

NC DIVISION OF AGING AND ADULT SERVICES CHANGE NOTICE FOR SA MANUAL – 02-06

DATE: DECEMBER 1, 2006

Manual: Special Assistance In-Home for Adults

Change No: 02-06

To: County Directors of Social Services

Effective: December 1, 2006

I. BACKGROUND

There have been several changes in State County Special Assistance In-Home (SA/IH) policy. These changes were addressed in DAAS Administrative Letters. The purpose of this change notice is to incorporate the Administrative Letters into the SA/IH Policy Manual and to provide clarification to existing policy as needed.

A. New Special Assistance In-Home Maximum Payment

Legislation ratified in August 2005 increased maximum monthly SA/IH payments - effective October 1, 2005 to 75% maximum **basic** SA/ACH Payment, which is currently \$1,164 (the basic ACH rate of \$1,118 + \$46 personal needs allowance). The maximum payment is also referred to as the maintenance amount. This change was addressed in DAAS Administrative Letter 5-07, dated September 1, 2005. SA/IH policy is updated to include this rate in all payment calculations.

B. Other Changes

1. The domiciliary rate in EIS is determined by the individual Federal Poverty Level (FPL). The individual FPL increased effective April 1, 2006 from \$798 to \$817 per month. DAAS Administrative Letter 05-06 notified counties of this change. SA/IH policy is updated to reflect this change.
2. Some terminology in SA/In-Home budgeting was in need of clarification. Some payment information mentioned in other sections of the SA/IH policy is added to the payments calculations section. These are technical corrections and clarifications and are not new policy.

II. CONTENT OF CHANGE

- A. SA-5200 and SA-5500 have been updated to capture the individual Federal Poverty Level (FPL) of \$817 per month for an individual effective April 1, 2006.

as addressed in DAAS Administrative Letter 05-06.

- B. SA-5300 has been updated to reflect the correct formula for calculating full and partial payments based on the SA/IH rate effective October 1, 2005. Terminology used in the formula for calculating payments has been refined to illustrate more clearly the intended meaning of terms previously used.
- C. Also updated is the maximum SA/IH payment calculated at 75% of the SA/ACH maintenance amount of \$1164 effective October 1, 2005.

Note: Whenever the SA/ACH basic rate increases, the SA/IH maximum payment will change to 75% of the new rate.

For example, the SA/ACH basic rate will increase to \$1,148 effective January 1, 2007. Therefore SA/IH maximum payments will be based on the new rate effective January 1, 2007. **Please see DAAS Administrative Letter 06-16.**

- D. SA-5000, SA-5100, and SA-5400 have been updated with improved formatting and minor technical clarifications. Information has been added to reiterate that the approved SA/In-Home payment amount is based on the needs assessment by the Adult Services Case Manager, and that the payment amount may be less than the maximum calculated SA/IH payment. This is already stated in other sections of SA/IH policy.
- E. SA-5600 has been updated to clarify that documentation is needed when providing At-Risk case management services for SA/IH a/r's, and to reflect the increased number of SA/IH slots effective July 1, 2006. The Adult Services mailing address, contact names and telephone numbers have been updated to reflect our move in 2005 to Dix Campus. Figures have been updated to reflect current information. Figure 9, Economic Assessment Worksheet, has been added to SA-5600.
- F. SA-5700 has been updated to reflect the increased number of SA/IH slots to 1500 effective July 1, 2006.

The Adult Services mailing address, contact names and telephone numbers have been updated. Figures have been updated to reflect current information.

III. IMPLEMENTATION INSTRUCTIONS

Ongoing Cases

- A. DAAS Administrative Letter 05-07 addressed the change in the SA/IH maximum payment amount to 75% of the new SA/ACH maintenance amount effective October 1, 2005. No new action is needed, unless changes in situation occur.
- B. The FPL was updated for all active SA/IH cases on the morning of April 1, 2006. Refer to DAAS Administrative Letter No. 05-06. Therefore no action is needed for this change.
- C. Per instructions and training from the State Division of Aging and Adult Services counties should already be following the correct instructions for calculating Partial SA/IH payments as provided in DAAS Administrative Letter 05-07. No new action is needed.

IV. ADMINISTRATIVE LETTERS OBSOLETE BY THIS CHANGE NOTICE

The following DAAS Administrative letters are now obsolete, as the policy has been incorporated into SA/In-Home Manual.

- 1. [DAAS Administrative Letter No. 05-03 dated April 14, 2005.](#)
- 2. [DAAS Administrative Letter No. 05-07 dated September 1, 2005.](#)
- 3. [DAAS Administrative Letter No. 06-03 dated March 13, 2006.](#)

V. MAINTENANCE OF MANUAL

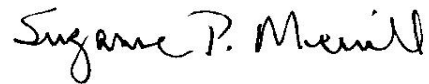
The following manual sections are reissued in their entirety to reflect the changes described above:

- A. [SA-5000, Introduction to SA In-Home Program](#)
- B. [SA-5100, Intake and Processing](#)
- C. [SA-5200, Eligibility Requirements](#)
- D. [SA-5300, Calculation of Payments](#)

- E. [SA-5400](#), Eligibility for Other Benefits
- F. [SA-5500](#), EIS Instructions
- G. [SA-5600](#), Case Management Policy and Procedures
- H. [SA-5700](#), User's Manual

If you have any questions regarding this information, please contact your Adult Programs Representative, or Brenda Porter, SA Program Coordinator at (919) 733-3818.

Sincerely,



Suzanne P. Merrill, Chief
Adult Services Section

SPM/bp