



North Carolina Department of Health and Human Services Office of the Controller

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Laketha M. Miller, Controller
(919) 733-0169

MAILING ADDRESS:
2019 Mail Service Center
Raleigh, NC 27699-2019

LOCATION:
616 Oberlin Road
Raleigh, NC 27605

August 27, 2004

Dear County Director of Social Services

Subject: **State Adult Day Care Reporting Procedures**

The purpose of this letter is to review reporting procedures for State Adult Day Care reimbursement on the DSS-1571 Part IV. Currently, counties wishing to claim reimbursement for purchased services on the Part IV for State Adult Day Care are limited to maximum rates of \$608 for service code 030, Fund ID M or A; \$65 for service code 250, Fund ID M or A; and \$758 for service code 155, Fund ID M or A. These rates were sent in a Memorandum from Karen Gottovi with the Division of Aging and Adult Services dated August 23, 2004.

The County Administration Accounting Unit reviews the Part IV submissions on a monthly basis to assure that counties are not claiming over the maximum rates for these service codes. Previously, when it appeared that the county was requesting more than the SADC maximum rate by either coding the maximum rate twice for the same person, or by coding the same person/ID to the same service code with different amounts totaling over the maximum, staff were contacting the counties in question to inquire if they could provide documentation that the funds requested were allowable for reimbursement.

Beginning with August 2004 services reimbursed in September 2004, a change will be made to the Part IV to change the title of the "Date" column to "SVC Date". Counties should start using this column to indicate the date that the service was provided to the recipient, not the date the invoice was paid by the county. This will eliminate the appearance of duplication on many entries. For any apparent duplications or excess reimbursements over the maximum amounts, the County Administration Accounting Unit will reclass the excess amount to all county funds beginning with August 2004 services reimbursed in September 2004 unless supporting documentation is faxed along with the county's Statement of Administrative Costs to justify these expenditures. The county would then need to submit any supporting documentation to have the funds reclassified back to SADC at a later date. The County Administration Accounting Unit fax number is (919) 715-5847.

If you have any questions regarding these reporting procedures, please contact your Business Liaison or County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM:dh

cc: County Finance Officers
Gary Cyrus

Sarah Barham
Bob Harrell

Debbie Hawkins
Roxane L. Bernard

Pheon Beal

Jack Chappell

DSS Local Business Liaisons