



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

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Beverly Eaves Perdue, Governor
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October 8, 2012

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS

SUBJECT: Revised DAAS-7016

The DAAS-7016 Request for Bond Coverage/Removal from Bond has been revised. The revisions will allow DAAS to gather needed data in reference to guardianship transition. The updated DAAS-7016 is required to be completed for all wards served by Disinterested Public Agent Guardians (DPAG). The form is available at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016.xls>.

Updates to the DAAS-7016 include:

- Section A.3 and A.5- Enter- mm/dd/yyyy
- Section A.6 and A.7- Added drop down box for Race and Gender
- Section A.11 - Added Medicaid County
- Section A.15 - Added SIS ID#
- Section B.1, B.2 and B.3- Enter-mm/dd/yyyy
- Section B.3 Added where guardianship responsibility transferred to
- Section C.2 – Enter - mm/dd/yyyy
- Page 2 - Added instruction on how to calculate the blanket bond and how to update changes. Please note the instructions do not include race and gender codes due to electronic drop down box.

The Division of Aging and Adult Services is required to complete an annual blanket bond report for wards served by Disinterested Public Agent Guardians. The end-of-year blanket bond reconciliation will be completed earlier than in previous years. Information and instructions regarding the reconciliation will be provided soon. DPAGs are required to use the revised version of the DAAS-7016 for the Annual Blanket Bond Reconciliation report. Please discard or discontinue using any previous DAAS-7016.

A copy of the form can be submitted by mail, email, or fax. Please see tab for instructions. If you have any questions about the DAAS-7016, please contact Evelyn Pitchford, Guardianship Consultant at 919-855-3469 evelyn.pitchford@dhhs.nc.gov or Michelle Wilder-Baker, APS and Guardianship Coordinator at 919-855-3464 michelle.wilder@dhhs.nc.gov 919-855-3464, or questions can be addressed to the Adult Services list serve.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief
Adult Services Section

SPM/emp

AFS-14-2012