



North Carolina Department of Health and Human Services
Division of Social Services

2405 Mail Service Center • Raleigh, North Carolina 27699-2405
Courier 56-20-25 Fax 919-715-0023

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

June 5, 2003

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES, AREA MENTAL HEALTH DIRECTOR, HEALTH DEPARTMENT DIRECTOR, and DEPARTMENT ON AGING DIRECTOR

SUBJECT: Mid Year Reconciliation of DHHS Blanket Bond Coverage for Public Agent Guardians

The Division of Social Services, as part of its responsibility for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agents Guardians, is preparing for the mid year reconciliation of this bond listing. This mid year reconciliation will allow both the Division and local human services agencies an opportunity to update their listings in preparation for the Division's annual reconciliation to the insurance carrier regarding the names of all wards represented by public agent guardians, and the amount of each ward's bond. It is important that the Division's records be kept current to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. We appreciate your taking time to review the enclosed information and keeping our records current throughout the year.

A list of wards for whom our records indicate you have guardianship responsibility is attached. The list was printed on June 2, 2003 and was current as of that date; however, close attention should be paid to each entry. Please pay special attention to the following items as you review your list:

1. Wards you are no longer responsible for and whose names should be deleted from your list.
2. Wards you are responsible for and whose names should be added to the list.
3. Wards dates of birth.
4. The amount of the estate and bond coverage listed for each ward.
5. The name and position of the public agent guardian.

Dear County Director

Re: Mid Year Reconciliation of DHHS Blanket Bond Coverage for Public Agent Guardians

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Any changes necessary to update your listing should be sent to the NC Division of Social Services, Adult Services Branch. **All changes to update your list must be made on the DHHS 7016 which is available in the North Carolina Division of Social Services Family Services Manual, Volume V, Chapter VIII, Guardianship, Appendix C.** A copy of this form is attached for your convenience. Please make additional copies of this form, as needed, to update your list.

Please make sure to include dates of birth for all wards. It is not necessary to submit a DHHS-7016 to update a ward's date of birth. Please use the attached list to update dates of birth, and submit to the Division.

Please let Rosalyn Pettyford know of any changes in your responsibility for your wards by July 11, 2003. If you have questions or need additional information, please contact her at (919) 733-3818. County departments of social services may contact your adult programs representatives.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Tanner".

John T. Tanner, Chief
Adult and Family Services Section

JTT/rp

No Attachments

AFS-06-2003