

**Kristen K Brannock, President
Resources for Seniors, Inc.
1110 Navaho Drive, Suite 400
Raleigh, NC 27609
919-713-1524; Fax-872-6683, Email Kristenb@rfsnc.org**

MEMORANDUM

**To: Brooke Blanton, Program Manager
Wake County Human Services**

From: Kristen K Brannock

Date: May 17, 2022

Re: 2022-2023 Home and Community Care Block Grant Materials

Attached please find the 2022-2023 Home and Community Care Block Grant (HCCBG) materials for your review. I have highlighted those areas where signatures are needed after consideration at a June Commissioner's meeting. Additionally, a County Finance Officer has to sign, acknowledging county match dollars.

The rate of growth in the 60+ population in our County is outpacing all other groups. Without the County's commitment to matching these funds with local dollars, the funding would not come to residents of Wake County. This year, the State of NC has added \$2.16M in state funds to the Block Grant. Along with a mid-year FY23 allocation to the HCCBG by the NC General Assembly, the FY23 base allocation for our county has increased by \$452,399 over last year. Due to Wake County's population growth outpacing most other regions of the state, and the percentage of that growth that includes persons ages 60 and older, the allocation for Wake County increased more rapidly than most other counties. As the pandemic enters its third year, there continue to be many challenges for older adults. The need for home and community based services continues to grow exponentially. As of today's date, the Administration for Community Living has not provided the full year grant information to the Division of Aging and Adult Services, due to the late passage of the federal budget. As a result, the federal portion of the HCCBG is being held at FFY21 award levels. As the Lead Agency representative for the Home and Community Care Block Grant in Wake County, I will notify Wake County Human Services immediately if there are any changes in funding levels over the fiscal year.

Sincerely,



Kristen K. Brannock

President

2022-2023
HOME AND COMMUNITY CARE BLOCK GRANT

The Home and Community Care Block Grant for Older Adults is a combination of federal and state monies made available to the local community from the N.C. Division of Aging and Adult Services. The monies are used to provide services such as home-delivered and congregate meals, in-home aide, transportation, case assistance, respite care, adult day care / adult day health care, Senior Activity Centers, Information-Referral-Options Counseling, housing and home improvement, overnight respite and others. Federal law requires that the local County jurisdiction approve the plans on how the funds will be allocated. Once approved the funds will be processed to Triangle J Council of Governments and then to Resources for Seniors, Inc. and Meals on Wheels of Wake County. By agreement of the Wake County Board of Commissioners and Wake County Human Services, Resources for Seniors serves as the Lead Agency for the Home and Community Care Block Grant in Wake County.

The funding for FY 2022-2023 will be made available to Wake County in the amount of **\$4,314,358**, a 11.7% increase that reflects the continued rapid growth of older adults in the County. The funds have been apportioned for fiscal year 2023 as follows: Meals on Wheels **\$1,746,001** and Resources for Seniors **\$2,568,357**.

In order for these funds to be available to older adults in our county, the required local matching funds of **\$479,373** must be secured from Wake County Government, either through the County Manager's Recommended Budget or other sources, for fiscal year 2022-2023

Of the required total local matching funds provided by Wake County, **\$194,000** will match the funding for Meals on Wheels and **\$285,373** will match the funding for Resources for Seniors. The Total Allocation plus Local Match made available for Block Grant services in Wake County for FY23 is **\$4,793,731**.

Home and Community Care Block Grant for Older Adults

County Funding Plan

Identification of Agency or Office with Lead Responsibility for County Funding Plan

County Wake July 1, 2022 through June 30, 2023

The agency or office with lead responsibility for planning and coordinating the County Funding Plan recommends this funding plan to the Board of Commissioners as a coordinated means to utilize community-based resources in the delivery of comprehensive aging services to older adults and their families.

Resources for Seniors, Inc.

(Name of agency/office with lead responsibility)



Authorized signature

5/15/2022

(date)

Kristen K Brannock, President

(Type name and title of signatory agent)

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Wake County Meals on Wheels
1001 Blair Dr, Ste. 100
Raleigh, NC 27603

Home and Community Care Block Grant for Older Adults

DAAS-732 (Rev. 2/16)
County Wake
July 1, 2022 through June 30, 2023
REVISION , DATE :

[illegible]

*Adult Day Care & Adult Day Health Care Net Service Cost

Daily Care			
Transportation			
Administrative			

Authorized Signature, Title	Date
Community Service Provider	

Signature, County Finance Officer

Signature, Chairman, Board of Commissioners	Date
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NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Resources for Seniors, Inc.
1110 Navaho Dr., Suite 400
Raleigh, NC 27609

County Funding Plan

Wake

Budget Period: July 2022	through	June 2023
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Revision: _____ Date: 5/20/2022

Provider Services Summary

Resources for Seniors, Inc.																							
		A						B	C	D	E	F	G	H	I								
		Ser. Delivery (Check One)		Block Grant Funding												Required Local Match	Net* Serv Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse. Rate	Projected HCCBG Clients	Projected Total Units
		Direct	Purch.	Access	In-Home	Other	Total																
Services																							
Transportation (General)	250		✓	160,007	-	-	160,007	17,779	177,786		177,786	6,716	29,1522	131	6,716								
Information & Case Assistance	040	✓		266,524	-	-	266,524	29,614	296,138		296,138	-		5,620	N/A								
In-Home Aide-Level II - Personal Care	042		✓	-	804,205	-	804,205	89,356	893,561		893,561	30,445	29,3500	59	30,445								
In-Home Aide-Level III - Personal Care	045		✓	-	365,411	-	365,411	40,601	406,012		406,012	13,377	30,3515	26	13,377								
Adult Day Care	030	✓	✓	-	351,342	-	351,342	39,038	390,380		390,380	6,196	63,0052	55	6,196								
Respite, Overnight	320		✓	-	-	40,000	40,000	4,444	44,444		44,444	116	383,1379	18	116								
Housing & Home Improvement	140	✓	✓	-	-	60,000	60,000	6,667	66,667		66,667	-		52	N/A								
Senior Center Operation	170	✓		-	-	520,868	520,868	57,874	578,742		578,742	-		6,122	N/A								
							-	-	-		-												
							-																

* Adult Day Care & Adult Day Health Care Net Service Cost

Certification of required minimum local match availability.

Required local match will be expended simultaneously

with Block Grant Funding.

Authorized Signature. Title

Community Service Provider

Date _____

Date _____
Resources for Juniors

Signature, County Finance Officer

Date _____

Signature, Chairman, Board of Commissioners

Date _____



TRIANGLE J COUNCIL OF GOVERNMENTS
Area Agency on Aging

CERTIFICATION OF REQUIRED MINIMUM LOCAL MATCH AVAILABILITY

Date: 5/8/2022

Fiscal Year: 2022-2023

Agency: **Resources for Seniors, Inc.**

Service: **Housing/Home Improvement, Information/Referral, In Home Aide, Transportation, Overnight Respite, Adult Day Care/Health, Senior Center Operations, Institutional Respite**

Itemization of Commitment:

Required Local Match (total must agree to amount in the Funding Plan)

A. Cash of: \$285,373 provided by: Wake County Government FY23 Budget

Cash of: _____ provided by: _____

Cash of: _____ provided by: _____

1. Total Local Match: \$285,373

It is understood that funds committed as required minimum local match will be used to match the Home and Community Care Block Grant appropriation and will not be used to match any other federal or state funds during the contractual period.

Name and Title: Kristen K Brannock, President

Signature: _____

Date: 5/15/2022



TRIANGLE J COUNCIL OF GOVERNMENTS
Area Agency on Aging

CERTIFICATION OF REQUIRED MINIMUM LOCAL MATCH AVAILABILITY

Date: 5/8/2022

Fiscal Year: 2022-2023

Agency: **Meals on Wheels of Wake County**

Service: **Congregate Meals, Home Delivered Meals**

Itemization of Commitment:

Required Local Match (total must agree to amount in the Funding Plan)

A. Cash of: \$194,000 provided by: Wake County Government FY23 Budget

Cash of: _____ provided by: _____

Cash of: _____ provided by: _____

1. Total Local Match: \$194,000

It is understood that funds committed as required minimum local match will be used to match the Home and Community Care Block Grant appropriation and will not be used to match any other federal or state funds during the contractual period.

Name and Title: Alan Winstead, Executive Director

Signature:  Date: 5/10/2022

DAAS-732A

Resources for Seniors, Inc.

Budget Period: July 2022 through June 2023

		Service	Information & Case Assistance 040	In-Home Aide-Level II - Personal Care 042	In-Home Aide-Level III - Personal Care 045	Adult Day Care 030	Respite, Overnight 320	Housing & Home Improvement t	Senior Center Operation 170
I. Projected Revenues	Grand Total	\$ 2,568,357	\$ 266,524	\$ 804,205	\$ 365,411	\$ 351,342	\$ 40,000	\$ 60,000	\$ 520,868
A. Fed/State Funding From the Div. of Aging & Adult Svcs.									
Required Minimum Match - Cash									
1)	\$ -								
2) Wake County	\$ 285,373		\$ 29,614	\$ 89,356	\$ 40,601	\$ 39,038	\$ 4,444	\$ 6,667	\$ 57,874
3)	\$ -								
Total Required Minimum Match - Cash	\$ 285,373		\$ 29,614	\$ 89,356	\$ 40,601	\$ 39,038	\$ 4,444	\$ 6,667	\$ 57,874
Required Minimum Match - In-Kind									
1)	\$ -								
2)	\$ -								
3)	\$ -								
Total Required Minimum Match - In-Kind	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Total Required Minimum Match (cash + in-kind)	\$ 285,373		\$ 29,614	\$ 89,356	\$ 40,601	\$ 39,038	\$ 4,444	\$ 6,667	\$ 57,874
C. Subtotal, Fed/State/Required Match Revenues	\$ 2,853,730		\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 66,667	\$ 578,742
D. NSIP Cash Subsidy/Commodity Valuation	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
E. OAA Title V Worker Wages, Fringe Benefits and Costs	\$ -								
Local Cash, Non-Match									
1)	\$ -								
2) Wake County	\$ 122,859							\$ 69,819	\$ 35,040
3) Municipalities	\$ 3,939								\$ 3,939
4)	\$ -								
F. Subtotal, Local Cash, Non-Match	\$ 126,798		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,819	\$ 38,979
Other Revenues, Non-Match									
1)	\$ -								
2) Reserves	\$ -								
3)	\$ -								
G. Subtotal, Other Revenues, Non-Match	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local In-Kind Resources (Includes Volunteer Resources)									
1)	\$ -								
2)	\$ -								
3)	\$ -								
H. Subtotal, Local In-kind Resources, Non-Match	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
I. Client Cost Sharing	\$ 1,257		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,257	
J. Total Projected Revenues (Sum I,C,D,E,F,G,H, & I)	\$ 2,981,785		\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721

5.12%

Staff Salary From Labor Distribution Schedule

Staff Salary From Labor Distribution Schedule

- A. Subtotal, Staff Salary**

Fringe Benefits

Fringe Benefits

1) FICA @ 7.65 %

2) Health Insurance

3) Retirement

4) 11nem|oym

5) Worker's Compensation

5) Worker & competent

6) Other

B. Subtotal, Fringe Benefits

11
15707-111015

2 4

222

	Subtotal, Local In-Kind Resources	Non-Match
C. Subtotal, Local In-Kind Resources	100.00	0.00
D. Subtotal, Non-Match	0.00	100.00
E. Subtotal, Total	100.00	100.00

Travel

1) Per Diem

2) Mileage Reimbursement

3) Other Travel Cost

General Operating Expenses

1) Supplies

- 7) Special Assistance to Individuals

G. Subtotal. Other Administrative Cost No

H. Total Proj. Expenses Prior to Adm'n. Distribution

Distribution of Administrative Cost

Total Proj. Expenses After Admin. Dis.

of total time for the first 100 days of the study.

[illegible]

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
Title V (equals line I.E less II.D)
Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

- D. Units Reimbursed Through Program Income*
- E. Units Reimbursed Through Remaining Revenues
- F. Total Units Reimbursed/Total Projected Units

Grand Total	Service ion (General) 250	Service & Case Assistance 040	Service Aide-Level II - 042	Service Aide-Level III - 045	Service Adult Day Care 030	Service Respite, Overnight 320	Service Home Improvement 140	Service Center Operation 170
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
	6,716		30,445	13,377	6,196	116		
	\$ 29,1522	\$ -	\$ 29,3500	\$ 30,3515	\$ 63,0052	\$ 383,1379	\$ -	\$ -
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
	6,716	-	30,445	13,377	6,196	116	-	-
	\$ 29,1522	\$ -	\$ 29,3500	\$ 30,3515	\$ 63,0052	\$ 383,1379	\$ -	\$ -
	6,099	-	30,445	13,377	6,196	116	-	-
	-	-	-	-	-	-	-	-
	617	-	-	-	-	-	-	-
	6,716	-	30,445	13,377	6,196	116	-	-

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and

[Signature] Title President Date 5/18/22

Authorized Signature

DAAS-732A

Provider: **Resources for Seniors, Inc.**

Wake

July 2022 through June 2023

I. Projected Revenues									
A. Fed/State Funding From the Div. of Aging & Adult Svcs.									
Required Minimum Match - Cash									
1)									
2) Wake County									
3)									
Total Required Minimum Match - Cash									
Required Minimum Match - In-Kind									
1)									
2)									
3)									
Total Required Minimum Match - In-Kind									
B. Total Required Minimum Match (cash + in-kind)									
C. Subtotal, Fed/State/Required Match Revenues									
D. NSIP Cash Subsidy/Commodity Valuation									
E. OAA Title V Worker Wages, Fringe Benefits and Costs									
Local Cash, Non-Match									
1)									
2) Wake County									
3) Municipalities									
4)									
F. Subtotal, Local Cash, Non-Match									
Other Revenues, Non-Match									
1)									
2) Reserves									
3)									
G. Subtotal, Other Revenues, Non-Match									
Local In-Kind Resources (Includes Volunteer Resources)									
1)									
2)									
3)									
H. Subtotal, Local In-Kind Resources, Non-Match									
I. Client Cost Sharing									
J. Total Projected Revenues (Sum I.C,D,E,F,G,H, & I)									

5.12%

Staff Salary From Labor Distribution Schedule

2) Part-time staff (do not include Title V workers)

Fringe Benefits

2) Health Insurance

4) Neuroendocrine

5) worker's compensation

B. Subtotal, Fringe Benefits

1

3

D. OAA Title V Worker Wages, Fringe Benefits and Costs

1) Per Diem

2) Other Travel Cost

7. **James, J. P.**

Supplies (T)

3) Telephone

5) Equipment Maintenance

7) Special Assistance to

F. Subtotal. General Operat

H Total Br: Exponens Prior to Admin D

1. Distribution of Administrative Costs

100

[illegible]

III. Computation of Rates

A. Computation of Unit Cost Rate:

1. Total Expenses (equals line II.J)
2. Total Projected Units
3. Total Unit Cost Rate

B. Computation of Reimbursement Rate:

1. Total Revenues (equals line I.J)
2. Less: NSIP (equals line I.D)
Title V (equals line I.E less II.D)
Non Match In-Kind (equals line I.H less II.C)
3. Revenues Subject to Unit Reimbursement
4. Total Projected Units (equals line III.A.2)
5. Total Reimbursement Rate

C. Units Reimbursed Through HCCBG

- D. Units Reimbursed Through Program Income*
- E. Units Reimbursed Through Remaining Revenues
- F. Total Units Reimbursed/Total Projected Units

Grand Total	Service (General) 250	Service & Case Assistance 040	Service Aide-Level II - 042	Service Aide-Level III - 045	Service Adult Day Care 030	Service Respite, Overnight 320	Service Home Improve 140	Service Center Operation 170
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
	6,716		30,445	13,377	6,196	116		
	\$ 29,1522	\$ -	\$ 29,3500	\$ 30,3515	\$ 63,0052	\$ 383,1379	\$ -	\$ -
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,981,785	\$ 195,786	\$ 296,138	\$ 893,561	\$ 406,012	\$ 390,380	\$ 44,444	\$ 137,743	\$ 617,721
	6,716		30,445	13,377	6,196	116		
	\$ 29,1522	\$ -	\$ 29,3500	\$ 30,3515	\$ 63,0052	\$ 383,1379	\$ -	\$ -
	6,099		30,445	13,377	6,196	116		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	617							
	6,716		30,445	13,377	6,196	116		

* The Division of Aging ARMS deducts reported program income from reimbursement paid to providers. Line III.D indicates the number of units that will have

Certification:

I certify to the best of my knowledge and belief that the information included in the cost computation above is accurate and complies with all laws and regulations. I also understand that material deviations in reported cost information could limit funding, and also result in





Authorized Signature

Title

Date

[illegible]

July 1, 2022 through June 30, 2023

Home and Community Care Block Grant for Older Adults

Community Service Provider

Standard Assurances

Resources for Seniors, Inc. agrees to provide services through the Home and Community Care Block Grant, as specified on the Provider Services Summary (DAAS-732) in accordance with the following:

1. Services shall be provided in accordance with requirements set forth in:
 - a) The County Funding Plan;
 - b) The Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers; and
 - c) The Division of Aging and Adult Services Standards Manual, Volumes I through IV or at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

Community service providers shall monitor any subcontracts with providers of Block Grant services and take appropriate measures to ensure that services are provided in accordance with the aforementioned documents.

2. Priority shall be given to providing services to those older persons with the greatest economic or social needs. The service needs of low-income minority elderly will be addressed in the manner specified on the Methodology to Address Service Needs of Low-Income (Including Low Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency format, (DAAS-733).
3. The following service authorization activities will be carried out in conjunction with all services provided through the Block Grant:
 - a) Eligibility determination;
 - b) Client intake/registration;
 - c) Client assessment/reassessments and quarterly visits, as appropriate;
 - d) Determining the amount of services to be received by the client; and
 - e) Reviewing consumer contributions policies with eligible clients.
4. All licenses, permits, bonds, and insurance necessary for carrying out Block Grant

Services will be maintained by the community service provider and any contracted providers.

5. As specified in 45 CFR 75, Subpart D-Post Federal Award Requirements, Procurement Standards, community service providers shall have procedures for settling all contractual and administrative issues arising out of procurement of services through the Block Grant. Community service providers shall have procedures governing the evaluation of bids for services and procedures through which bidders and contracted providers may appeal or dispute a decision made by the community service provider.
6. Applicant/Client appeals shall be addressed as specified in Section 7 of the Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, dated February 17, 1997.
7. Community service providers are responsible for providing or arranging for the provision of required local match, as specified on the Provider Services Summary, (DAAS-732). Local match shall be expended simultaneously with Block Grant funding.
8. Community service providers agree to comply with audit and fiscal reporting requirements as specified in the Agreement for the Provision of County-Based Aging Services (DAAS-735).
9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the Agreement for the Provision of County-Based Aging Services (DAAS-735) shall be maintained.
10. Providers of In-Home Aide, Home Health, Housing and Home Improvement, and Adult Day Care or Adult Day Health Care shall sign and return the attached assurance to the area agency on aging indicating that recipients of these services have been informed of their client rights, as required in Section 314 of the 2006 Amendments to the Older Americans Act.
11. Subcontracting – All HCCBG community service providers must assure that subcontractors (for-profit and non-profit entities only) meet the following requirements:
 - a. The subcontractor has not been suspended or debarred. (N.C.G.S. §143C-6-23, 09 NCAC 03M)
 - b. The subcontractor has not been barred from doing business at the federal level.
 - c. The subcontractor is able to produce a notarized “State Grant Certification of No Overdue Tax Debts.”

- d. All licenses, permits, bonds and insurance necessary for carrying out Home and Community Care Block Grant services will be maintained by both the community service provider and any subcontractors.
 - e. The subcontractor is registered as a charitable, tax-exempt (501c3) organization with the Internal Revenue Service (non-profit subcontractors only).
12. Confidentiality and Security. Per the requirements in 10A NCAC 05J and Section 6 of the Home and Community Care Block Grant Procedures Manual, client information in any format and whether recorded or not shall be kept confidential and not disclosed in a form that identifies the person without the informed consent of the person or legal representative. Community service providers, including subcontractors and vendors, must adhere to all applicable federal, state and departmental requirements for protecting the security and confidentiality of client information including but not limited to appropriately restricting access, establishing procedures to reduce the risk of accidental disclosures from data processing systems, and developing a process by which the Division of Adult Aging Services is notified of suspected or confirmed security incidents and data breaches.
13. Record Retention and Disposition. All community service providers are responsible for maintaining custody of records and documentation to support the allowable expenditure of funds, service provision, and the reimbursement of services. Service providers must adhere to the approved record retention and disposition schedule posted semiannually on the website of the NC Department of Health and Human Services Controller at <http://www.ncdhhs.gov/control/retention/retention.htm>.

Service providers are not authorized to destroy records related to the provision of services under this Agreement except in compliance with the approved DHHS retention and disposition schedule, which allows for the proper destruction of records based on a schedule by funding source and fiscal year. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of record destruction. Confidential records will be destroyed in such a manner that the records cannot be practically read or reconstructed.


(Authorized Signature)

5/15/22
(Date)

**Standard Assurance To Comply with Older Americans Act
Requirements Regarding Clients Rights
For
Agencies Providing In-Home Services through the
Home and Community Care Block Grant for Older Adults FY23**

As a provider of one or more of the services listed below, our agency agrees to notify all Home and Community Care Block Grant clients receiving any of the below listed services provided by this agency of their rights as a service recipient. Services in this assurance include:

- In-Home Aide
- Home Care (home health)
- Housing and Home Improvement
- Adult Day Care or Adult Day Health Care

Notification will include, at a minimum, an oral review of the information outlined below as well as providing each service recipient with a copy of the information in written form. In addition, providers of in-home services will establish a procedure to document that client rights information has been discussed with in-home services clients (e.g. copy of signed Client Bill of Rights statement).

Clients Rights information to be communicated to service recipients will include, at a minimum, the right to:

- be fully informed, in advance, about each in-home service to be provided and any change and any change in service(s) that may affect the wellbeing of the participant;
- participate in planning and changing any in-home service provided unless the client is adjudicated incompetent;
- voice a grievance with respect to service that is or fails to be provided, without discrimination or reprisal as a result of voicing a grievance;
- confidentiality of records relating to the individual;
- have property treated with respect; and
- be fully informed both orally and in writing, in advance of receiving an in-home service, of the individual's rights and obligations.

Client Rights will be distributed to, and discussed with, each new client receiving one or more of the above listed services prior to the onset of service. For all existing clients, the above information will be provided no later than the next regularly scheduled service reassessment.

Agency Name: Resources for Seniors, Inc.

Name of Agency Administrator: Kristen K Brannock

Signature:  Date: 5/15/2022

(Please return this form to your Area Agency on Aging and retain a copy for your files.)

CLIENT/PATIENT RIGHTS

1. You have the right to be fully informed of all your rights and responsibilities as a client/patient of the program.
2. You have the right to appropriate and professional care relating to your needs.
3. You have the right to be fully informed in advance about the care to be provided by the program.
4. You have the right to be fully informed in advance of any changes in the care that you may be receiving and to give informed consent to the provision of the amended care.
5. You have the right to participate in determining the care that you will receive and in altering the nature of the care as your needs change.
6. You have the right to voice your grievances with respect to care that is provided and to expect that there will be no reprisal for the grievance expressed.
7. You have the right to expect that the information you share with the agency will be respected and held in strict confidence, to be shared only with your written consent and as it relates to the obtaining of other needed community services.
8. You have the right to expect the preservation of your privacy and respect for your property.
9. You have the right to receive a timely response to your request for service.
10. You shall be admitted for service only if the agency has the ability to provide safe and professional care at the level of intensity needed.
11. You have the right to be informed of agency policies, changes, and costs for services.
12. If you are denied service solely on your inability to pay, you have the right to be referred elsewhere.
13. You have the right to honest, accurate information regarding the industry, agency and of the program in particular.
14. You have the right to be fully informed about other services provided by this agency.

Home and Community Care Block Grant for Older Adults**County Funding Plan**

Methodology to Address Service Needs of Low Income (Including Low-Income Minority Elderly), Rural Elderly and Elderly with Limited English Proficiency
(Older American Act, Section 305(a)(2)(E))

Community Services Provider: **RESOURCES FOR SENIORS, Inc.**

County: **WAKE** 7/1/22 – 6/30/23

The Older Americans Act requires that the service provider attempt to provide services to low income minority individuals in accordance to their need for aging services. The community services provider shall specify how the service needs of low-income minority elderly and rural elderly will be met through the services identified on the Provider Services Summary (DOA-732). This narrative shall address outreach and service delivery methodologies that will ensure that this target population is adequately served and conform to specific objectives established by the AAA, for providing services to low income minority individuals.

Annually, over 53% of Resources for Seniors services units funded by the Older American's Act are provided to low-income individuals or minorities. The agency will continue to issue public service announcements regarding the availability of services with emphasis on this target population and the rural elderly. RFS utilizes an in-house speaker's bureau in which presentations are made to diverse groups across the county, both urban and rural. Service information will be made available at Wake County's 8 senior centers and at RFS' Total Life Centers, several of which are in rural Wake County. RFS has established consulting / programming agreements with 13 community agencies as well as reciprocal referral relationships with 24 community agencies. RFS literature is widely circulated among agencies and other service providers. Any Wake County resident may receive a free copy our Resource Directory.

RFS is the case management entity for the CAP/DA program in Wake County and provides case management services to 26 HUD section 202 Elderly Housing Developments in Wake County. The agency will continue to utilize all current means available to make known the services to the eligible population within Wake County and will take advantage of new opportunities as they develop. RFS make every attempt possible to assist with translation for elderly with limited English proficiency.

h: minority/rural

 5/15/22

Kristen K. Brannock

PRESIDENT/CEO

Resources For Seniors, Inc.