



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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JOYCE MASSEY-SMITH, MPA •
Director, Division of Aging and Adult Services

March 7, 2019

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: PROGRAM MANAGERS, ADULT SERVICES SUPERVISORS AND
FISCAL OFFICERS**

**SUBJECT: CREATION OF NEW SERVICE CODE 111 – CONTRACTED
GUARDIANSHIP**

In order to more accurately represent the provision of services and resources devoted to the Guardianship program area of Adult Services, the Division of Aging and Adult Services (DAAS) has created a new Service Information System (SIS) Code:

111 – Contracted Guardianship

Detailed information about the use of this Service Code can be found in Services Information System (SIS) Change Notice No. 02-19, however the purpose of this letter is to provide some context and background for the addition of the new code.

Service Code 111 – Contracted Guardianship should be used to document the provision of guardianship services through contractual arrangements for those individuals for whom the county DSS Director is not appointed to serve as the disinterested public agent guardian. This SIS Code was created for counties to claim federal Social Services Block Grant (SSBG) reimbursement for contract costs for cases where a guardianship corporation has been appointed guardian for the individual by the Clerk of Court at the request of, or in agreement with the DSS Director. In addition, to comply with policy on the provision of services, a DSS-5027 including Service Code 111 should be completed for all individuals served through guardianship contracts regardless of funding source. Under N.C.G.S.35A, DAAS has the responsibility for oversight of publicly funded guardianship services Use of Service Code 111 on all contracted guardianship provides a mechanism to meet this requirement.

When the guardianship services are being provided through a contractual arrangement, Service Code 111 must be entered on a DSS-5027. Policy regarding the provision of services must be followed for each individual covered under the contract. Counties should complete a DSS-5027 on all contracted guardianship clients for all fund sources.

If the individual does not have an existing DSS-5027, a new one must be completed to record the provision of Contracted Guardianship services. Coding instructions for Service Code 111 –

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

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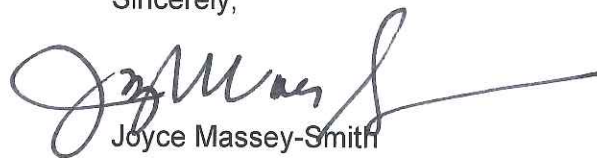
Contracted Guardianship on the DSS-1571 Part II were released by the Office of the Controller, County Administration on February 5, 2019.

Instructions for county staff:

- Ensure that a DSS-5027 is completed for all individuals; Sections A, B, C, D, F and G are to be completed but no client signature is required. The Division recognizes that completion of the DSS-5027 for all individuals receiving guardianship services under contract may require some time on the part of the county. The expectation is that this task should be completed as soon as reasonably possible.
- When the guardianship ends, through a transfer, restoration or death, please close Service Code 111 on the DSS-5027.
- Notify the corporation that an attestation is required on all monthly invoices. The following statement may be used: "...By signing below I hereby attest that individuals for whom services are billed on this invoice continue to meet the target population for Contracted Guardianship and therefore are eligible for guardianship services..." The attestation statement meets the requirements, quarterly and annually, for the Provision of Services and eligibility.
- Use Service Code 380 to document worker time spent completing the DSS-5027 and verifying ongoing eligibility if these tasks are performed by Adult Services staff.
- These tasks can also be performed by contract management or administrative staff; all of the DSS-5027 may be kept together.
- As a reminder, counties should be monitoring contracts that they have with guardianship corporations; this will be reviewed during Programmatic Compliance Monitoring by the Adult Programs Representative.

You may begin using the new SIS Code on the DSS-5027 upon receipt of this letter. If you have any questions about these new SIS Codes you may contact DSS Adult Services Listserv daas.adultservices@dhhs.nc.gov or Program Administrator, Sarah M. Smith at sarah.smith@dhhs.nc.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Joyce Massey-Smith", with a long horizontal flourish extending to the right.

Joyce Massey-Smith
Director

JMS/SMS/ae/pg

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