| Subject | **Designation and Changes to Designation of Planning and Service Areas** | No. | 24.20.PO |
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| Version History | | | |
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| Version | Revision Date | Description of Change | Author |
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**Purpose:**
To establish procedures for the designation and changes to the designation of planning and service areas (PSAs) in accordance with the Code of Federal Regulation (CFR) 45 Part 1321.13, IC 67-5003;

**Scope:**
This policy applies to the Idaho Commission on Aging as the State Unit on Aging responsible for the administration of programs under the Older Americans Act.

**Policy Statement:**
In accordance with the Older American's Act, the Idaho Commission on Aging shall designate distinct PSAs within the State. This designation must be reviewed periodically. In accordance with the Idaho State Senior Services Act, the Commission can designate no more the 6 Area Agencies in the State of Idaho.

**Definitions:**

- AAA: Area Agency on Aging (AAA). Separate organizational unit within a unit of general-purpose local government or public or private non-profit agency or organization agency that functions only for purposes of serving as the area agency on aging that plans, develops, and implements services for older persons within a specified geographic area
- ICOA: Idaho Commission on Aging
- OAA: Older Americans Act
- PSA: Planning and Service Area
- SSA: State Senior Services Act

**Procedures:**

***Existing Planning and Service Areas***

1. **Review of Existing PSA:**

   In accordance with OAA and 45 CFR Part 1321.13 the ICOA must review PSA boundaries periodically. The ICOA will review PSA boundaries every four years during the State Plan Development Process. The review will consist of:

- Data Collection: ICOA will collect and analyze data on the geographical distribution, incidence of need, economic and social need, and resource distribution and;
- Stakeholder Input: Input from ICOA Commissioners, Idaho Area Agencies on Aging, and older individuals will be considered.

The ICOA has the authority to determine whether to conduct further analysis to determine if a change is needed to existing PSAs after the periodic review is conducted.

**2. Designation Changes to Existing PSAs analysis criteria:**

The ICOA may consider the following criteria prior to changing one or more planning and service area designations:

- Geographical Distribution: Consider the geographical distribution of older individuals in the State.
- Need: The incidence of need for services under the Act.
- Economic and Social Need: Evaluate the distribution of older individuals with the greatest economic and social need, with particular attention to low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas.
- Native American Population: Consider the distribution of older individuals who are Native Americans.
- Resource Distribution: Review the distribution of resources available to provide services under the Act.
- Existing Boundaries: Consider the boundaries of existing areas within the State for planning or administration of services.
- Local Government Units: Consider the location of units of general-purpose local government within the State.
- Other Relevant Factors: Include any other relevant factors that may impact the designation or change.

The ICOA will request stakeholder input from ICOA Commissioners and Idaho Area Agencies prior to changes being submitted within the State Plan. The ICOA will provide multiple opportunities for feedback including public meetings. All feedback will be integrated into the decision-making process and documented.

**3. Announcement of Changes to Existing PSAs:**

The ICOA will announce any decision to change planning and service areas and provide an explanation within the State Plan or State Plan amendment. The decision will be presented during the State Plan outreach to the affected PSA(s) during a public meeting and allow for public input and comment by Older Idahoans, service providers, AAAs and elected officials. Information detailing the need for change will be prepared and made available to the public.

- State Plan Outreach Notification of Interested Parties:
    - Method of Notification: Multiple methods to notify interested parties will be used, including public notices on the State's Transparent Idaho website and postings on the State Agency's website.
    - Content of Notification: Notifications will include details about the public meeting dates, and opportunities for feedback.
    - Timing: Notifications will be posted at least 5 days prior to the public meeting.

**4. Appeals Process**

Any affected AAA may appeal the designation changes to planning and service areas during the State Plan development process. The AAA may submit a letter to the ICOA to request to appeal the decision during the public input process.

**5. Implementation of Changes:**

Changes will not be made effective until the State Plan is approved by the Administration for Community Living.

The ICOA will implement PSA boundary changes in conjunction with rules and regulations pertaining to AAA designation in Policy PO.AD.03. The ICOA may implement the final changes through public announcement.

***Request for Designation by Unit of Local Government***

**6. Designation Request of Planning and Service Areas by Unit of Local Government:**

The ICOA will accept applications for PSA designation from any unit of general-purpose local government, combination of units of general-purpose local government, in accordance with OAA Section 305(B)(1). The unit of local government must:

a) Notify the ICOA of their interest in pursuing an application for designation 60 days prior to submitting the application. The notification must include signatures from the elected officials of the unit or units of government requesting designation.
b) Submit a formal application to the ICOA. The application must contain:

    i. Documented need for the designation utilizing the analysis criteria listed in Section 2 above.

ii. Written documentation through stakeholder engagement that the applicant organization is supported by a significant number of elderly residents, service providers, and other local government officials.

c) The application must be signed by the elected officials of the units of local government requesting the designation.

The ICOA will then:

a) Review the application: The ICOA has the sole determination to decide if the criteria for application were met. The ICOA retains the right to request additional information to ensure the application is clear, concise, and coherent. The ICOA will provide feedback to the applicant within 60 days. If the criteria are met, the ICOA will arrange to conduct a public hearing.
b) Conduct a public hearing: The ICOA will conduct a public hearing in accordance with Idaho's Public Hearing regulations within 90 days of acknowledging the application criteria were met. The public hearing will gather input from stakeholders and include notifications to AAAs, service providers, and older individuals.
c) Provide a decision and explanation:

    a. Decision Issuance: The State Agency will issue a decision on the designation or change of PSAs within 60 days of the public hearing.

    b. Explanation of Factors: The State Agency will provide an explanation of its consideration of the factors provided in the application and any additional factors provided in 45 CFR 1321.13.

    c. Appeals Process: The ICOA will allow 5 days for the unit of local government to appeal the ICOAs decision.

    d. State Plan Amendment: If the ICOA approves the application to allow a designation, they will submit an explanation in a State Plan amendment submitted as set forth in § 1321.31(b) or the State plan submitted as set forth in § 1321.33. Approval of the Amendment must be received prior to implementation of the new PSA boundaries.

**Accountability and Transparency:**
The ICOA will strive to ensure that all policies and procedures related to the designation and changes to the designation of PSAs are transparent.

**Review and Amendments:**
This policy shall be reviewed every four years and amended as necessary to reflect changes in federal statutes, regulations, or state agency operations.