



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

December 17, 2019

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS

SUBJECT: 2019 End-of-Year DHHS Blanket Bond Reconciliation

REQUIRED ACTION: Information Only Time Sensitive Immediate

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 2019 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding 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 up-to-date 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.

Due to unresolved technical issues your agency's bond list will be provided to your agency's Director, Program Manager and /or Adult Services Supervisor via secured email. This email will be sent to your county by Friday, December 20, 2019. If you do not receive the list by Friday please contact Sarah Smith, Program Administrator at 919-855-3463 or Sarah.Smith@dhhs.nc.gov. The password to open the secured Excel workbook is: DAASbond2019

Making Changes and Updates to Your List of Individuals Under Guardianship

When you receive the Excel workbook with your agency's list; please review the entries for accuracy, 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.
- Verify 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

2019 End-of-Year DHHS Blanket Bond Reconciliation
December 17, 2019

- Name and title of the public agent guardian. If guardian name is the only change it is not necessary to submit a 7016. Please send an e-mail to Leslie.Karjanis@dhhs.nc.gov and LeShana.Baldwin@dhhs.nc.gov stating the director's name and title as it should appear in the database. Please include the previous director's name.
- SIS ID# (11 digits)
- Correct spelling of individual names as they appear in SIS.

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

Please submit all changes and/or updates to your agency's bond list, on the most current DAAS-7016 form. A copy of the DAAS-7016 form has been included as an attachment to this letter or can be found at <https://policies.ncdhhs.gov/divisional/aging-and-adult/guardianship/manual/daas-7016-request-for-bond-coverage-removal-from-bond>. If there are no changes on your agency's list, the agency Director should sign in the worksheet page footer and fax or mail to the address below.

Additionally, we are requesting that you 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 public agent guardians. Please write "Private Bond" on Line 14 when completing the DAAS-7016.

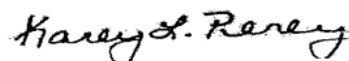
All DAAS-7016 forms containing necessary changes and/or updates to your list of individuals should be mailed or faxed to:

Division of Aging and Adult Services
Adult Services Section
ATTN: DSS Bond Reconciliation
2101 Mail Service Center
Raleigh, NC 27699-2101
Fax: 919-715-0023

PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY January 24, 2020.
If your list is correct and no action is needed, please inform Sarah Smith by e-mail.

If you have questions or need additional information, please contact Sarah Smith, Program Administrator (919) 855-3463 or by e-mail at Sarah.Smith@dhhs.nc.gov or questions can be addressed to the Adult Services list serve.

Sincerely,



Karey Perez,
Adult Services Section Chief

KP/ss/ctw/pg

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