



State of South Carolina
Department on Aging

Henry McMaster
Governor

Connie D. Munn, MSW
Director

PROGRAM INSTRUCTION FOR: Area Agency on Aging Advisory Council

INFORMATION MEMORANDUM FOR: Area Agencies on Aging

SUBJECT: Program Instruction (PI) for Area Agency on Aging Advisory Council

DATE: October 20, 2025

AAA COMPLIANCE DATE: July 1, 2026

POLICY NAME: Area Agency on Aging Advisory Council	POLICY NUMBER
REFERENCE(S): 45 CFR 1321.63	
Policy Date: October 20, 2025	AAA Compliance Date: July 1, 2026

Policy Statement

Each Area Agency on Aging (AAA) shall establish an active, functioning, engaged, and qualified Regional Aging Advisory Council (RAAC) of individuals who will enhance the leadership role of the AAA. The RAAC shall carry out advisory functions that further the AAA's mission of developing and coordinating community-based systems of services for all older adults in the planning and service area.

The RAAC shall be comprised of residents of the planning and service area including:

1. More than 50 percent older adults;

-
2. Minority persons and older adults residing in rural areas who participate in or who are eligible to participate in programs under the area plan;
 3. Family caregivers;
 4. Representatives of the business community, including providers of services;
 5. Representatives of older adults;
 6. Representatives of health care organizations, including veterans' health care;
 7. Persons with leadership experience in the private and voluntary sector;
 8. Individuals with disabilities;
 9. Local elected officials;
 10. The general public; and
 11. As available:
 - a. Representatives from Title VI grantees, or other tribal organizations; and
 - b. Older relative caregivers, including kin and grandparent caregivers to children or caregivers, including parents, age 55+ of adults age 18 to 59 with a disability.

The RAAC has no decision-making authority and shall not act as a board of directors for the AAA. Except as described below, individuals may not serve on both the advisory council and the board of directors for the same AAA.

AAAs, which are part of Councils of Government, may have individuals who serve on both the advisory council and board of directors if their bylaws require it; however, even in these instances, the membership of the advisory council must differ from the board of directors to the greatest extent possible.

To avoid a conflict of interest, AAA, COG staff and/or board members, and provider staff shall not serve as voting members on the RAAC.

To clarify, the advisory council is required to function as a separate body from the AAA's governing body. The governing body is responsible for making funding decisions and other matters related to AAA leadership. In contrast, the advisory council is responsible for providing local feedback from the community to assist the governing body's leadership in developing, administering, and operating the area plan on aging.

The RAAC carries out advisory functions that further the AAA mission. The RAAC shall advise the AAA relative to:

- Matters relating to the development of the Area Plan;
- Administration of the Area Plan;

-
- Operations conducted under the Area Plan; and
 - Conducting public hearings.

In addition, the RAAC shall represent the interests of older adults by reviewing and commenting on policies, programs, and actions in the AAA that affect older adults with the intent of assuring maximum coordination and responsiveness to older adults.

The bylaws for each RAAC shall specify the roles and functions, number of members, procedures for selection of members, term of membership, and the frequency of meetings. RAAC meetings shall be held at least quarterly.

SUA Procedure

During the course of Area Plan Updates, the SUA will ensure RAAC meetings are being held as required and that all documents (bylaws, minutes) are publicly available. Additionally, SUA will ensure the representation on the RAAC meets the minimum requirements.

Where applicable, such as the Family Caregiver Support Program, Program Manager will ensure during monitoring that such a member is represented.

AAA Procedure

Through its Area Plan, the AAA shall provide the Department on Aging information on how advisory council members are selected, appointed, or elected; the established terms of office; and RAAC by-laws.

The RAAC shall have the opportunity to review the Area Plan before public hearings on the plan, and again prior to final submission of the plan to the Department on Aging.

The AAA shall develop written protocols and make public on its website the bylaws of the RAAC. The AAA shall make RAAC meeting agendas and minutes available to the Department on Aging when requested. The AAA shall provide any staff assistance required by the RAAC and Board of Directors, as applicable.

RAAC meeting minutes shall be available to the public on the AAA's website within 30 days of meetings.

See also: (related/cross-referenced policies and/or forms – use hyperlinks)

RAAC form for area plan process



Connie D. Munn, MSW
Agency Director, SCDOA