



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF AGING AND ADULT SERVICES

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DAAS ADMINISTRATIVE LETTER NO. 18-01

DATE: January 17, 2018

TO: AAA Directors

FROM: John N. Bowers, Assistant Director *John N. Bowers*

SUBJECT: SFY 16-17 County Aging Services Data and SFY 18-19 County Budget Instructions

Each year the Aging County Data Package is released for use by local committees in recommending a funding plan for the Home and Community Care Block Grant (HCCBG). The explanation of the State and County Expenditure Report for State Fiscal Year (SFY) 2016-2017, as well as the expenditure reports by county, agency, and service can be accessed at <http://www.ncdhhs.gov/divisions/daas/data-reports>. The Area Agency on Aging (AAA) will provide these reports to the lead planning agency for the Home and Community Care Block Grant in the county by March 1, 2018. The AAA's will also share the information with Chairs of the County Boards of Commissioners, County Managers and Local Aging Services Providers. The AAA can forward this Administrative Letter and/or develop its own correspondence.

The SFY 2018-19 Home and Community Care Block Grant (HCCBG) Budget Instructions, along with HCCBG formats will be available by end of February 2018, through the Division's website at <http://www.ncdhhs.gov/document/home-and-community-care-block-grant-hccb-g-county-budget-instructions-documents>. HCCBG instructions are unchanged from last year.

Effective cost development for services should continue to be emphasized. Potential service providers must give lead agencies service cost-computation worksheets and labor distribution schedules along with their service summaries, as specified on page 16 of the HCCBG Budget Instructions.

JNB/SR/pg

