

## ICOA POLICY & INSTRUCTION

| Policy Subject  | Policy # |
|---|----------|
| Area Agency Operations<br><u>Designation of Planning and Service Area (PSA)</u> | PO.AD.02 |

**Purpose:**

The purpose is to ensure that a PSA designation application process is established.

**Scope:**

This policy sets a process to accept application for PSA designation from any unit of general purpose local government, combination of units of general purpose local government, established office on aging, or any other public or private non-profit agency.

**Definitions:**

- ICOA: Idaho Commission on Aging
- PSA: Planning and Service Area
- AAA: An established office on aging;
  1. any office or agency of a unit of general purpose local government that is designated by the chief elected official to function only as an area agency;
  2. Any office or agency designated by the appropriate chief elected officials of any combination of units of general purpose local government; or
  3. Any public or non-profit private agency.

**Procedures:**

The ICOA will accept applications for PSA designation from any unit of general purpose local government, combination of units of general purpose local government, established office on aging, or any other public or private non-profit agency. Applications must include written documentation that the applicant organization is supported by a significant number of elderly resident and local government officials.

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Factors to be considered in designating a PSA are:

1. distribution of population aged 60 years and older;
2. views of local elected officials;
3. incidence of need for services;
4. availability of funding and local financial support;
5. boundaries of existing areas in the state that were established for the planning or administration of supportive services and programs, for economic development districts, for administering human service, for area-wide comprehensive planning and development districts;
6. distribution of older individuals who are in the greatest economic need, as defined in the Older Americans Act of 1965, as amended;
7. distribution of older individuals who are in the greatest social need, as defined in the Older Americans Act of 1965, as amended; and
8. distribution of older individuals who are Native Americans;

**Exceptions:** None

**References:**

- 1) OAA Sections 305(b)(1)through(3)
- 2) OAA Sections 305(b)(5)(ii) through (iv)