

Dear State Agency on Aging Director:

The purpose of this letter is to provide instructions for your submission of the Fiscal Year (FY) 2003 State Program Report (SPR) to the Administration on Aging (AoA). This request includes the data submitted under the Title III and Title VII SPR reporting form (via SPRDIA or SVerify), the congregate and home delivered meal count data for the Nutrition Services Incentive Program (NSIP -- now administered by AoA), and the data for the National Family Caregiver Program as described below. All of these FY 2003 SPR data are due to AoA on January 31, 2004.

Data Submission

States will continue to submit their data electronically by diskette or e-mail. For detailed instructions, see Appendix A. States that use the State Program Report Data Input Application (SPRDIA) can use the FY 2000 diskette, but please remember to save your data as FY 2003. States who are unable to provide detailed client data may request a waiver from their regional office. To obtain a waiver States must submit an explanation of why the data cannot be provided.

Optional Partial Submission

We realize that some States may be unable to submit all SPR data by January 31, 2004. To insure timely receipt of NSIP funds, such States may opt to submit their data in two installments. The first installment would be due by January 31, 2004 and would include the following:

- Section I. A. - Unduplicated Client Counts by Type of Service
- Section I. B. - Title III Unduplicated Client Count by Characteristics
- Section II. A. - Service Use
- Section VI. - Profile of Community Focal Points And Senior Centers
- Section VII. A. - Staffing Profile State Unit on Aging
- Section VII. B. - Staffing Profile Area Agency on Aging

The second installment would include the remainder of the data and would be due as soon as possible thereafter prior to March 31, 2004.

Modified SVerify software will be provided to allow verification of the above

sections independently of the full report. Please e-mail steve.cordasco@aoa.gov for that software if you wish to use this option.

Reporting National Family Caregiver Support Data (NFCSP)

Instructions on reporting NFCSP program activity were mailed to States in a letter dated October 31, 2001. This is a temporary separate stand-alone report and it continues in effect. FY 2003 NFCSP data is to be sent to AoA on or before January 31, 2004. It is to include expenditure data, units of service and number of people served for the five categories of service (information, assistance, counseling, support groups and training, respite and supplemental services). For a copy of these instructions, see Appendix B.

Thank you for your continued cooperation.

Sincerely,

Francis A. Burns
Director
Office of Evaluation

Attachments