

CHANGE NOTICE FOR MANUAL

DATE: March 1, 2004

Manual: State/County Special Assistance for Adults

Change No: 01-04

To: County Directors of Social Services

Effective: March 1, 2004

I. CONTENT OF CHANGE

A. SSI Income Increase

Division of Aging Administrative Letter No. 03-16 dated November 7, 2003, provided instructions for implementation of the Cost of Living Adjustment (COLA) for January 2004. SA-3210, Income, is revised to reflect the new full monthly SSI benefit rate of \$564 that was effective January 1, 2004.

B. SA Rate Decrease/Personal Needs Allowance Increase

Division of Social Services Administrative Letter No. 03-2003 dated August 22, 2003, provided instructions for implementation of the change in the Special Assistance maximum facility rate and the Personal Needs Allowance. These changes were effective October 1, 2003. Sections SA-3220, Budgeting Principles, and SA-3300, Administration of Checks and Payments, are revised to reflect the current SA facility rate of \$1,066, and the Personal Needs Allowance of \$46.

C. Other minor changes in SA-3300 include:

1. Instructions for reporting a county responsible overpayment on a DSS-8201.
2. Clarification that an overpayment occurs when a recipient does not report timely that he/she has moved from an adult care home to a private living arrangement. The 5/10 day rule is used to calculate the end of the SA payment when moving to private living regardless of whether the move was reported timely.

D. Change In Name

The Adult and Family Services Section of the Division of Social Services merged with the Division of Aging effective September 1, 2003. As a result of the merger, the name of the Division and the section is changed. State/County Special Assistance For Adults is now administered by the Division of Aging and Adult Services, Adult Social Services Section. This change will be reflected in this and future policy manual changes.

II. IMPLEMENTATION INSTRUCTIONS

Implementation instructions for the rate change were issued with the administrative letters.

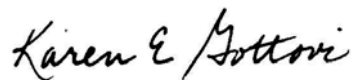
All other changes are clarifications and are effective upon receipt of this notice.

III. MAINTENANCE OF MANUAL

Section	Paper Manual: Remove Pages	Paper Manual: Insert Pages	Online Manual Sections Revised (Highlighted in Red)
SA-3210, Income	Pages 1-2	Pages 1-2	II. D.
SA-3220, Budgeting Principles	Entire Section, Pages 1-7	Entire Section, Pages 1-8	II. A.- II.D. All examples
SA-3300, Administration of Checks and Payments	Entire Section, Pages 1-10	Entire Section, Pages 1-12	VIII. A. VIII. B.3, examples VIII. C.2.

If you have any questions regarding this information, please contact your Adult Programs Representative or Jackie Franklin, Special Assistance Program Manager, at (919) 733-3677.

Sincerely,



Karen E. Gottovi, Director
Division of Aging and Adult Services

KEG/SM:jf