**Section 230.120 Administration**

For the purposes of meeting the requirements of this subpart each designated area agency on aging shall meet the following administrative requirements:

a) Procedures

1) Each area agency on aging shall develop and adhere to written procedures that meet procedural requirements specified by the Department for the purpose of carrying out its designated function.

2) If an area agency on aging is not an areawide A-95 clearinghouse, the area agency on aging shall seek to enter into a memorandum of agreement with the areawide A-95 clearinghouse(s) for the particular designated planning and service area for the purpose of proposed coordination of the planning activities of both entities.

b) Director

Each area agency on aging shall have a full-time director who meets the qualifications specified by the controlling body of the area agency on aging.

c) Other Staff

Each area agency on aging shall have an adequate number of other qualified staff in order to meet its designated functions as specified in this Part.

d) Staffing Plan

Each area agency on aging shall have on file for review a staffing plan that identifies the number and types of staff assigned to carry out the responsibilities and functions of the area agency on aging as specified in this Part.

e) Preference in Hiring

Subject to the requirements of Intergovernmental Personnel Act Programs (5 CFR 900), the area agency on aging shall give preference in hiring to persons age 60 and over.

f) Affirmative Action

Each area agency on aging shall follow an affirmative action program which complies with 5 CFR 900.607.