

Preface

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The information contained in this Manual represents Agency interpretations of Federal regulations and State laws pertaining to philosophies, legal bases, service definitions, and goals of Social Services Block Grant (SSBG). All materials reflect the Agency's interpretations and applications of SSBG policies into functional procedures providing Independent Living Services to blind and visually impaired persons according to approved methods. As such, these procedures represent official policy of the North Carolina Division of Services for the Blind.

The Manual of Policies and Procedures for the Independent Living Services Program provides information to the user in the form of program definitions and procedures, social work techniques, case process methodology, reporting requirements, and various reference materials.

Every effort has been made to reference all policies and procedures needed by Social Workers for the Blind and Resource Specialists to carry out functions of the Independent Living Services Program. However, each worker is responsible for coordinating procedures of other programs within the Agency with his/her Area Supervisor of Social Services. These procedures include, but are not limited to, the Register of the Blind Procedures Manual, Medical Eye Care Program Manual, and Special Assistance for the Blind Program Manual, and the Electronic Services System Manual. Each Area Supervisor of Social Services is responsible for making these resources available to all staff.

All sections of the Independent Living Services Program Manual are coded numerically and maintained in loose-leaf format. An individual copy of the Manual will be held by each Social Worker for the Blind in each county they serve, Orientation and Mobility Specialists, Independent Living Rehabilitation Counselors, and Area Supervisors of Social Services. Also, a copy of the Independent Living Services Manual will be forwarded to each county department of social services as stipulated in the Interagency Agreement between the NC Division of Services for the Blind (see copy in Appendix A).

Manual Updates

Manual sections will be revised as needed to reflect changes in agency policies and procedures affecting delivery of independent living services. These changes may come from new Federal Regulations regarding Social Services Block Grant, changes in State laws, or changes in department/division rules and regulations, etc. The Chief of Independent Living Services in the State Office will generate all Independent Living Services Manual revisions by way of an official Change Notice for ILS Manual. Change Notices will be distributed to all Manual holders with instructions for maintenance.