

**NC Division of Aging and Adult Services**  
**CHANGE NO. 02-08**

**DATE: September 16, 2008**

**Manual:** State/County Special Assistance for Adults  
**Subject:** Special Assistance for Adults Program Manual Updates  
**To:** County Directors of Social Services  
**Effective:** 9-15-2008

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**I. BACKGROUND**

The Division of Aging and Adult Services has developed a new section, SA-3120, EIS Instructions for SA, to assist counties in entering appropriate information into the Eligibility Information System. This section provides instructions on EIS data entry, codes, and edits specific to SA.

**II. CONTENT AND IMPLEMENTATION OF CHANGE**

**A. SA-3120 EIS Instructions for SA**

This is a new section for SA adult care home (SA/ACH) basic and special care unit (SCU) levels. SA In-Home policy manual, SA-5500 contains some of the same information. SA-3120 includes the following:

1. Current SA facility rates for SA/ACH basic and SA/ACH SCU levels of care.
2. Information on the personal needs allowance.
3. Current maintenance amounts for SA/ACH basic and SA/ACH SCU levels of care.
4. Living arrangement code information.
5. Instructions for verifying whether a facility is currently licensed by the Division of Health Service Regulation (DHSR) and is SA approved. It explains the new edits for invalid facility codes and instructions for when a facility's status changes.
6. Information and instructions are provided on previously approved cases for residents residing in 5600 F facilities.

**III. DAAS ADMINISTRATIVE LETTERS OBSOLETE BY THIS POLICY**

**A. DAAS Administrative Letter 08-08**

**B. DAAS Administrative Letter 08-09**

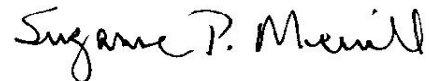
**IV. MAINTENANCE OF MANUAL**

The following new manual section is issued to reflect this policy:

[SA-3120 EIS Instructions for SA](#)

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

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