

NC Division of Aging and Adult Services

**CHANGE NO. 04-11**

DATE: October 18, 2011

**Manual:** State/County Special Assistance  
**Subject:** SA-3110 Figures to Forms  
**To:** County Directors of Social Services  
**Effective:** 11-1-2011

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**I. BACKGROUND**

The Division of Aging and Adult Services (DAAS) in preparation for NCFAST is removing the figures from Special Assistance (SA) policy and converting them to forms. This change notice affects SA-3110, Application Process, and converts three figures into two DAAS forms.

We have also changed the contact information for policy questions relating to county residency to the Special Assistance Program Representatives.

**II. CONTENT AND IMPLEMENTATION OF CHANGE**

**A.** This change notice addresses [SA-3110 Application Process](#).

**B.** Figures 1 and 2 have been combined into form DAAS-3000.

Figure 1, Request for Assistance, and Figure 2, Appointment Letter, have been combined into [DAAS-3000](#) Appointment Follow-up Letter Regarding SA Assistance Request.

**C.** Figure 4, Notice of County of Residence Reassignment, has been converted to form [DAAS-3001](#) Special Assistance Notice of County of Residence Reassignment/Transfer. (Change Notice 01-11 explains the conversion of former Figure 3 to [DMA-5052SA State/County Special Assistance Recipient Estate Subject to Medicaid Recovery Notice](#).)

**D.** Income maintenance caseworkers may begin using the [DAAS-3000](#) and [DAAS-3001](#) immediately.

**E.** XIII.B.15. updates the DAAS State-level contact information in the event of a dispute over client's county of residence. This change removes Adult Programs Representatives and inserts Special Assistance Program Representatives. The email [specialassistance@dhhs.nc.gov](mailto:specialassistance@dhhs.nc.gov) is provided.

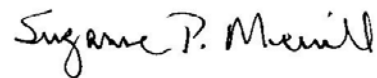
### III. MAINTENANCE OF MANUAL

The following manual section is reissued to reflect the changes:

[SA-3110 Application Process](#)

If you have any questions regarding this information, please contact the SA Program Unit at [specialassistance@dhhs.nc.gov](mailto:specialassistance@dhhs.nc.gov)

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style.

Suzanne P. Merrill, Chief  
Adult Services Section

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