

**NC Division of Aging and Adult Services
CHANGE NO. 02-12, Conversion of Figures to Forms**

DATE: March 30, 2012

MANUAL: State/County Special Assistance
SUBJECT: Conversion of Figures to Forms
TO: County Directors of Social Services
EFFECTIVE: April 01, 2012

I. BACKGROUND

The Division of Aging and Adult Services (DAAS), in preparation for NCFAST, has converted each figure referred to in the Special Assistance policy manual either into a form, a link to an online site, or incorporated the content of the figure into the policy. The converted forms are available on the DAAS Forms website.

II. CONTENT OF CHANGE

A. SA-3200, Resources:

1. Removed figure SA-3200-1 from policy and incorporated procedures for EBT verification into policy.
2. Deleted figure SA-3200-2. It has been replaced with [DMA-5155](#), Verification of Cash Value of Life Insurance.
3. Removed figure SA-3200-3 from policy. It has been replaced by linking to the Social Security Administrations (SSA) Life Estate/Remainder Interest Unisex Table found at <https://secure.ssa.gov/poms.nsf/lnx/0501140120>
4. Converted figure SA-3200-4 to the [DAAS-3002](#), Agreement to Sell.

B. SA-3205, Transfer of Resources:

1. Converted figure SA-3205-1 to the [DAAS-3003](#), Important Information about Special Assistance and Your Resources. This notice changes the requirement from an optional form to a mandatory form to be given to the applicant, recipient or authorized representative.
2. Removed figure SA-3205-2 from policy. It has been replaced by linking to the SSA Life Expectancy Table located at <http://www.ssa.gov/oact/STATS/table4c6.html>.
3. The telephone number for the Division of Medical Assistance Third Party Recovery Section has been updated.
4. Updated the name of the Special Assistance In-Home Program from Special Assistance Demonstration Project.

C. SA-3310, Changes in Situation:

Converted figure SA-3310-1 to the [DAAS-3005](#), Documentation for Continuation of SA when LOC is Upgraded, but No Bed Available.

D. SA-3320, Redetermination of Eligibility

1. Converted figure SA-3320-1 to the [DAAS-3006](#), Medical Care Special: Medical Expense Form.
2. Deleted figure SA- 3240-1 from policy. It has been replaced with the [DMA-5177](#) and the [DMA-5178](#).
3. Deleted figure SA-3240-2 from policy. It has been replaced with the [DMA-5176](#).

E. Forms translated to Spanish

The [DAAS-3000sp](#), [DAAS-3001sp](#) and [DAAS- 3002sp](#) are now available in Spanish on the Division of Aging and Adult Services Forms website.

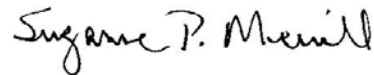
III. Maintenance of Manual

All manual changes are now shown in red font in both the PDF and the HTML versions. The following manual sections are reissued to reflect the mandated changes:

[SA-3200, Resources](#)
[SA-3205, Transfer of Resources](#)
[SA-3310, Changes in Situation](#)
[SA-3320, Redetermination of Eligibility](#)

If you have any questions regarding this information, please contact your Special Assistance Program Representative through the listserv at:
SpecialAssistance@dhhs.nc.gov.

Sincerely,



Suzanne P. Merrill, Chief
Adult Services Section

SPM/skc