



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

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Division of Aging and Adult Services

**NC Division of Aging and Adult Services**

**CHANGE NO. DAAS\_AS\_08\_2023**

**Manuals: Special Assistance In-Home Case Management Manual**

**DATE:** March 17, 2023

**Manual:** Special Assistance In-Home Case Management Manual

**Subject:** Policy Additions and Updates

**To:** County Directors of Social Services,  
Adult Services Supervisors, Program Administrators, and Program Managers

**Effective:** Upon Receipt

**I. BACKGROUND**

- A.** As enacted by statute in North Carolina Session Law 2021-180 and in Session Law 2022-74, effective January 1, 2023, the standard amount of Special Assistance In-Home (SAIH) payment is the same as it would be if the applicant or beneficiary were in an adult care home. The SAIH program will accept the applicant or beneficiary statement that the standard payment amount (the full amount a SAIH beneficiary is eligible for) is needed to meet all the necessary expenses of safely remaining at home.

This change in statute means that SAIH applicants and beneficiaries will no longer receive an Adult Services economic assessment, thus negating the use of SAIH Adjusted Payments.

- Statutes and SAIH policy continue to require that a SAIH beneficiary would seek placement in an adult care home or special care unit if not for the State-County Special Assistance In-Home Program.
  - Statutes and SAIH policy also continue to require that a SAIH beneficiary require domiciliary level of care, as designated on a valid FL-2.
- B.** Adult Services policy changes required as a result of North Carolina Session Law 2021-180 and Session Law 2022-74 precipitated the need for the creation of the new DAAS-0032, SAIH Signature Attestation Form. It also created the need to update multiple SAIH forms and to remove references to the SAIH adjusted payments and use of the Economic Worksheet assessment.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES**

LOCATION: 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603  
MAILING ADDRESS: 2101 Mail Service Center, Raleigh, NC 27699-2101  
www.ncdhhs.gov • TEL: 919-855-3400 • FAX: 919-733-0443

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- C. Additional SAIH policy clarification was determined to be needed regarding the removal of the SAIH Payment Tracking Log and the removal of the cap on the number of allowable SAIH payment slots, eliminating waitlists.

The manual policy section changes for A. through C. are listed below.

## II. CONTENT AND IMPLEMENTATION OF CHANGE

**TABLE OF CONTENTS** – Updated.

### **REMOVAL OF ECONOMIC WORKSHEET**

The Economic Worksheet (DAAS-0030) is obsolete and is removed from the manual along with all references and policy guidance.

### **REMOVAL OF PAYMENT TRACKING LOG**

The completion of the Payment Tracking Log is no longer a requirement of the SAIH program and has been removed from the manual. Reporting expenses through the SAIH Payment Tracking website is no longer a requirement after March 1, 2023.

### **REMOVAL OF WAITING LIST**

References and policy guidance in connection to waiting lists are removed from the manual.

### **CHANGES TO SAIH FORMS**

The DAAS-SAIH Program Interagency Transmittal Form (DAAS-0031) has been updated to remove adjusted payment information and income information. The form name was also changed to the DAAS-SAIH Program Interagency Referral Form.

The DAAS-SAIH Signature Attestation Form (DAAS-0032) has been added to the manual and is now a requirement of the SAIH program.

## III. MAINTENANCE OF MANUAL

Links to the revised Special Assistance In-Home Case Management Manual will be provided, with all the revisions in red font for your convenience. The final manuals are posted on the [Special Assistance section of our DHHS website](#) and on our [Special Assistance and Adult Services SharePoint site](#). Please direct all questions regarding the manual to the adult services listserv at [DAAS.AdultServices@dhhs.nc.gov](mailto:DAAS.AdultServices@dhhs.nc.gov).

Sincerely,



Sarah Richardson,  
Adult Services Program Administrator

KP/smr