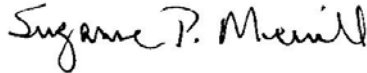


**DAAS Administrative Letter No. 16-03**

**To:** Area Agency on Aging Directors and Aging Specialists,  
Home and Community Care Block Grant Funded Group Respite Service Providers

**From:** Suzanne P. Merrill 

**Subject:** *Revised Home and Community Care Block Grant Group Respite Service Monitoring Tool*

**Date:** March 23, 2016

The Division of Aging and Adult Services (DAAS) staff in collaboration with Area Agency on Aging (AAA) staff revised the Home and Community Care Block Grant (HCCBG) Group Respite Service Monitoring Tool to parallel the revised HCCBG Group Respite Service Policies and Procedures.

The monitoring tool's primary modifications were made to include current participant eligibility requirements and address subcontract monitoring.

The revised HCCBG Group Respite Service Monitoring Tool is effective July 1, 2016. Community service providers must utilize this tool when monitoring Group Respite Service subcontractors.

Please contact Heather Carter at [heather.carter@dhhs.nc.gov](mailto:heather.carter@dhhs.nc.gov) or 919-855-3416 with any questions.

SPM:hc