

**NC Division of Aging and Adult Services**  
**CHANGE NO. 04-08**

**DATE: December 19, 2008**

**Manual:** State/County Special Assistance In-Home Program  
**Subject:** Special Assistance In-Home Program Manual Updates  
**To:** County Directors of Social Services  
**Effective:** December 19, 2008

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**I. BACKGROUND**

The State/County Special Assistance In-Home (SA/IH) Manual for the following sections has been updated to include material addressed in previous Administrative Letters, hyperlinks to forms and other manual sections, and policy clarifications and additions.

**A. Social Security Cost-of-Living Allowance for 2009**

Effective January 1, 2009, recipients of RSDI and/or SSI, and VA received a 5.8% cost-of-living increase in their monthly benefits. This change had been incorporated into SA/IH policy.

**B. Federal Poverty Level for an Individual April 1, 2008**

Effective April 1, 2008 the Federal Poverty level (FPL) for an individual increased from \$851 per month to \$867 per month. The FPL is also the SA/IH Domiciliary Rate. A mass change was completed in EIS for all current SA/IH cases on February 29, 2008. This Change Notice incorporates the new FPL into SA/IH Policy. This change Notice obsoletes DAAS Administrative Letter 08-02.

**C. Update on the Introduction to SA/IH Section 5000**

The Introduction to SA/In-Home Program has been renamed Introduction to SA In-Home Program Procedures and contains updated information on the program including legislative and procedural changes.

**II. CONTENT OF CHANGE**

**A. SA-5000 Introduction to SA In-Home Program Procedures**

1. SA-5000, I.A., Allocation of Slots to Counties, has updated information on the process for the allocation of slots by the Division in accordance with DAAS Dear County Director Letter AFS-14-2007.
2. SA-5000 I. C. provides clarification of how and when to assign slots.

3. SA-5000, I.D. Tracking and Reporting Slot Utilization has been added. It provides information on completing the SA/IH Slot Utilization Monthly Report, with a hyperlink to the report.
4. SA-5000 II. Waiting List has additional instructions on: A. Establishing a Waiting List, and B. Maintaining the Waiting List.

**B. SA-5100, Intake and Processing**

1. SA-5100, Intake and Processing, provides clarification on the collaboration between the SA Income Maintenance (IMC) and the adult services case manager when assessing and processing the SA/IH application.
2. SA-5100 III. Clarifies the process of referral to the services case manager when the SA/IH application is initiated in Income Maintenance.
3. SA-5100 Time Frames, IV. A. 4.has updated examples.

**C. SA-5200 Eligibility Requirements**

SA-5200, Eligibility Requirements, has updated Federal Poverty Level figures and hyperlinks.

**D. SA-5300, Calculation of Payments**

1. SA-5300, Calculation of Payments, has updated calculations to reflect the current SA Basic rate.
2. SA-5300 II. Maximum Monthly Payment has added detailed instructions on determining the SA/IH payment, and the requirement to document how the payment was determined.

**E. SA-5500, EIS Instructions**

SA-5500, EIS Instructions, provides updated rates, maintenance amount, and clarification regarding when a new SA/IH application must be made.

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

- A. **DAAS Administrative Letter 08-02, Change in the Federal Poverty Level for SA In-Home Cases.**
- B. **DAAS Administrative Letter 07-14, Applying the October 1, 2007 SA/ACH Rate Increase to SA/In-Home (SA/IH) Cases.**
- C. **DAAS Administrative Letter 07-04, Change in the Federal Poverty Level for SA In-Home Cases.**

- D. DAAS Administrative Letter 06-19 Applying the 2007 Social Security/VA Cost of Living Adjustment (COLA) and the 2007 SA/ACH Rate Increase to SA/In-Home (SA/IH) Cases.**

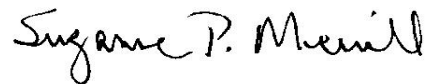
**IV. MAINTENANCE OF MANUAL**

The following manual sections are reissued to reflect the mandated requirements:

- A. [SA-5000 Introduction to SA In-Home Program Procedures.](#)
- B. [SA-5100 Intake and Processing](#)
- B. [SA-5200 Eligibility Requirements](#)
- C. [SA-5300 Calculation of Payments](#)
- D. [SA-5500 EIS Instructions](#)

If you have any questions regarding this information, please contact your Adult Programs Representative.

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SPM/bfp