

## Persons to be Served Instructions

The following definitions and instructions should be used when completing the **Persons to be Served Form**:

**Frail** - for this purpose, frail refers to persons unable to perform at least two activities of daily living without substantial human assistance, including verbal reminding, physical cuing, or supervision; or due to cognitive or other mental impairment, requires substantial supervision to ensure safety.

**Rural** - for this purpose rural means any area that is not defined as urban. Urban is defined as an area with a population of 50,000 or more.

**Race/Ethnicity** - for this purpose, White (non-Hispanic) is any person who is not considered a minority. Minority Status is confined to the following designations: Hispanic/Latino; American Indian/Alaskan Native; Asian; Black/African American; and Other (i.e. Native Hawaiian, Pacific Islander, other races, multiple races).

**Below Poverty** - for this purpose, below poverty is defined as persons whose income is at or below the official DHHS poverty threshold. (This level changes on an annual basis; see Appendix A for current Poverty Guidelines.)

### **Unduplicated Count**

This section is designed to project an unduplicated count of all eligible persons to be served during the project year and their characteristics. At the top of the page, enter the Primary Service(s) to be provided. Only supply information in the columns of the Primary Service(s) you propose to provide.

Estimate the number of unduplicated older persons projected to be served during the project year for each service. In addition, the following characteristics must be projected: frail/disabled, rural residents, race/ethnicity, county of residence and low income status. See definitions above.

List each county in which the project will operate. Project the number of older persons to be served by county of residence.

All spaces must be filled. If it is estimated that no persons within a certain category will be served, then place a "0" in that space.

If more than nine counties are proposed to be served, attach an additional sheet.

### **Volunteers**

Estimate the total number of volunteers to be used in each Primary Service, the number who will be 60 years of age and older, and the number of volunteer hours to be provided.