



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

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To: Area Agencies on Aging Administrators, Senior Center Directors
From: Leslee Breen and Judy Smith
Subject: Clarification to Administrative Letter 13-16, Senior Center Directors Assuming Dual Roles
Date: September 19, 2013

This is to address questions that have come up related to Administrative Letter No. DAAS 13-16, Senior Center Directors Assuming Dual Roles.

The standards for a certified center or a multi-purpose senior center receiving state or federal funding require that they have a full-time senior center position devoted exclusively to the management of the senior center. The intent of the requirement is to assure adequate management capacity. If the senior center is part of a local office on aging or other entity, the assumption is that the parent agency also has an executive director who supervises the senior center manager. However, we are aware that in some agencies, the agency director and senior center manager have long been one full-time position, particularly in smaller agencies. This may also be true with some senior center managers who also supervise the nutrition program. When such a center with a long-standing consolidated position has a proven track record of good management and is consistent in meeting senior center standards and/or certification requirements, the dual role has not been an issue. However, lately we are hearing from full-time senior center managers whose position has recently been combined with another part- or full-time position, such the agency director's. While we want to be sensitive to economic realities, our concern is about the potential effect these additional responsibilities may have on the quality of senior center programs and operations. A year-to-year waiver request provides a way for the AAA and DAAS to stay apprised of the center's status and identify any issues that might compromise the center's ability to operate at previous levels of service.

The Division's strong preference is still for a full-time person dedicated to senior center management only, and would like to see that position achieved or restored if at all possible. However, if the dual role is long-standing and the center has a history of quality programs and operations, the AAA may submit a request for a permanent waiver on behalf of the center. With DAAS's approval, the waiver request would not need to be submitted again unless there are significant changes. Justification in the request should include factors such as the center's ability to maintain certification standards over time, program/fiscal monitoring, the AAA's on-going observations of the center, etc.

DAAS is also considering the future possibility that centers on a year-to-year waiver request might later qualify for a permanent waiver once a track record (center's ability to maintain certification standards over time, program/fiscal monitoring, the AAA's on-going observations of the center, etc.) has been established.

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The Division wishes to do all that it can do to provide local centers with the means to make difficult choices in the wake of financial constraints; however maintaining the operation and program standards that have been established for senior centers is of utmost importance.

If you have any questions about this information please contact Leslee Breen at leslee.breen@dhhs.nc.gov, telephone - 919-855-3414; or Judy Smith at judy.smith@dhhs.nc.gov, telephone - 919-855-3412.

cc: Steve Freedman, Leslee Breen, Judy Smith, Kim Jacobs