



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

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January 15, 2013

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS**

**SUBJECT: GUARDIANSHIP SCOPE OF WORK**

Final contracts are now in place between the Division of Aging and Adult Services (DAAS) and the twelve guardianship corporations. A list of these corporations and their contact information is available at

[http://www.ncdhhs.gov/aging/adultsvcs/codirltr/2013/Corporation\\_List\\_011013.pdf](http://www.ncdhhs.gov/aging/adultsvcs/codirltr/2013/Corporation_List_011013.pdf)

Some departments of social services (DSS) are interested in contracting with a corporation for provision of guardianship services and requested that DAAS share the Scope of Work in the contract. The Scope of Work template, which can be found at [http://www.ncdhhs.gov/aging/adultsvcs/codirltr/2013/Guardianship\\_Contract\\_SOW\\_1112.pdf](http://www.ncdhhs.gov/aging/adultsvcs/codirltr/2013/Guardianship_Contract_SOW_1112.pdf), lists the expectations for both parties and details the requirements and operational procedures each party must follow during the contract period. We believe the template can provide guidance for creating a contract that ensures each ward's needs are met and that services are provided in a manner agreed upon by both parties.

If you have any questions concerning the Scope of Work template, please contact the adult services list serve at [DAAS.AdultServices@dhhs.nc.gov](mailto:DAAS.AdultServices@dhhs.nc.gov).

Sincerely,

Suzanne P. Merrill, Chief  
Adult Services Section

SPM/ksw

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