

MEMORANDUM

NOTICE #: 020620-2-I-SWCBS

TO: Area Agency on Aging Executive Directors

FROM: Richard Prudom, Secretary *Rp*

DATE: February 6, 2020

SUBJECT: Notice of Instruction: Home Care for the Elderly (HCE) Special Subsidies and Transfer of Funds

The purpose of this Notice is to provide instruction regarding policy change on the Home Care for the Elderly (HCE) Special Subsidies process and instruction regarding the transfer of HCE funds. This Notice of Instruction (NOI) overrides the language in NOI #022219-I-I-SWCBS related to Special Subsidy authorization.

This guidance includes the following:

- Change to the Special Subsidy authorization process, and
- Instruction regarding the transfer of HCE funds.

Change to the Special Subsidy Authorization Process

Beginning March 1, 2019, with the issuance of NOI #022219, all new HCE Special Subsidies required authorization from a Department of Elder Affairs' (DOEA) Contract Manager.

With this guidance, effective February 14, 2020, prior approval from a DOEA Contract Manager is no longer required before the authorization of new HCE Special Subsidies.

This guidance does not change the requirement that Special Subsidies for HCE clients (enrolled after March 1, 2019) shall not be authorized for services provided and available under other funding sources, specifically SMMC LTC.

It will be the responsibility of the Lead Agency/Provider to maintain documentation of appropriate authorization in the client's file.

Transferring HCE Funds

With this guidance, effective February 14, 2020, the transfer of HCE funds to Community Care for the Elderly (CCE) program will be allowed with the following provisions:

1. Funds may be transferred from HCE to CCE not before the fourth quarter of the State Fiscal Year.
2. A total of no more than 5 percent of the Area Agency on Aging's (AAA) annual award of HCE funds may be transferred to the CCE program.
3. If there are clients on the HCE waitlist with a priority rank of 5 or higher, those clients must be released for services prior to an HCE to CCE funds transfer. An exception to this would be if funds were transferred from HCE to CCE to address CCE deficits or new Adult Protective Service (APS) High Risk Referrals requiring mandatory crisis resolving services within 72 hours. If funds are transferred from HCE to CCE for these purposes, and there are HCE clients with a priority rank of a 5 or higher, transferred HCE funds are not to be used to release new CCE clients from the waitlist.

Any exceptions or waivers to the above provisions would require authorization from the Department's Chief Financial Officer.

Please contact your DOEA Contract Manager if you have questions. Thank you for your cooperation.

cc: DOEA Contract Managers