



COMMONWEALTH of VIRGINIA
Department for the Aging

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AAA TUESDAY E-MAILING
May 5, 2009

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COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors
Disease Prevention and Health Promotion Coordinators

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: April 28, 2009

SUBJECT: Integrating Injury & Violence Prevention with Healthy Aging Initiatives:
Experiences and Opportunities

Following is an announcement for a free webcast on injury prevention and healthy aging.

This topic may be in interest to many of you because “presenters will use several different programs to exemplify injury/violence prevention and older adult/aging program integration efforts being implemented at national, state, and local levels.”

Registration information is detailed within the announcement.

The ASTHO, NACCHO, and STIPDA Injury Prevention Webcast Series



***“INTEGRATING INJURY & VIOLENCE PREVENTION WITH
HEALTHY AGING INITIATIVES: EXPERIENCES AND OPPORTUNITIES”***

**Wednesday, May 13, 2009
2:30 – 4:00 p.m. EST**

ASTHO, NACCHO, and STIPDA are pleased to offer the next installment in their Injury and Violence Prevention Webcast Series. Continuing the theme for this year's series, webcasts will focus on integrating injury and violence prevention with other public health areas.

In this webcast, presenters will use several different programs to exemplify injury/violence prevention and older adult/aging program integration efforts being implemented at national, state, and local levels. Speakers will describe their experiences in implementing these efforts and highlight opportunities to further develop these partnerships and activities. Featured speakers include:

- **Pamela B. Teaster, Ph.D**, Professor, Graduate Center for Gerontology and Department of Health Behavior, University of Kentucky College of Public Health.
- **Peggy Mack, Ph.D**, Chair, Delaware Coalition for Injury Prevention
- **Marilyn Gregory**, Elder Abuse Prevention Coordinator, Area Agency on Aging for Southwest Florida
- **Michelle A. Harris, MPH, RD**, Health Promotions Administrator, Broomfield Health and Human Services

Please visit <https://cc.readytalk.com/r/21h8q8s25h42> to register for this webcast. Information on how to access the webcast on the day of the call will be sent to registrants.

Please forward this invitation to other interested colleagues. We look forward to your participation on May 13th. If you are unable to view the live webcast, the presentations will be available on the ASTHO, NACCHO, and STIPDA websites.

The Association of State and Territorial Health Officials (ASTHO), the National Association of City and County Health Officials (NACCHO), and the State and Territorial Injury Prevention Directors Association (STIPDA) have partnered to offer a free webcast series on various injury and violence prevention topics. Each webcast includes guest speakers from national, state, and local health agencies who discuss their experiences and share information on programs related to the featured topic.

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: May 4, 2009

SUBJECT: Kinship Care

Annie E. Casey Foundation
Emergency Preparedness for Communities

The Online Lifeline toolkit offers communities a way to plan before disaster strikes or can be used as part of their disaster recovery process. The toolkit describes how to:

- Engage key stakeholders
- Plan the design of a web-based portal
- Create budgets, work plans and marketing materials
- Learn from the experiences of others

For more information go to

http://www.aecf.org/~media/PublicationFiles/AECF_Online_Lifeline_Final1.pdf

Youth Service America

YSA and UnitedHealth Group published "First Responders: Youth Addressing Childhood Obesity Through Service-Learning". This free, online guide, developed in collaboration with United Healthcare, is an excellent resource for educators, service-learning coordinators, and students of medicine to develop effective obesity-related service-learning projects that allow children and youth to plan and implement service or advocacy projects that link to school curricula and education standards. Download the "First Responders" Guide at:

<http://tools.ysa.org/downloads/modules/YSAPediatricObesityModule.pdf>

From the Administration for Children and Families

Mentoring Children of Prisoners *Deadline: June 19, 2009*

The Administration for Children and Families' (ACF) Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting applications for the Mentoring Children of Prisoners (MCP) program. This program supports the creation and maintenance of one-on-one mentoring relationships between children of incarcerated parents and caring, supportive adult volunteer mentors. The intent of this program is to support the establishment or expansion and operation of mentoring programs, using a network of public and private community entities, in areas with substantial numbers of children of incarcerated parents. The MCP program is designed to be a community-based mentoring program in which children and youth ages four up to age 18, are appropriately matched with an adult mentor, who has been screened and trained, for a one-on-one (one mentor/one youth), friendship-oriented (non curriculum-based) mentoring relationship.

Link to Full Announcement: <http://www.acf.hhs.gov/grants/open/HHS-2009-ACF-ACYF-CV-0022.html>

Target Stores

Target Stores are accepting applications for Arts, Literacy, and Family Violence Prevention grants of up to \$3000. Grants will be awarded to agencies working to improve the lives of children and families through arts, reading and violence prevention programs. Deadline for submissions is May 31, 2009. Visit: <http://sites.target.com/site/en/company/page.jsp?contentId=WCMP04-031767>



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Directors, Area Agencies on Aging

FROM: Leonard Eshmont

DATE: May 5, 2009

SUBJECT: VDA Productivity Measure Closing Codes Introduced

The VDA Productivity Measure has become an important tool to help us gauge performance related to home-based services. We at VDA appreciate the efforts to track this important data initiative.

In analyzing the numbers over the last several quarters we have realized the need to take the data collecting related to this topic one step further. For the services involved in the VDA Productivity Measure (Adult Day Care, Checking, Chore, Home Delivered Meals, Personal Care, and Homemaker) we have developed a set of closing codes to help us identify the conditions under which a client is exiting the program. The code list is provided below:

- Agency terminated service(s)
- Attempt(s) to contact client unsuccessful
- Deceased
- Family provided assistance
- Hospital
- Moved from the area
- Moved to Assisted Living Facility
- Needs Met
- No longer able to meet client's needs
- No longer eligible
- Not eligible for service

SUBJECT:VDA Productivity Measure Closing Codes Introduced

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- Nursing home
- On hold/inactive
- Opened at different level
- Other
- Refused to cooperate in assessment process
- Refused to grant consent (to exchange information)
- Refused referral(s)
- Service not available
- Wait list
- Withdrew voluntarily from services

These closing codes were developed by the Peerplace Implementation Team. They were based on the reasons for discharge found on the Care Coordination Outcome Report and closing codes that were used in the previous GetCare Tools. Additions were made based on requests from the AAAs that first implemented the Peerplace system.

VDA is in the process of developing the technical processes to collect and report these codes in both the AIM system as well as the Peerplace System. We would like to set an effective date of 7/01/2009 as the point in which to start collecting this information in AIM and Peerplace for the six services referenced above when any client leaves the service program. Please pass these codes onto the appropriate staff as soon as possible so that they will have time to plan and implement procedures around this new business process.

VDA will provide technical instructions in an upcoming Tuesday E-Mailing on how to start using the AIM System and Peerplace System to collect this information.

If you have any questions, please contact me via email (leonard.eshmont@vda.virginia.gov) or phone (804-662-9800).



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: May 5, 2009

SUBJECT: Caregiving – Funding Opportunities

THE ROSALYNN CARTER INSTITUTE FOR CAREGIVING

The deadline for submitting an Initial Interest Form for 2009-2010 funding from the RCI/J&J Program has been extended to **Friday, May 29, 2009**. Agencies interested in applying **must** designate at least one staff member to participate in the RCI's free Technical Assistance Webinar Series. The first scheduled webinar will be an overview of the RCI's grant process, and will provide information critical to the success of potential applicants. This webinar, titled "Getting Started - The RCI Bridge from Science to Service", will be held on **Thursday, May 14, 2009 at 11:00 a.m. EST**. The webinar will run between 1 and 1 1/2 hours in length.

Upon receipt of a complete Initial Interest Form, you will be sent a link to register for the webinar. This link will prompt you for the e-mail address of the person(s) who are registering to participate in the webinar.

A link to more information and to the Initial Interest Form can be found at:
www.RosalynnCarter.org

If you have any questions, please e-mail Laura Granberry at: lbgran@gsw.edu

The National Alliance for Caregiving and MetLife Foundation

The organizations will continue to receive applications for 2009 National Family Caregiving Awards Program until **Monday, May 11**. Now in its fourth year, this program is intended to improve the quality of life of family caregivers by recognizing and supporting the important work of community agencies and other organizations that support family caregivers as a significant part of their mission.

Three awards will be given in each of the following two categories:

- o **Caregiver Education Awards** *will go to groups that have developed exemplary training programs to educate caregivers on topics such as: assisting with activities of daily living, financial planning, time management, and others.*
- o **Caregiver Support Awards** *will go to organizations that provide family caregiver support programs such as respite, counseling, or corporate eldercare in a truly innovative way.*
 - o One award in each category will go to an organization working in a community with a population of 100,000 or less.
 - o Two awards in each category will go to an organization working in a community with a population of 100,000 or greater.
 - o Each award will carry a cash value of \$25,000 that will be designated for use in the awardee's caregiver program.
- o **Alzheimer's Recognition Award** will be given to one of the above award recipients that innovatively support family caregivers of those with Alzheimer's disease—and meets the other criteria in the category in which they apply.
- o **Cultural Diversity Recognition Award** will be given to one of the above award recipients that innovatively support family caregivers of diverse older adults and meets the other criteria in the category in which the applicant applies.

Award for Older Caregivers Caring for Adult Children with Disabilities

A growing number of older adults are responsible for the care of their physically, mentally, or developmentally disabled adult child. As these parents age, they require more support as they are less able to provide direct care for their adult children. The Alliance will provide one \$25,000 award to a non-profit organization that has established an innovative and effective program to meet the needs of older persons caring for their adult children with disabilities. Potential programs could include counseling to plan for the future needs after the parent dies or innovative support programs to address the immediate needs of the older caregiver.

The awards will be presented at a luncheon ceremony held at the National Association of Area Agencies on Aging (n4a) 34th Annual Conference and Tradeshow, which will take place in Minneapolis, Minnesota on July 21. Travel and hotel costs for an awardee

SUBJECT: Caregiving – **Funding Opportunities**
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representative to attend this event will be paid for by the National Family Caregiving Awards program.

On-line applications are now being accepted. The Request for Applications and the on-line application are available at http://web.raffa.com/nac/caregiver_awards . The deadline for applications is **Monday, May 11**. Please contact Kathleen Cameron at kathleen56@caregiving.org with questions about the National Family Caregiving Awards Program.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: May 6, 2009

SUBJECT: Breakfast Staple Meal Patterns

I have had several questions recently about shelf stable meals, particularly shelf stable breakfasts. Last fall, in the October 14, 2008 Tuesday Mailing, I offered a breakfast staple meal pattern worked out in cooperation with the Lake Country Area Agency on Aging. That memo is still available on the VDA website in the Tuesday Mailing archive.

Since that time, I have also worked with the Crater District AAA on another meal pattern for breakfast staples. I am by no means promoting or requiring these breakfast patterns but offering an option to AAAs looking for alternatives. Some agencies plan to use their stimulus funds to provide additional shelf stable meals.

The Crater pattern provides food for 20 shelf stable breakfasts.

Foods included are as follows:

Crater 20 Breakfast Staple Meal Pattern

5 envelopes nonfat dry milk (each when properly reconstituted yields 32 ounces)(=20 cups)

One 12 ounce jar peanut butter (~24 Tablespoons)

8 one ounce bowls of dry cereal (must be whole grain/bran/high fiber cereal containing at least 3-4 grams of fiber per 1 ounce serving)

8 one ounce granola bars OR 1 box high fiber triscuits

14 one ounce packages of grits

10 one ounce packages of oatmeal OR 1 can oatmeal yielding 6 cups cooked oatmeal

12 fruit cups (each cup = ½ cup fruit)

32 frozen fruit juice pouches (each juice = ½ cup fruit juice) (must be orange, citrus, or vitamin C fortified 100% juice)

5 cans pears (each can is 15 ounces and yields 1.75 cups of pears)

Two 15 ounce boxes of raisins (=3 cups)(=12 servings of fruit)

For cost savings, the 12 fruit cups OR the 2 boxes of raisins can be omitted and the meals will still meet nutrition requirements. The pears and the citrus juice must be included.

Since it is a package of multiple meals, you must include written instructions or a menu with it to explain how to combine the foods to make a meal.

With this larger amount of foods, a number of meal variations are possible, so I suggest that you provide a menu of choices such as the following:

Each meal should contain:

8 ounce (1 cup) reconstituted dry milk

1 to 2 tablespoons peanut butter

2 choices from the grains (depends on what your package includes):

1 ounce bowl of dry cereal

1 granola bar

1 package of grits

1 package of oatmeal

½ cup of cooked oatmeal from bulk can

5-6 High Fiber Triscuits crackers

3 choices from the fruits (depends on what your package includes):

1 fruit cup

1 juice cup

½ cup pears

¼ cup raisins

Nutrition Analysis Notes:

The cereal must be a higher fiber type that provides at least 3 grams of dietary fiber per serving.

The juice must be 100% juice and must be orange, citrus, or vitamin C fortified.

These meals provide less than the protein requirement that we are aiming for. Therefore, your other daily meal must provide at least 3 ounces of a high quality protein source, preferably meat, fish, or poultry.

Other types of dried fruit could also be substituted for the raisins without affecting the nutrient analysis.

Cost and Packaging Considerations:

Crater's rough estimate is that the package of 20 meals costs about \$2.00 per meal. They get the meal components from Sam's Club, Wal-Mart, the Food Bank, and the Virginia Distribution Center. They also have considerable manpower and space involved in making the purchases, storing, assembling and delivering the food and packages. They use paper and canvas bags for packaging.

Pros and Cons

The advantage to these breakfast meals is that they provide nutrient-dense foods high in fiber, vitamins A&C, magnesium, and several other key nutrients in a form the seniors can readily consume. The nutrient analysis verifies that they substantially comply with the nutrient requirements. Other shelf stable meals are often high in sodium, low in fiber, and sometimes the packaging is difficult to open and the food to prepare.

Concerns have been expressed about large quantities of cereal and other foods in the packages attracting bugs and creating an unsafe food environment for seniors. There are also worries about the cereal going stale in our humid climate. All that may be true, although appropriate preventive steps can be taken.

First of all, the seniors should be **eating** the food on a regular basis and therefore not have big amounts of it to store for long periods of time. The bulk meal packs we have worked with have only had a box or 2, maximum, of cereal or oatmeal – I don't think that's any more than a senior might normally have on hand. The cereal could be placed in an airtight canister or jar or tightly sealed in a plastic bag or placed in the refrigerator or freezer if there is room. The Crater plan presented in this memo calls for mostly individual portions of cereal.

For a number of AAAs, the time, manpower, and space required for purchasing, assembly, storage, packaging, and delivery make it unfeasible.

If you have other suggestions or questions or if your agency is distributing a different package of breakfast meals that you would like to have analyzed to see if they are

SUBJECT:

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meeting the nutrient requirements, please let me know at Elaine.Smith@vda.virginia.gov or 804-662-9319.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: May 5, 2009

SUBJECT: Senior Farmer’s Market Nutrition Program (SFMNP)

This is the time of year that our SFMNP gears up for the market season. For several years, VDA has partnered with the Virginia Department of Agriculture and Consumer Services (VDACS) and several AAA’s to enable low-income seniors to receive benefit checks that they redeem with their local farmers for fresh, Virginia-grown produce.

Funding for SFMNP is provided by the US Department of Agriculture – Food and Nutrition Service and monies are not sufficient to offer the program in all areas of Virginia. While we do request expansion funds every year, we do not always receive additional money. Nonetheless, we have seen modest increases in funding and have been able to expand the program by extending into localities adjacent to currently served areas. VDA relies on VDACS to help us identify expansion areas where there will be sufficient farmers and markets to supply enough produce for the number of low-income seniors of that area who are eligible to participate.

As you can imagine, SFMNP is very beneficial to seniors and farmers alike. We have many requests from seniors, caregivers, family members, social service organizations, farmers, farmers’ market organizations, etc. to offer the program statewide or at least in their specific localities. AAA’s also receive inquiries about the program.

Following is a fact sheet about SFMNP for your reference. This flyer will enable you to answer questions about the program. This is the most up-to-date information and replaces the old SFMNP flyer that should no longer appear on the VDA website. If there are additional questions, please feel free to contact me at Elaine.Smith@vda.virginia.gov or 804-662-9319.

What is the Senior Farmers' Market Nutrition Program (SFMNP)?

In Virginia we call it *Farm Market Fresh for Seniors!*

Virginia's *Farm Market Fresh for Seniors* program helps eligible seniors get fresh, tasty, and nutritious locally-grown fruit, vegetables, and cut herbs. The program also supports local farmers and farmers' markets in Virginia.

The Virginia Department for the Aging (VDA) partners with the Virginia Department of Agriculture and Consumer Services (VDACS) and 9 local Area Agencies on Aging (AAA) to operate the program which is funded by the US Department of Agriculture, Food and Nutrition Service.

Who is eligible?

If all of the statements shown below are true, then you may be eligible to participate.

- You are 60 years of age or older.
- You are a resident of a locality that participates in the program.
- You do not live in the same household and you are not an immediate family member of the farmer who grows the produce.
- You meet the program's income requirements. You must certify your household income.

How does it work?

- You must complete an application each year through your local Area Agency on Aging to determine if you are eligible to participate in the program.
- Participation is limited and applications are accepted on a first come-first served basis.
- Not all localities within the area served by your local Area Agency on Aging may be eligible to participate in the program.

What is provided?

- If your application is approved, you will receive \$40.00 worth of *Farm Market Fresh for Seniors* checks per eligible senior for that growing season.
- Each check is worth \$5.00 and may be used to purchase fresh, locally-grown fruit, vegetables, and cut herbs from participating certified retail farmers market vendors.
- Certified retail farmers market vendors will accept checks for fresh, locally grown fruit and vegetables in-season, depending on the produce items available.

Where does SFMNP Operate?

For Southwest Virginia, call:

Appalachian Agency for Senior Citizens, Inc. 1-800-656-2272 or 276-964-4915
216 College Ridge Rd., Wardell Ind. Park
Cedar Bluff, VA 24609-0765

If you live in Buchanan, Dickenson, Russell or Tazewell counties.

District Three Senior Services 1-800-541-0933 or 276-783-8157

4453 Lee Highway,

Marion, VA 24354-4269

If you live in Bland, Carroll, Grayson, Smyth, Washington, or Wythe counties, or the cities of Bristol or Galax.

For Arlington County, call:

Arlington Agency on Aging 703-228-1700

3033 Wilson Blvd., Suite 700-B

Arlington, VA 22201

For Southeastern Virginia, call:

Senior Services of Southeastern Virginia 757-461-9481

6350 Center Drive, Bldg. 5, Suite 101

Norfolk, VA 23502-410

If you live in Isle of Wight or Southampton counties, or the cities of Norfolk, Franklin, or Suffolk.

Crater District Area Agency on Aging 804-732-7020

23 Seyler Drive

Petersburg, VA 23805-9243

If you live in Emporia or Greensville County

For Eastern Shore of Virginia, call:

Eastern Shore Area Agency on Aging 757-442-9652 or 1-800-452-5977

Community Action Agency, Inc.

36282 Lankford Hwy

Colonial Square – Suite 13-D

P.O. Box 415

Belle Haven, VA 23306-0415

For Shenandoah Valley, call:

Valley Program for Aging Services, Inc. 1-800-868-8727 or 540-949-7141

325 Pine Avenue

Waynesboro, VA 22980-0603

If you live in Augusta County

For Southern Virginia, call:

Southern Area Agency on Aging, Inc. 1-800-468-4571 or 276-632-6442

204 Cleveland Avenue

Martinsville, VA 24112-3715

If you live in Patrick or Franklin Counties or the cities of Danville or Martinsville

Lake Country Area Agency on Aging 1-800-252-4464 or 434-447-7661

1105 West Danville Street

South Hill, VA 23970-3501

If you live in South Boston or Halifax County

What's in season?

Farm Market Fresh checks are issued for the summer growing season and usually must be spent during the months of July through October, depending on availability of produce.

Checks are used only for typical fruit and vegetables that grow in Virginia and may be found at Virginia's retail farmer's markets in a normal season, such as those listed below. The varieties, volume, and quality of available produce may vary depending on the weather and other factors.

VEGETABLES

Broccoli
Cabbage
Cucumbers
Eggplant
Greens
Green beans
Green peppers
Lima beans
Pumpkins

Potatoes
Snap beans
Spinach
Squash
Sweet corn
Sweet potatoes

FRUIT

Apples
Blackberries

Cantaloupe
Nectarines
Peaches
Pears
Strawberries
Tomatoes
Watermelons

OTHER PRODUCE

Fresh cut herbs

ITEMS NOT ELIGIBLE

Items that you may NOT purchase with the SFMNP checks include:

- produce that is not locally grown such as oranges, bananas, and pineapples
- processed foods such as honey, maple syrup, cider, nuts, meats, and cheeses
- non-food items such as flowers and plants are NOT eligible

For More Information, Contact:

Virginia Department for the Aging

1610 Forest Avenue, Suite 100
Richmond, VA 23229
Toll-free: 1-800-552-3402
Richmond: 804-662-9319
E-mail: aging@vda.virginia.gov
Web Site: www.vda.virginia.gov

Virginia Department of Agriculture and Consumer Services

Sales and Market Development
102 Governor Street
Richmond, VA 23219
Richmond: 804-786-2373
Web Site: www.vdacs.virginia.gov

Information on locally grown Virginia produce

Web Site: www.virginiagrown.com

United States Department of Agriculture, Food and Nutrition Services

3101 Park Center Drive
Alexandria, Virginia 22302
Web Site: www.fns.usda.gov/wic/SeniorFMNP/SFMNPmenu.htm



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Finance Directors
Area Agencies on Aging

FROM: Marica B. Monroe

DATE: May 1, 2009

SUBJECT: Financial Training

Hello Everyone. Attached is a sign-up sheet for the upcoming Contractor Financial Training on May 28th and May 29th. Please individually list everyone who will be attending from your agency as well as which dates each person will be attending. As mentioned, the training on the 28th will be geared to those AAAs who also complete the AMR-OC. Only submit one sign-up sheet per agency. The due date to sign up is no later than May 8, 2009 and there is a section for questions you would like addressed at the training. We will try to answer everyone's question.

Please only select one location per person. A list of locations is also attached including the location's address to aid in deciding which location will better suit each participant.

There are also special instructions for some sites. Please adhere to these instructions if applicable. Videoconference site contact information has also been provided and a training agenda is enclosed.

If you have any question, please feel free to contact me at 804-662-9320 or marica.monroe@vda.virginia.gov. See you there!



CONTRACTOR TRAINING - MAY 28TH AND 29TH



SPONSORED BY: VIRGINIA DEPARTMENT FOR THE AGING
ONLY ONE SIGN-UP SHEET PER AGENCY

DUE NO LATER THAN MAY 8, 2009
SUBMIT VIA E-MAIL TO THE FOLLOWING E-MAIL ADDRESS
MARICA.MONROE@VDA.VIRGINIA.GOV

Agency Name: Enter the name of your agency

| Name | Location you would like to attend | Date(s) you will be attending |
|-------------|--|--------------------------------------|
| | Choose a Location | Choose the date(s) you will attend |
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Questions: Enter any questions below you would like answered at the training

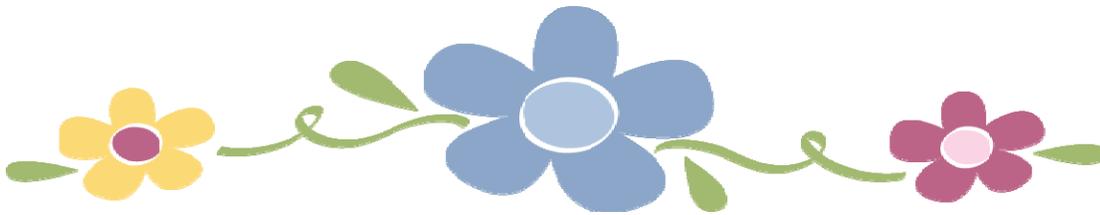
| Location Name | Address | Contact Name | Contact Number | Special Instructions |
|---|--|--|--------------------|--|
| MEOC - Transit Department Conference Room | 1-A Industrial Park, Big Stone Gap, 24219/1501 3rd Avenue Big Stone Gap, 24219 | Jennifer/Mike Henson | 276-523-4202 | |
| Lebanon Dental Suite | 73 Lohr Street, Lebanon, VA 24266 | Suzanne Crumpton | 276-889-7626 | Located in front of Lebanon Middle School There is a flower nursery next to it |
| Mount Rogers Health District Administrative Office | 201 Francis Marion Lane, Marion, VA 24354 | Chris Hale/Shirley | 276-781-7450 | |
| Environmental Health Office in Montgomery County Health Department, Lower level at rear of the building | 210 South Pepper St, Suite E Christianburg, VA 24073 | Wanda Wylam | 540-381-7100 x155 | |
| Waynesboro Augusta Health Department | 211 W. 12th Street, Waynesboro, VA 22980 | Darlene Wimer/Debbie Brown (onsite contact) 540-949-0137 | 540-332-7830 x327 | They have stairs, the building is not handicap accessible |
| Frederick County Office Building | 107 N. Kent Street, Winchester, VA 22601 | Donna/Mary | 540-722-3480 | There is a parking lot in the rear of the building |
| Euclid Business Center | 8470 Kao Circle Manassas, VA 20110 | Marcus Haynes | 703-792-6343 | |
| Fauquier County Health Dept | 330 Hospital Drive, Warrenton, VA 20186 | Sharon Sprouse | 540-347-6400 x117 | Parking is at the bottom of the hill |
| Lynchburg Health Department | 1900 Thompson Drive, Lynchburg, VA 24501 | Theresa Tucker | 434-947-6777 | Need to park across the street at hospital parking lot |
| Henry Martinsville Health Department | 295 Commonwealth Blvd, Martinsville, VA 24112 | Kathy Eanes | 276-638-2311 x109 | There is a sign in the yard. Come up commonwealth Boulevard. They are next to |
| Southside Boylton Health Department | 434 Washington Street, Boylton, VA 23917 | Judy Owen | 434-738-6815 x102 | |
| Petersburg Health Department | 301 Halifax Street, Petersburg, VA 23803 | Nancy Wittie | 804-863-1652 | |
| Norfolk Health Department | 830 Southhampton Avenue, Norfolk, VA 23510 | Beverly | 757-683-2754 | 2nd floor room 2013 |
| Department of Transportation District Materials Conference Room | 87 Deacon Road, Fredericksburg VA 22405 | Marlene Payton | 540-899-4243 | limited parking, please carpool if possible, bring identification |
| Manassas Area Headquarters Bldg at the Manassas Residency Campus | 10228 Residency Road, Manassas, VA 20110 | | | limited parking, please carpool if possible, bring identification |
| Charlottesville Lower Residency | 701 VDOT Way, Charlottesville, VA 22911 | Peggy Smith | 540-829-7539 x 102 | limited parking, please carpool if possible, bring identification |

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TRAINING SCHEDULE

Other Contractor Training
May 28, 2009

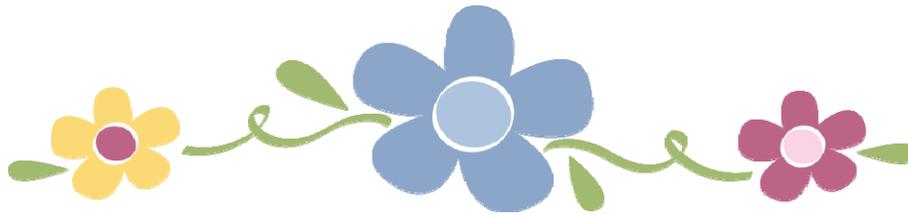
| | |
|-------------|--|
| 1:00 – 1:15 | Arrival |
| 1:15 – 1:30 | Opening Remarks and introductions |
| 1:30 – 2:30 | Overview of AMR-OC (Jane) |
| 2:30 - 3:30 | Overview of closeout reports and reporting requirements (Marica) |
| 3:30 – 3:45 | Break |
| 3:45 – 4:30 | Monitoring review requirements Overview (Solomon) |
| 4:30 – 5:00 | Question/Answer session |

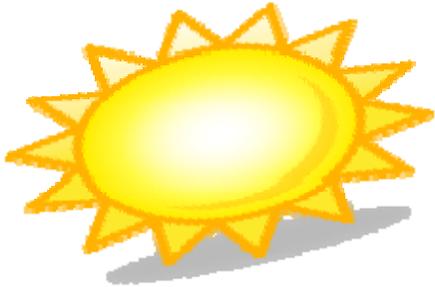


TRAINING SCHEDULE

AAA Training
May 29, 2009

| | |
|---------------|--|
| 9:00 – 9:15 | Arrival |
| 9:15 – 9:45 | Opening Remarks and Introductions |
| 9:45 – 10:45 | AMR Overview (Jane) |
| 10:45 – 11:00 | Break |
| 11:00 – 11:45 | Monitoring review requirements Overview (Solomon) |
| 11:45 – 12:15 | Question/Answer session |
| 12:15 – 1:15 | LUNCH ON YOUR OWN |
| 1:15 – 2:30 | Overview of Audits, Schedule ABC and Final AMR and monthly Remittance (Marica) |
| 2:30 – 2:45 | Break |
| 2:45 – 3:15 | Question/Answer Session |
| 3:15 – 4:45 | Outside Speaker – 990 tax form completion |





OTHER CONTRACTOR FINANCIAL TRAINING

May 28, 2009

Who should attend: Financial staff.
Anyone who completes the AMR-OC

*This training will be offered via Videoconference.
Videoconference sites and additional information will be forth
coming. Questions, contact me at
marica.monroe@vda.virginia.gov or at 804-662-9320.



PLEASE PLAN TO ATTEND





Please plan to attend



FINANCIAL TRAINING

May 29, 2009

Who should attend: Financial staff.
Anyone who completes the AMR,
Schedules ABC and/or the final Audited
report.

*A separate training for other contractors
and AMR-OC completion will be held on
May 28, 2009. If you also complete the
AMR-OC please feel free to attend both.

**This training will be offered via Videoconference. Videoconference
sites and additional information will be forth coming. Questions,
contact me at marica.monroe@vda.virginia.gov or at 804-662-9320.**

