



Aging and Adult Services
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

SUZANNE P. MERRILL
Director, Division of Aging and Adult Services

**N. C. Division of Aging and Adult Services Administrative Letter No. 16-09
Adult Services Section**

Date: July 27, 2016

Subject: Special Assistance Approval Notices for Applications and Redeterminations/Recertifications
Obsolete Forms

Distribution: County Directors
Special Assistance Supervisors
Adult Services Supervisors

Effective Date: August 1, 2016

I. BACKGROUND

The SA applicant and/or beneficiary must be notified in writing when the application is denied, withdrawn, approved, or when there are any intended changes to the Special Assistance (SA) benefit.

The [DSS-8108](#) is the proper notice for all SA approvals at application and redetermination. However, it has come to our attention that the DMA-5002 is also a correct approval/renewal notice for Special Assistance cases along with the [DSS-8108](#). Until approval notices are fully automated in NC FAST, caseworkers must complete manual notices for all Special Assistance approvals and renewals. County staff may use either the paper or on-line [DSS-8108](#) or the [DMA 5002](#) as the approval notice for Special Assistance.

The DMA 5030 is obsolete. All resource evidence is required to be entered into NCFAST.

II. CONTENT AND IMPLEMENTATION OF CHANGE

[SA 3330.II.B](#) will be replaced and moved to the Integrated Eligibility Manual at a future date. Until that occurs, this Administrative Letter serves as policy related to the DMA 5002 being an approved notice for Special Assistance along with the DSS 8108.





Aging and Adult Services
HEALTH AND HUMAN SERVICES

RICHARD O. BRAJER
Secretary

SUZANNE P. MERRILL
Director, Division of Aging and Adult Services

SA 3200.I.B will be replaced and moved to the Integrated Eligibility Manual at a future date. Until that occurs, this Administrative Letter serves as policy related to the DMA 5030 being obsolete.

III. IMPORTANT REMINDERS

- A. All resource evidence must be entered into NC FAST. County Department of Social Service staff need to insure that all resource evidence is recorded accurately in NCFAST. The DMA 5030 is no longer a required documentation sheet with all resources being entered into the NCFAST record.
- B. All Special Assistance cases, with an authorized representative, including a Transition to Community Living (TCL) individual with a LME/MCO Transition Coordinator, must have a notice sent to the authorized representative as well at each application, change in situation and redetermination.

Please contact the Special Assistance listserv, specialassistance@dhhs.nc.gov with questions.

Sincerely,

Suzanne P. Merrill, Director

SPM/cu:abp

