

	<b>Department of Human Services Online Directives Information System</b>	<b>Index:</b>  <b>Revised:</b> <b>Next Review:</b>	<b>POL 5600</b>  <b>03/15/2024</b> <b>03/15/2026</b>
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**SUBJECT:** Division of Aging Services Administration

**POLICY:** The policy of the Department of Human Services is to implement business practices in accordance to federal and state laws, regulations, and directives to provide support for the Division of Aging Services programs.

**A. Authority**

[Older Americans Act of 1965, as amended, 42 U.S.C. § 3001, et.al](#)  
[O.C.G.A. Title 49, Chapter 6](#)  
 O.C.G.A. Title 30, Chapter 5  
[45 CFR § 1321, et al.](#)  
[2 CFR § 200, et al.](#)  
 DHS Policies and Rules

**B. References**

The Older Americans Act of 1965, as amended, 42 U.S.C. § 3001, et.al  
 Code of Federal Regulations, 45 C.F.R. § 1321.1 et. al

**C. Applicability**

This policy applies to all DHS Division of Aging Services sections, contractors and subcontractors.

**D. Definitions**

State Agency on Aging (also referred to as the State Agency) – the Older Americans Act requires that the State shall designate a specific State agency to act as the sole State agency for administration of the Act (42 U.S.C. § 3025 (a)(1))

Planning and Service Area (PSA) – the State agency shall divide the state into geographical distinct planning and service areas (42 U.S.C. § 3025, 45 C.F.R. § 1321.13)

Area Agencies on Aging (AAA) – for each geographical planning and service area of the state, the State agency shall designate an entity to serve as the Area Agency on Aging for that area (42 U.S.C. § 3025, 45 C.F.R. § 1321.19)

**E. Responsibilities**

The Division Director’s Office and Managers of the Administrative/Fiscal Section and the Program Integrity Section are primarily responsible for developing and updating requirements in the Administrative Manual (MAN 5600). The Director of the Division of

Aging Services issues this manual.

**F. History**

Originally authenticated 6/13/2006 by Commissioner B.J. Walker.

**G. Evaluation**

The outcomes of this directive are evaluated by State and Federal audits, DAS internal review, DHS Audits, and DHS Office of Financial Services reviews.