the extent feasible, must provide for the furnishing of services under the Older Americans Act (OAA) through self-direction. List the relevant services the AAA will provide through self-direction, if any. If none, indicate that.

Complete this section for all other services that the Area Agency on Aging (AAA) provides that are not funded through the Older Americans Act (OAA) Title III. Programs and services marked on this page must have a corresponding service page completed in Part 6. If additional service pages are needed for this section, they can be found on the **VDA Providers Portal**.

Other AAA Services	Providing Service
Adult Day Center	
Certified Application Counselors	
Care Transitions	
Community Action Agency (CAA)	
DRPT Transportation	
Emergency Services	
Foster Grandparents	
Home Repair/Modification	
U.S. Housing and Urban Development (HUD) Housing	
Low Income Home Energy Assistance Program (LIHEAP)	
Managed Care Services	
Medicaid Transportation	
Options Counseling	
Program for All-Inclusive Care for the Elderly (PACE)	
Virginia Public Guardianship & Conservator Program	
Retired Senior Volunteer Program (RSVP)	
Senior Community Service Employment Program (SCSEP; OAA Title V)	
Senior Companions	
Senior Cool Care	
Senior Farmers' Market Nutrition Program	
Senior Medicare Patrol	
Supplemental Nutrition Assistance Program (SNAP) Benefit Counseling	
Virginia Insurance Counseling and Assistance Program (VICAP)	
Weatherization	

WAIVER REQUESTS

MINIMUM ADEQUATE PROPORTION WAIVER

As permitted by the Older Americans Act (OAA), the Virginia Department for Aging and Rehabilitative Services (DARS) may waive the Minimum Adequate Proportion (MAP) requirement described in 22VAC30-60-100 A through C for any category of services described in 22VAC30-60-100 if the Area Agency on Aging (AAA) demonstrates to DARS that services being provided in such category in the planning and service area (PSA) are sufficient to meet the need for such services.

Public Hearing Requirement for MAP Waiver Requests:

Before an Area Agency on Aging (AAA) requests a MAP Waiver, it must conduct a public hearing as follows:

1. The AAA must notify all interested parties about the public hearing.
2. Interested individuals must be given an opportunity to provide input at the public hearing.
3. The AAA must accept written comments from interested parties for 30 days
4. The AAA must submit a complete record of the public comments along with the MAP Waiver request to DARS.

Indicate which service category a MAP Waiver is requested:

	15% Access Services – defined by the OAA, Section 306(a)(2)(A) as care coordination, communication, referral, information and assistance (CRIA) and transportation.
	5% In-Home Services – defined by the OAA, Section 102(30) as adult day care, checking, chore, homemaker, personal care and residential repair and renovation.
	1% Legal Assistance – defined by the OAA, Section 102(33) as legal advice and representation provided by an attorney including counseling or other assistance by a paralegal or law student supervised by an attorney or counseling or representation by a nonlawyer, where permitted by law.

Public Hearing Date: _____

Provide justification that demonstrates support for this MAP Waiver request. Submit a complete record of the public comments and any supporting documentation for review:

COST SHARING WAIVER

As permitted by Section 315(a) of the Older Americans Act (OAA), the Virginia Department for Aging and Rehabilitative Services (DARS) is permitted to implement cost sharing for all services funded by the OAA by recipients of the services except for the following which is not permitted by the OAA:

- 1. Communication, Referral, Information and Assistance (CRIA), Outreach/Public Information and Education (PIE), Care Coordination
- 2. Ombudsman, Elder Abuse Prevention, Legal Assistance, or other consumer protection services
- 3. Congregate and Home Delivered Meals
- 4. Any services delivered through tribal organizations

An Area Agency on Aging (AAA) can request a waiver to the DARS cost sharing policy and receive approval if the AAA can adequately demonstrate that –

- 1. a significant proportion of persons receiving services under the OAA have incomes below the threshold established in DARS policy; or
- 2. cost sharing would be an unreasonable administrative or financial burden upon the AAA.

As required in the Virginia Appropriation Act, DARS cannot waive cost sharing for programs provided solely with state general funds that are not used as OAA match funds. It is the intent of the Virginia General Assembly that state general funds continue to be subject to a cost sharing program.

The Area Agency on Aging requests a Cost Sharing Waiver:	
<input type="checkbox"/>	For all services allowed by the OAA
<input type="checkbox"/>	For one or more specific services identified below

Using the space below: (1) identify the specific services the AAA is requesting a Cost Sharing Waiver for, if applicable; and (2) provide the reason(s) for the Cost Sharing Waiver request, including a detailed explanation that adequately demonstrates the need for a Cost Sharing Waiver. Submit any supporting documentation for review.

ALTERNATIVE FEE SCALE WAIVER

Area Agencies on Aging (AAAs) must adhere to the **DARS Sliding Fee Scale** in use with Older Americans Act (OAA) and state general fund cost sharing programs. If the AAA wishes to request an Alternative Fee Scale Waiver, the AAA must complete the sections below.

As required by the OAA, Virginia cannot permit cost sharing by a low-income older individual if the income of such individual is at or below the federal poverty line.

	The AAA requests an Alternative Fee Scale Waiver
--	---

State the service(s) that an Alternative Fee Scale Waiver is being requested:

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Provide justification and rationale for the Alternative Fee Scale Waiver request. State if it has been approved by the governing board, when that occurred and/or when the Alternative Fee Scale was last reviewed by the governing board and the current funding source for the service(s). Submit the AAA's proposed Alternative Fee Scale for review.

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DIRECT SERVICE WAIVER

As required by Section 307(a)(8)(A) and 45 CFR § 1321.65(b)(7), the Area Agency on Aging (AAA) Area Plan shall provide that no supportive services, nutrition services, evidence-based disease prevention and health promotion services, or family caregiver support services will be directly provided by the AAA, unless, in the judgment of the Virginia Department for Aging and Rehabilitative Services (DARS):

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

At its discretion, DARS has provided for a categorical approval for all AAAs to directly provide the supportive services of Care Coordination, Communication, Referral, Information and Assistance (CRIA), and Outreach/Public Information and Education (PIE). AAAs should indicate "Yes" under the direct service waiver portion of the service page for Care Coordination, CRIA, and PIE. No additional direct service waiver request is needed for these services.

For all other potential services, DARS will only grant approval for the AAA to provide direct services for a maximum of the Area Plan period. For each new request, the AAA must describe the AAA's efforts to identify service providers prior to a new or renewed waiver's approval.

The AAA must indicate whether it intends to provide a service directly on each service page located in Part 3: Title III Services AND complete a Direct Service Waiver for each service, except for Care Coordination, CRIA and PIE. The Waiver Forms will be included behind each applicable service in Part 3. A blank Direct Service Waiver Form is included on the next page as an example, but the Direct Service Waiver Form is also located in the [VDA Providers Portal](#).

The following factors will be used to consider all Direct Service Waiver requests:

1. **Necessity:** If direct service provision fills a regional service gap. Documentation should include service availability, provider capacity, and geographic coverage.
2. **Administrative Function:** If the services in question are closely linked to the AAA's core administrative responsibilities.
3. **Cost-effectiveness:** Comparison of AAA service delivery versus service provider contracting, assessing efficiency and quality.

DIRECT SERVICE WAIVER FORM

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

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

<input type="checkbox"/>	Providing services by the AAA is necessary to assure an adequate supply
<input type="checkbox"/>	Services are directly related to the AAA's administrative functions
<input type="checkbox"/>	Services can be provided more economically, and with comparable quality, by the AAA

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

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