



## North Carolina Department of Health and Human Services

### Division of Aging and Adult Services

2101 Mail Service Center • Raleigh, North Carolina 27699-2101

Tel 919 733-3818 • Fax No. 919 715-0023

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Dennis W. Streets, Director  
919-733-3983

December 20, 2011

**DEAR HEALTH DEPARTMENT DIRECTOR  
DEAR DEPARTMENT ON AGING DIRECTOR**

**SUBJECT: 2011 End-of-Year DHHS Blanket Bond Reconciliation**

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is responsible for management of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. As part of this responsibility, we are preparing for the 2011 annual accounting with the insurance carrier. This accounting requires that accurate information be submitted to the insurance carrier regarding the names of all wards represented by public agent guardians and the amount of each ward's bond. It is important that our records be kept up-to-date to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. In addition, the amount of the premium paid by DHHS for the total bond is based on the aggregate amount of bond for each ward. You are responsible for notifying DAAS of any changes in the status of each ward throughout the year. We appreciate you taking time to review the enclosed information so that we may keep our records updated.

Please note that North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are guardians of the person, estate or general guardians. The attached "*Wards by Agency Report*" lists the wards for whom our records indicate you have guardianship responsibility. The report is current as of December 20, 2011, the date it was printed. We request that you closely review each entry on the report, paying particular attention to the following items:

1. Wards you are no longer responsible for and whose names should be deleted from your list.
2. Wards you are responsible for but whose names are not on the list.
3. Wards' dates of birth.
4. The amount of estate and bond coverage listed for each ward.
5. The name and position of the public agent guardian.

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Please submit all changes and/or updates to your agency's bond list on a DAAS-7016 (rev. 1/04) form. If there are no changes in the ward's information, do not submit the form. A copy of the interactive form may be accessed at <http://info.dhhs.state.nc.us/olm/forms/doa/DAAS-7016.pdf>.

In addition to the wards being covered by DHHS Blanket Bond, we are also requesting that you complete the DAAS-7016 for wards who are covered by a private bond. Wards who are covered by a private bond are not included in the report submitted to the insurance carrier, but accurate data is essential when responding to the legislators. It is important that we maintain an accurate account of all active wards with public agent guardians. Please write "Private Bond" on Line 14 when completing the DAAS-7016.

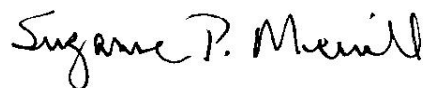
All DAAS-7016 forms containing new information should be forwarded by mail or fax to:

Michelle C. Wilder-Baker, APS/Guardianship Program Coordinator  
Division of Aging and Adult Services  
Adult Services Section  
2101 Mail Service Center  
Raleigh, NC 27699-2101  
Fax: 919-715-0023

**PLEASE SUBMIT ALL CHANGES AND/OR UPDATES BY January 20, 2012**

If you have questions or need additional information, please contact Mrs. Wilder-Baker at (919) 733-3818 or by e-mail at [Michelle.Wilder@dhhs.nc.gov](mailto:Michelle.Wilder@dhhs.nc.gov).

Sincerely,



Suzanne P. Merrill, Chief  
Adult Services Section

SM/mcwb

AFS-12-2011

Attachments