

ICOA POLICY & INSTRUCTION

Policy Subject	Policy #
Operations <u>Withdrawal of Area Agency on Aging Designation</u>	PO.AD.04

Purpose:

The purpose is to ensure that Idaho has a process for the withdrawal of designation of an Area Agency on Aging (AAA).

Scope:

This policy outlines:

1. Acceptable reasons for de-designation.
2. Assurances for due process for affected parties.
3. Assurances for continuity of services.

Definitions:

- ICOA: Idaho Commission on Aging
- 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:

Withdrawal of AAA designation may be initiated by either the ICOA or the grantee organization. If initiated by the grantee organization, the opportunity for a hearing is waived.

1. The ICOA may initiate withdrawal proceedings upon reasonable notice and opportunity for a hearing and opportunity for appeal to the Assistant Secretary, Administration on Aging if:
 - A. An AAA does not meet the requirements of the OAA of 1965, as amended.
 - B. The Area Plan or amendments to the plan are not approved.
 - C. The AAA fails substantially in providing or in administering the approved Area Plan to comply with any provisions of the OAA, or policies and procedures established and implemented by the ICOA.
 - D. Activities of the AAA are inconsistent with the statutory mission described in the OAA or are in conflict with the requirement of the OAA that it function as an AAA.
2. To ensure due process to affected parties, ICOA will follow the process outlined in OAA Sections 305 (b) (5) (C) (ii) through (iv).
3. If the ICOA withdraws AAA designation, it will:
 - A. Provide a plan for continuity of area aging functions and services to older people in the PSA.
 - B. Designate a new AAA in a timely manner.
4. To ensure continuity of services, the ICOA may operate as the AAA for 180 days after its final decision to withdraw designation or assign the responsibility to another agency. The U. S. Assistant Secretary for Aging may extend the 180-day period if the ICOA:
 - A. Notifies the Assistant Secretary of its actions.
 - B. Requests an extension.

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C. Demonstrates the need for an extension.

Exceptions: None

References:

- 1) CFR 45 Section 1321.35(a)(1-4)