### 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:

Glenda Reed, Program Manager

Craig Burrus, Assistant Division Director

**Wake County Human Services** 

From:

Kristen K Brannock

Date:

May 22, 2019

Re:

2019-2020 Home and Community Care Block Grant Materials

Attached please find the 2019-2020 Home and Community Care Block Grant (HCCBG) materials. The GOLD Coalition reviewed and approved the County Funding Plan Summary this morning, which is a requirement of Block Grant regulations. I have placed a "sign here" sticker where signatures are needed after approval at the June Commissioners meeting. I have also placed "sign here" stickers in the places where the County Finance Officer has to sign, acknowledging county match dollars. The County Funding Plan document attached has not changed from the preliminary version I provided to the County earlier this month.

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. There has been a bill presented in the General Assembly in this long session to increase the statewide allocation to the HCCBG by \$7M. The House Budget includes an additional allocation of approximately \$4M. The Senate Budget is due to be released. Over the coming months we will learn if additional funds will come Wake County's way as a result of the state budget process. 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 that is the case.

Sincerely,

Kristen K. Brannock

President

### 2019-2020 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 homedelivered and congregate meals, in-home aides, transportation, case assistance, respite care, adult day care / adult day health care, Senior Activity Centers, Information-Referral-Options Counseling, housing and home improvement 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 2019-2020 will be made available to Wake County in the amount of \$3,462,836 and have been apportioned for fiscal year 2020 as follows: Meals on Wheels \$1,320,241 and Resources for Seniors \$2,142,595.

In order for these funds to be available to older adults in our county, the required local matching funds of \$384,759 must be secured from Wake County Government, either through the County Manager's Recommended Budget or other sources, for fiscal year 2019-2020.

Of the required total local matching funds \$146,693 will match the funding for Meals on Wheels and \$238,066 will match the funding for Resources for Seniors. The Total Allocation plus Local Match made available for Block Grant services in Wake County for FY20 is \$3,847,595.

\*\*\*\*\*\*\*\*

DAAS -730 (Rev. 4/2019)

### Home and Community Care Block Grant for Older Adults

### **County Funding Plan**

### Resources For Seniors, Inc.

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

County: Wake

July 1, 2019 through June 30, 2020

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.

<u>Resources for Seniors, Inc.</u>
(Name of agency/office with lead responsibility)

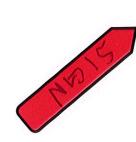
Authorized signature

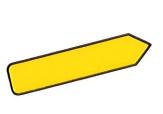
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<u>Kristen K Brannock, President</u> (Type name and title of signatory agent)

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# NC DIVISION OF AGING COST OF SERVICES - ATTACHMENT A LABOR DISTRIBUTION SCHEDULE DOA-732A1

51.70% 48.30%	100.00%	100.00%	56.32% 43.68%	44.20% 55.80%	69.17% 30.83%	100.00% 0.00%	100.00%	78.57% 21.43%	67.33% 32.67%	PERCENT FT: PERCENT PT:			
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Senior Center Operation	Housing & Home Improvement	Respite, Overnight	Respite, Institution	In-Home Aide-Level III - Personal Care	In-Home Aide-Level II - Personal Care	Information & Case Assistance	Transportation (General)	ADMIN. SALARY	Assignable Salary	E FULL TIME alent PART TIME	TOTAL FTE SALARY Equivalent	POSITION	STAFF NAME
SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE	SERVICE					311 2013-2020	State Fixel Itel.
		June 2020	through	July 2019	Fiscal Period:						·	Reso	AGENCY NAME:

## Service Cost Computation Worksheet

Provider:

County:

Resources for Seniors, Inc.

Wake

Budget Period: July 2019 through June 2020

	\$	\$ 4,827	I. Client Cost Sharing
	49	\$	H. Subtotal, Local In-kind Resources, Non-Match
		\$	3)
		\$	2)
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			Local In-Kind Resources (Includes Volunteer Resources)
S	^		G Subtotal Other Revenues Non-Match
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			) ,
			Other Revenues, Non-Match
5,000   \$ -		\$ 114,898	F. Subtotal, Local Cash, Non-Match
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5,000	<b>s</b> 5,	\$ 114,898	2) Wake County
		<b>S</b>	1)
			Local Cash, Non-Match
		S	E. OAA Title V W orker W ages, Fringe Benefits and Costs
9	↔	\$	D. NSIP Cash Subsidy/Commodity Valuation
242,931 \$ 242,460	\$	\$ 2,088,431	C. Subtotal, Fed/State/Required Match Revenues
24,293 \$ 24,246	\$ 24,	\$ 208,842	B. Total Required Minimum Match (cash + in-kind)
- \$	\$	\$	Total Required Minimum Match - In-Kind
		\$	3)
		\$	2)
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			Required Minimum Match - In-Kind
24,293 \$ 24,246	\$ 24,	\$ 208,842	Total Required Minimum Match - Cash
		\$	
24,293 \$ 24,246	\$ 24,	\$ 208,842	2) Wake County
			1)
			Required Minimum Match - Cash
3,638 \$ 218,214	\$ 218,	\$ 1,879,589	A. Fed/State Funding From the Div. of Aging & Adult Svcs.
040	250	Grand Total	I. Projected Revenues
Information & Case Assistance	Transportation (General)		
Service	Service		

Division of Aging and Adult Services
Service Cost Computation Worksheet

Distribution of Admininistrative Cost	-
. Total Proj. Expenses Prior to Admin. Distribution	Ξ
through E	ţ
. Subtotal, Other Administrative Cost Not Allocated in Lines II.A	<u>.</u>
Subtotal, General Operating Expenses	.77
8) Miscellaneous	
<ol><li>Special Assistance to Individuals</li></ol>	
6) Publications/Internet	
5) Equipment Maintenance	
4) Postage, Shipping, Printing	
3) Telephone	
2) Occupancy	
1) Supplies	
General Operating Expenses	Ge
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3) Other Travel Cost	3)
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Subtotal, Local In-Kind Resources Non-Match	0
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Local In-Kind Resources Non-Match	
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1) Full-time Staff (do not include Title V workers)	٦ ر
Chaff Calany From Labor Distribution Schoolule	γ <b>:</b>
line Item Evnences	-
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242,460	31 \$	\$ 247,931			2,208,156
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45,875	12 \$	\$ 205,712	30,653	\$	1,134,055
9,550	\$ 91	\$ 1,246	19,800	\$	70,868
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6,939	\$		1,445	\$	12,081
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29,295		\$ 5,792	6,008	\$	145,568
10,653	45 \$	\$ 1,6	4,863	\$	62,196
139,259	\$ 761	\$ 21,497	63,574	\$	813,026
	\$	\$	13,621	\$	251,964
	97   \$		49,953	1563	547,441
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		250	Cost	_ ;	Total
Information & Case Assistance		Transportation (General)	Admin. [	₽	Grand
Service		Service			

Grand Total Transportation (General) Information & Case Assistance J. Total Proj. Expenses After Admin. Distribution

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### A. Computation of Unit Cost Rate:

- 1. Total Expenses (equals line II.J)
- Total Projected Units
- 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)

- Revenues Subject to Unit Reimbursement
- 4. Total Projected Units (equals line III.A.2)
- 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

	10,963	
	221	
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	10,742	
\$	\$ 22.6153	
•	10,963	
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\$ 242,460	\$ 247,931 \$	\$ 2,208,156

1 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 to be produced in addition to Certification:

cost information could limit funding, and also result in return of funds if the error or omission results in a higher than I certify to the best of my knowledge and belief that the information included in the cost computation above is accura-

**Authorized Signature** 

Information on this form (DAAS-732A) corresponds with

information stated on the Provider Services Summa (DAAS-732) as follows:
Block Grant Funding
Required Local Match-Cash & In-Kind
Net Service Cost
NSIP Subsidy
Total Funding
Projected HCCBG Reimbursed Units
Total Reimbursement Rate

**Projected Total Service Units** 

DAAS-732A Line I.A	DAAS-732 Col. A
Line I.B	Col. B
Line I.C	Col. C
Line I.D	Col. D
L. I.C+I.D	Col. E
Line III.C	Col. F
Line III.B.5	Col. G
Line III.F	Col.1

Service	Service		Service	Service	Service	Service
In-Home Aide-Level II - Personal Care 042	In-Home Aide-Level III - Personal Care 045	sonal Care	Respite, Institution 210	Respite, Overnight 320	Housing & Home Improvement 140	Senior Center Operation 170
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o those stated on line III.C in order to earn the net revenues stated on line I.C.

Date

North Carolina Division of Aging and Adult Services Service Cost Computation Worksheet c:732A.xls G. Subtotal, Other Revenues, Non-Match
Local In-Kind Resources (Includes Volunteer Resources) D. NSIP Cash Subsidy/Commodity Valuation

E. OAA Title V Worker Wages, Fringe Benefits and Costs B. Total Required Minimum Match (cash + in-kind)
C. Subtotal, Fed/State/Required Match Revenues Revision \_\_\_yes, \_X\_no, revision date Budget Period: 07/01/19 County: Wake Provider: Meals on Wheels of Wake County J. Total Projected Revenues (Sum I C,D,E,F,G,H, & I) H. Subtotal, Local In-kind Resources, Non-Match Other Revenues, Non-Match F. Subtotal, Local Cash, Non-Match A. Fed/State Funding From the Division of Aging ω Local Cash, Non-Match Projected Revenues Client Cost Sharing Required Minimum Match - In-Kind Required Minimum Match - Cash Total Required Minimum Match - In-Kind Total Required Minimum Match - Cash through 06/30/20 1,320,241 1,466,934 Grand 226,000 146,693 146,693 50,000 46,693 2 Congregate Service 493,222 389,000 51,000 432,222 10,000 43,222 43,222 43,222 40,000 1,249,712 Service HDM ,034,712 931,241 175,000 103,471 103,471 103,471 0 IIIIIIIIIII Service HHHHHH 0 0 0 0 Service 0 0 0 0 0 Service IIIIIIIIIIII 0 0 **0**0 HIIIIIIII Service 0 0 Service DAAS-732A 9 0 Service 

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A. Total Projected Units (equals line III.A.2)     Total Reimbursement Rate     C. Units Reimbursed Through HCCBG     D. Units Reimbursed Through Program Income*     E. Units Reimbursed Through Remaining Rever	Keveriues Subject to 3. Revenues Subject to 4. Total Projected Units 5. Total Reimbursement C. Units Reimbursed Ti D. Units Reimbursed Ti	Keveriues Subject to     Total Projected Units     Total Reimbursement     C. Units Reimbursed The	Keverlues Subject to     Total Projected Unit     Total Reimbursemen	Kevenues Subject to     Total Projected Unit	<ol> <li>Kevenues Subject to</li> </ol>		Non Match	Title V (equ	2. Less: NSIP (equals line I.D)	<ol> <li>Total Revenues (equals line I.J)</li> </ol>	B. Computation of Reimbursement Rate:	<ol><li>Total Unit Cost Rate</li></ol>	<ol><li>Total Projected Units</li></ol>	<ol> <li>Total Expenses (equals line II.J)</li> </ol>	A. Computation of Unit Cost Rate:	III. Computation of Rates	
Units Reimbursed Through HCCBG Units Reimbursed Through Program Income* Units Reimbursed Through Remaining Revenues	rough HCCBG rough Program Income*	rough HCCBG	I Nate	at Data	s (equals line III.A.2)	<ol><li>Revenues Subject to Unit Reimbursement</li></ol>	Non Match In-Kind (equals line I.H less II.C)	Title V (equals line I.E less II.D)	als line I.D)	uals line I.J)	bursement Rate:		5	als line II.J)	Cost Rate:		
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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 to be produced in addition to those stated on line III.C in order to earn the net revenues stated on line I.C.

Information on this form (DAAS-732A) corresponds with information stated on the Provider Services Summary (DAAS-732) as follows:

Projected Total Service Units	Total Reimbursement Rate	Projected HCCBG Reimbursed Units	Total Funding	NSIP Subsidy	Net Service Cost	Required Local Match-Cash & In-Kind	Block Grant Funding	
Line III.F	Line III.B.5	Line III.C	L. I.C+I.D	Line I.D	Line I.C	Line I.B	Line I.A	DAAS-732A DAAS-732
Col. I	Col. G	Col. F	Cο!. ⊞	<u>(၃)</u> D	Col. C	Col. B	Col. A	DAAS-732

			AGENCY NAME: Meals on Wheels Wake County  SFY_19-20  STAFF NAME POSITION PART TIME
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### July 1, 2019 through June 30, 2020

### Home and Community Care Block Grant for Older Adults

### **Community Service Provider**

### Standard Assurances

<u>Resources for Seniors, Inc.</u> agrees to provide services through the Home and Community Care Block Grant, as specified on the <u>Provider Services Summary</u> (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 <a href="http://www.ncdhhs.gov/aging/monitor/mpolicy.htm">http://www.ncdhhs.gov/aging/monitor/mpolicy.htm</a>.

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 <u>Provider Services Summary</u>, (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 <u>Agreement for the Provision of County-Based Aging Services</u> (DAAS-735).
- 9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the <u>Agreement for the Provision of County-Based Aging Services</u> (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. <u>Subcontracting</u> 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 "<u>State Grant Certification of No Overdue Tax Debts.</u>"

- 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 <a href="http://www.ncdhhs.gov/control/retention/retention.htm">http://www.ncdhhs.gov/control/retention/retention.htm</a>.

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 <u>07 NCAC 04M .0510</u> 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)

Date)

### July 1, 2019 through June 30, 2020

### Home and Community Care Block Grant for Older Adults

### **Community Service Provider**

### Standard Assurances

Meals on Wheels of Wake County agrees to provide services through the Home and (Name of Provider)

Community Care Block Grant, as specified on the <u>Provider Services Summary</u> (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 <u>Provider Services Summary</u>, (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 <u>Agreement for the Provision of County-Based Aging Services</u> (DAAS-735).
- 9. Compliance with Equal Employment Opportunity and Americans with Disabilities Act requirements, as specified in paragraph fourteen (14) of the <u>Agreement for the Provision of County-Based Aging Services</u> (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. <u>Subcontracting</u> 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 <a href="http://www.ncdhhs.gov/control/retention/retention.htm">http://www.ncdhhs.gov/control/retention/retention.htm</a>.

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 <u>07 NCAC 04M .0510</u> 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)

(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

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: Mull	Date: <u>4/30/2019</u>
(Please return this form to your Area Agency on Aging a	and retain a conv for your files