

**NC Division of Aging and Adult Services
CHANGE NO. 01-12, Federal Poverty Guidelines**

DATE: March 27, 2012

MANUAL: State/County Special Assistance In-Home

SUBJECT: Federal Poverty Guidelines and
Links to Appendices in the SA In-Home Case Management Manual

TO: County Directors of Social Services

EFFECTIVE: April 01, 2012

I. BACKGROUND

Special Assistance In-Home (SA/IH) policy has been updated to reflect an increase in the federal poverty guidelines effective April 1, 2012. SA/IH budgeting has not changed. **Administrative Letter 12-03 explains procedures to apply to SA/IH cases for applicants and recipients that may be affected by this increase.**

SA/IH policy has also been updated to reflect the renaming of the figures to Appendices. Each link for Figures 2-11 has been directed to the appropriate appendix found in the SA/IH Case Management Manual. Figure 1 has been linked to the online-map of participating counties.

II. CONTENT AND IMPLEMENTATION OF CHANGE

**A. SA-5000 Introduction to SA-IH Program Procedures
SA-5100 Intake, Referral and Timeframes**

Throughout policy, figures have been changed to the appropriate appendix links in the SA/IH Case Management Manual.

B. SA-5200 Application Processing

I. B. 2: The chart has been updated to reflect the increase in the federal poverty guideline for an individual from \$908 to \$931 per month and for a couple from \$1,226 to \$1,261 effective April 1, 2012.

Throughout policy, figures have been changed to the appropriate appendix links in the SA/IH Case Management Manual.

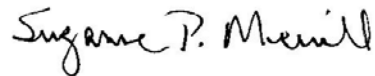
III. MAINTENANCE OF MANUAL

All manual changes are now shown in red font in both the PDF and the HTML versions. The following manual sections are reissued to reflect the mandated changes:

- A. [SAIH-5000 Introduction to SA-IH Program Procedures](#)
- B. [SAIH-5100 Intake, Referral and Timeframes](#)
- C. [SAIH-5200 Application Processing](#)

If you have any questions regarding this information, please contact your Special Assistance (SA) Program Representative through the SA listserv at: SpecialAssistance@dhhs.nc.gov .

Sincerely,



Suzanne P. Merrill, Chief
Adult Services Section

SPM/skc