



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

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

September 21, 2023

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION:** ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS

**SUBJECT:** ADULT PROTECTIVE SERVICES ESSENTIAL SERVICES FUND – THIRD ALLOCATION  
(SFY 2023-2024 FA1)

**REQUIRED ACTION:**  Information Only  Time Sensitive  Action Required

The Division of Aging and Adult Services (DAAS) established the Adult Protective Services (APS) Essential Services Fund during SFY 21-22 to help county departments of social services provide vital services to disabled adults for whom the need for protective services had been substantiated. There is a total of three Funding Authorizations (FA), FA1 of \$1,500,000, FA2 of \$528,699 and SFY 2023-2024 FA1 of \$1,000,000, totaling \$3,028,699. The funding has been used to help in over 1,000 instances with housing, medications, food and other much needed services. It allows vulnerable adults to age in place and helps to eliminate unnecessary institutionalization and promotes opportunities for them to return to community-based settings.

The third non-reoccurring allocation (SFY 2023-2024 FA1) of \$1,000,000 can be used beginning service month June 2023 through service month May 2024 (DSS-1571 payment months July 2023 through June 2024).

As with the two previous allocations, the third allocation is intended to assist county departments of social services in addressing identified protective services needs and mobilizing protective services where limited county funding and limited local resources may be a barrier. The funds are being made available in addition to any funds already allocated by the county and are not intended to replace funds already in place. Counties should ensure no other funding sources or resources are available to assist the individual prior to using this funding.

The APS Essential Services Fund must be used to provide and arrange for essential needs on behalf of an individual receiving Protective Services for Adults Planning and Mobilizing Services (SIS Code 204). The individual must be opened for SIS Code 204 services on a signed DSS-5027. If the individual is a recipient of the Community Alternatives Program (CAP) or the Special Assistance In Home Program (SAIH), counties should ensure that APS Essential Services Funds are used for needs that are not being covered through either of the programs.

These essential services needs include the provision of medical care for physical and mental health, assistance in personal hygiene, assistance with obtaining appropriate food, clothing, seeking and providing heated and ventilated shelter, providing for protection from health and safety hazards, and protection from abuse, neglect, and exploitation.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES**

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The APS Essential Services Fund Reporting Tool will continue to be a required component to receive reimbursement for this funding. The completion of the tool is similar to the previous allocation and is an attachment to this letter, the information required by the tool includes:

- The county name
- The first and last name of the county staff completing the tool
- The email address of the staff completing the tool
- The SIS ID of the individual open for 204 services receiving services through the Essential Services Fund
- The amount spent in each of the applicable categories for that individual:
  - Medication/medical care
  - Housing supports (rent/mortgage payments, taxes, hotels)
  - Groceries
  - Personal hygiene/clothing
  - Household supplies (appliances/furniture)
  - Home repairs/modifications
  - Personal Care (sitter/respite/personal care aid, life alert, adult day care)
  - Utilities (electric, gas, telephone, water, internet)
  - Health and wellness supplies
  - Transportation
  - Other (please describe)

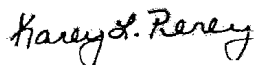
Please continue to complete one tool for each individual receiving the APS Essential Services funding for each month funding is available. A link to submit the monthly tool is provided in the attachment, APS Essential Services Fund Reporting Tool SFY 2023-2024 FA1. As with the previous allocation, all tools must be completed by 5:00 p.m. on the first working day of the month for the previous month. If you are unable to submit an invoice in the APS Essential Services Reporting Tool by the due date, you may submit the invoice the following month for reimbursement.

No prior approval is needed by your agency to utilize this funding. Your agency will complete the DSS-1571 Part II to receive reimbursement for the previous month. The invoices should be submitted to DAAS via the APS Essential Services Fund Reporting Tool as a part of this reimbursement process.

Please see the attached document, APS Essential Services Funding Authorizations SFY 2023-2024, with each county's allocation. Counties should track their monthly reimbursements to ensure you do not expend beyond your allocation. DAAS used the same funding formula for allocations, the number of individuals who received Protective Services in each county in SFY 2022-2023 and a weighted percent of 10% for SIS Code 202, 70% for SIS Code 204, and 20% based on the number of citizens at or below the poverty level for 2019.

If you have questions or need additional information, please contact Sarah M. Richardson at [sarah.richardson@dhhs.nc.gov](mailto:sarah.richardson@dhhs.nc.gov) or the Adult Services listserv at [dssasup@listserv.unc.edu](mailto:dssasup@listserv.unc.edu).

Sincerely,



Karey Perez  
Adult Services Section Chief

DAAS\_AS\_12\_2023

JMS/KP/smr/pg

Attachments: APS Essential Service Funding Authorizations SFY 2023-2024

APS Essential Services Fund Reporting Tool SFY 2023-2024 FA1