



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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JOYCE MASSEY-SMITH • Division Director, Division of Aging

**DIVISION OF AGING ADMINISTRATIVE LETTER NO. 25-01
PROJECT C.A.R.E VOUCHER DISTRIBUTION CHANGES**

TO: Project C.A.R.E. Host Agencies,
Project C.A.R.E. Family Consultants,
Area Agency on Aging Directors

FROM: Carla West, Division Director, Human Services
on behalf of Joyce Massey-Smith, Director, Division of Aging

DATE: May 23, 2025

SUBJECT: Changes to Project C.A.R.E. Respite Voucher Distribution

Project C.A.R.E. (Caregiver Alternatives to Running on Empty) is a state-funded program in North Carolina that supports family caregivers of people with Alzheimer's Disease or related dementias. A key feature of the program is the respite care voucher, which provides limited financial assistance to help caregivers get short-term relief through services like in-home care or adult day care.

The purpose of this administrative letter is to provide updated guidance related to respite voucher distribution to ensure support to as many caregivers as possible. The Division of Aging is changing the voucher distribution guidance effective July 1, 2025, due to flat funding and increased service demand. This update to guidance reflects our commitment to stewarding public funds.

Updated Guidance – Effective July 1, 2025

Respite vouchers are issued in amounts up to \$500 per voucher and a caregiver may receive up to one (1) voucher annually or \$500. Caregivers receive reimbursement for respite services upon receipt of a completed signed record of respite (time sheets). Respite services may include in-home care, adult day care, group respite, institutional care, companion care or other emergency respite.

The Division of Aging will monitor this change and adjust voucher distribution as funding or resources shift. Additional updates will be issued via future administrative letter or through program standard updates.

For further information about the contents of this administrative letter or Project C.A.R.E., please contact Kasie Odham- Project C.A.R.E. Specialist and No Wrong Door Consultant at 919-268-0296 or kasie.odham@dhhs.nc.gov

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