




NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

JOYCE MASSEY-SMITH • Director  
Division of Aging and Adult Services

**DAAS ADMINISTRATIVE LETTER NO. 22-09, CHANGE NOTICE 23-01**

**TO:** Area Agency on Aging Directors  
**FROM:** Joyce Massey-Smith   
**DATE:** March 29, 2023  
**SUBJECT:** Updated AAA Monitoring Guidance for SFY 2023

Administrative Letter No. 22-09 issued on Nov. 15, 2022, provided the following guidance for required monitoring of new providers or new services funded under the American Rescue Plan Act (ARPA) funding:

A substantial amount of service delivery under ARPA was delayed to accommodate required AAA planning and subsequent state policy development for new ARPA services. New ARPA providers and services should be incorporated into existing AAA monitoring plans using the following guidance:

- If ARPA funding is allocated to a new community service provider in SFY 2023, then that provider is deemed high risk and must be monitored this fiscal year.
- If ARPA funding is allocated to an existing service provider deemed low or moderate risk and ARPA expands an already funded service, then AAAs may use the annual risk assessment to determine whether to conduct monitoring in SFY 2023 or SFY 2024.
- If ARPA funding is allocated for one of the new ARPA services, then that service is deemed high risk and must be monitored this fiscal year.

The purpose of this Change Notice is to update the SFY 2023 monitoring requirements in Administrative Letter 22-09 to accommodate the delayed start-up of some programs under the ARPA funding project period, which ends September 30, 2024.

Because the ARPA project period spans two fiscal years, the following accommodations may be implemented by Area Agencies on Aging as applicable to complete monitoring requirements for new providers or new services funded under ARPA:

- If service delivery began during the first half of SFY 2023 by Dec. 31, 2023, then AAAs must complete monitoring of new providers and new services by April 30, 2023, as outlined in Administrative Letter 22-09.
- If service delivery began Jan. 1, 2023, or later, then AAAs will be allowed to make a determination if a full programmatic review is not warranted until SFY 2024. By April 30,

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES**

LOCATION: 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603  
MAILING ADDRESS: 2101 Mail Service Center, Raleigh, NC 27699-2101  
www.ncdhhs.gov • TEL: 919-855-3400 • FAX: 919-733-0443

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

2023, AAAs must submit an updated Exhibit 14 of the region's Area Plan to show any monitoring that will be completed in SFY 2024 instead of SFY 2023. Please submit updated Exhibit 14s to the DAAS Lead Monitor, Jennifer Powell, at [jennifer.a.powell@dhhs.nc.gov](mailto:jennifer.a.powell@dhhs.nc.gov).

If ARPA service delivery began after Jan. 1, 2023, and monitoring is scheduled for SFY 2024 rather than SFY 2023, then AAAs are encouraged to provide technical assistance in the first half of SFY 2024 or to conduct actual programmatic monitoring in that timeframe.

New providers or providers of new services under ARPA may be encouraged by AAAs to complete provider self-assessments using appropriate monitoring tools in order to highlight program requirements and best practices prior to actual monitoring.

Questions related to this Change Notice may be addressed to Steve Freedman ([steve.freedman@dhhs.nc.gov](mailto:steve.freedman@dhhs.nc.gov)) or Phyllis Bridgeman ([phyllis.bridgeman@dhhs.nc.gov](mailto:phyllis.bridgeman@dhhs.nc.gov)).

JMS/SF/pg