State of South Carolina
Department on Aging

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Director

PROGRAM INSTRUCTION FOR: State Plan on Aging Development

INFORMATION MEMORANDUM FOR: Area Agencies on Aging

SUBJECT: Program Instruction (PI) for State Plan on Aging Development

DATE: October 20, 2025

AAA COMPLIANCE DATE: July 1, 2026

STATE PLAN ON AGING DEVELOPMENT	**POLICY NUMBER:**
REFERENCE(S): 45 CFR 1321.25, 1321.27, 1321.29, 1321.31	
Policy Date: October 20, 2025	**AAA Compliance Date:** **July 1, 2026**

Policy Statement

In order for the South Carolina Department on Aging (SCDOA) to be eligible to participate in programs of grants to states from allotments under Title III of the OAA, the State of South Carolina, in accordance with regulations of the Assistant Secretary of the United States Department of Health and Human Services, has designated the SCDOA as the sole state agency to develop and administer a State Plan within the State of South Carolina.

The State Plan is the document that the Administration for Community Living (ACL) mandates the Department on Aging (SCDOA) submit in order to be eligible to participate in ACL programs and receive its funding.

The State Plan provides the SCDOA with a blueprint to successfully fulfill the mission and components of the OAA and provides the ACL with the assurances and measurements necessary to guarantee that the mandates of the OAA are being performed and services are being provided statewide.

The State Plan can have an effective period of two, three, or four years, as determined by the SCDOA. The Plan is developed and formatted by the SCDOA, in compliance with statutory and regulatory requirements of the ACL.

South Carolina's State Plan on Aging specifies, in writing, to the ACL:

- Identification of SCDOA as the designated state agency to develop and administer the plan;
- Statewide program objectives to implement Title III and Title VII requirements and any objectives established by ACL;
- Evidence the State Plan is informed by and based on South Carolina AAAs' area plans;
- A description of how SCDOA defines greatest economic and social need and the methods SCDOA uses to target services to those in greatest economic and social need.
- An intrastate funding formula indicating the proposed use of all Title III funds, and the distribution of Title III funds to each PSA.

The SCDOA is required to amend the plan under certain conditions:

- To comply with new or revised federal statutes or regulations;
- To reflect changes in state or federal law, policy, SCDOA organization, or operations that will substantially impact the administration of the State Plan on Aging;
- To reflect a change in the designation of any AAA; and/or
- To reflect a change in the Intrastate Funding Formula.

The South Carolina State Plan on Aging shall be based on and informed by the area plans developed by the AAAs. It shall contain assurances that the SCDOA will meet all of its statutory and regulatory requirements, including administration and delivery of services. The State Plan identifies each AAA designated by the SCDOA. The Intrastate Funding Formula is used to allocate OAA and state funds to the AAAs and other funds that are distributed without uniformity through other allocation methods.

SCDOA is required to conduct ongoing monitoring of the state's compliance with the assurances made in the State Plan on Aging.

SUA Procedure

The SCDOA will research, review, and consider all information contained in the area plans submitted by the AAAs when developing the State Plan on Aging for the ACL in order to incorporate activities and services performed by the aging network.

The SCDOA will consider the views of older persons, adults with disabilities, and family caregivers in the development and administration of the Plan and any amendments to the Plan through such means as the following:

- Public hearings;
- Consultation with AAA staff and providers;
- Reviews by advisory committees or other groups of older people;
- Surveys; and
- Publication of the draft plan and solicitation of written comments.

The ACL requires the SCDOA to establish a period of at least 30 calendar days for public review and comment on the new State Plan before the State Plan is officially submitted. During this time period, the SCDOA will hold public hearings. Public hearings are advertised in advance of the hearing date. Public hearings are to be held at convenient times and in places that are barrier-free. Comments collected shall become part of the Plan.

The Department on Aging shall submit the Plan or Plan amendments to the ACL at least 90 days prior to the proposed effective date, unless the SCDOA has requested and/or received a waiver of this requirement. Upon ACL approval, the Plan becomes effective on the date designated by the ACL.

In advance of the submission to the ACL to be considered for approval, the SCDOA shall submit a draft of the plan or plan amendment to the ACL Regional Office at least 120 calendar days before the proposed effective date, unless SCDOA has requested and/or received a waiver of this requirement. The SCDOA will work with the ACL Regional Office to review and revise the draft plan or plan amendment as needed to receive approval.

On an annual basis, SCDOA conducts monitoring reviews of compliance with state plan assurances.

AAA Procedure

AAAs shall support the SCDOA’s efforts to obtain public comment on the State Plan on Aging. AAAs shall adhere to the Area Plan instructions in the preparation and submission of their Area Plans on Aging and collaborate with the SCDOA on the development of goals and objectives in the preparation of the State Plan on Aging.

See also: (related/cross-referenced policies and/or forms – use hyperlinks)
Area Plans on Aging Policy

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