



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

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

**November 23, 2020**

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION:** ADULT SERVICES SUPERVISORS, PROGRAM ADMINISTRATORS, and PROGRAM MANAGERS

**SUBJECT:** 2020 End-of-Year DHHS Blanket Bond Reconciliation

**REQUIRED ACTION:**  Information Only  Time Sensitive  Immediate

North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to serve as guardians of the person, estate or general guardians.

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the North Carolina Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2020 annual accounting with the insurance carrier.

This accounting requires that accurate information be submitted to the insurance carrier including the names of all individuals represented by public agent guardians and the amount of each individual's bond. It is important that our records be kept current to maintain valid coverage for each individual registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each individual. You are responsible for notifying DAAS of any changes in the status of each individual throughout the year.

Your agency's bond list will be provided to the Director and the Adult Services Supervisor via secured email by Wednesday, November 25, 2020. If you do not receive your agency's list, please contact Sarah Smith, Program Administrator at [Sarah.Smith@dhhs.nc.gov](mailto:Sarah.Smith@dhhs.nc.gov). The password to open the secured Excel spreadsheet is: **DAASbond2020**. Please complete the following process by January 18, 2021:

**Review Your Agency's List of Individuals Under Guardianship**

Review the Excel spreadsheet with your agency's list to ensure the entries are accurate, paying close attention to the following:

- Individuals you are no longer responsible for and whose names should be deleted from your list
- Individuals you are responsible for but whose names are not on the list
- Date of the guardianship appointment; this should be the date on the **order of appointment**
- Estate and bond coverage amount listed for each individual
- Individual dates of birth

**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

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

- Name and title of the public agent guardian. If the guardian name is the only change, please send an e-mail to [Sarah.Smith@dhhs.nc.gov](mailto:Sarah.Smith@dhhs.nc.gov) stating the agency Director's name and title as it should appear as well as the previous Director's name.
- SIS ID# (11 digits)
- Correct spelling of individual names as they appear in SIS

Confirm on your agency's Excel spreadsheet, in the first column, "Current" or "Change" from the dropdown, for each individual.

### Correcting Your Agency's List of Individuals Under Guardianship

If there are changes on your agency's list, complete and submit the required [DAAS-7016](#), and select "Change" on your agency's Excel spreadsheet. Complete and submit all [DAAS-7016](#) forms containing necessary changes and/or updates to your list of individuals to:

DAAS  
ATTN: DSS Bond Reconciliation  
Fax: 919-715-0023  
[Sarah.Smith@dhhs.nc.gov](mailto:Sarah.Smith@dhhs.nc.gov)

Remember to also complete the DAAS-7016 for individuals who are covered by a private bond. Individuals that are covered by a private bond are not included in the report submitted to the insurance carrier, but it is important that we maintain an accurate account of all active individuals with disinterested public agent guardians. Please write "Private Bond" on Line 14 when completing the DAAS-7016.

### Finalizing Your Agency's List of Individuals Under Guardianship

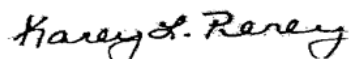
Ensure you have made a selection in the first column for each individual in the Excel spreadsheet list, and return your agency's completed Excel spreadsheet to DAAS by:

1. Email – The agency Director should approve your agency's completed Excel Spreadsheet, and be included in the secured email to Sarah Smith at [Sarah.Smith@dhhs.nc.gov](mailto:Sarah.Smith@dhhs.nc.gov), OR
2. Fax – The agency Director should sign your agency's completed Excel Spreadsheet and fax to 919-715-0023.

**Submit your agency's list in the Excel spreadsheet, and complete all required DAAS-7016 changes and/or updates by January 18, 2021.**

If you have questions or need additional information, please contact Sarah Smith, Program Administrator (919) 605-3640 or by e-mail at [Sarah.Smith@dhhs.nc.gov](mailto:Sarah.Smith@dhhs.nc.gov).

Sincerely,



Karey Perez,  
Adult Services Section Chief

KP/ctw

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