



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

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

January 21, 2022

**Dear Owners/Operators of Facilities Licensed to Accept Special Assistance Payments**

**SUBJECT: Non-Recurring Temporary Financial Assistance for Facilities Licensed to Accept State-County Special Assistance**

**I. Background and Introduction**

Senate Bill 105, Section 9I.1.(a)(b), Temporary Financial Assistance for Facilities Licensed to Accept State-County Special Assistance (SA), directs the Department of Health and Human Services (DHHS), Division of Social Services, to allocate the sum of forty-eight million dollars (\$48,000,000) in nonrecurring funds from the State Fiscal Recovery Fund.

The Division of Social Services shall expend up to twenty-four million dollars (\$24,000,000) of these allocated funds during the 2021-2022 fiscal year and any remaining funds during the 2022-2023 fiscal year to provide temporary financial assistance in the form of a monthly payment to these facilities to offset the increased costs of serving residents who are recipients of State-County SA during the public health emergency.

For the period commencing July 1, 2021, and ending when the funds allocated under this section are depleted or on the date federal law requires these funds to be fully expended, whichever is earlier, the amount of the monthly payment authorized by this section shall be equal to one hundred twenty-five dollars (\$125.00) per month for each resident of the facility as of the first day of the month who is a recipient of State-County SA.

There is no county match, and counties are not responsible for paying any portion of these monthly payments.

Nothing regarding this section shall be construed as an obligation by the General Assembly to appropriate funds for the purpose of this section or as an entitlement by

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any facility, resident of a facility, or other person to receive financial assistance under this section.

The Division of Aging and Adult Services (DAAS) administers the SA Program. DAAS will work with the Division of Social Services to implement the legislation. In addition to the Division of Social Services, DAAS is working closely with the NC Families Accessing Services through Technology Case Management System (NC FAST), the DHHS Controller's Office, and others within DHHS to implement the temporary payments to providers for each SA recipient for the period of July 2021 – June 2022 and July 2022 – June 2023.

## **II. How Temporary Non-Recurring Payments Will Be Administered**

- A. Facilities will be paid \$125 for each SA resident identified by NC FAST as both eligible for SA and residing in the facility during the period of July 1, 2021 – July 30, 2023, or until the funds are exhausted, whichever occurs first, on the *first business day of the month* beginning July 1, 2021, through June 30, 2023. The initial issuance date is scheduled for March 2022.
- B. Facilities will be paid directly through the North Carolina Accounting System (NCAS) either by an electronic transfer to an operating account or a paper check. See Section III below for information on how to register in NCAS.
- C. Facilities will receive one monthly reimbursement for all SA recipients residing in a facility. A ledger will be provided listing the SA recipients affiliated with each reimbursement. The ledger will be an e-mail or fax, if payments are received electronically or included as an insert with the paper check.
- D. The facility where the SA recipient resides on the first day of the particular benefit month will be eligible to receive the temporary payment for that month.
- E. The legislation does not allow payments for individuals whose applications for SA are pending. Once the application is approved, the facility will receive the payment on the *first business day after approval*.

*For example: Mr. B. moves into your facility on July 10, 2021 and applies for SA on July 29, 2021. His application is approved on September 18, 2021, with an effective date of July 10, 2021. The temporary payment would begin for August 2021 and be issued in March 2022. This will include the retroactive payment for all eligible months beginning August 2021 – February 2022. The temporary monthly payment of \$125.00 will continue April 2022 through his eligibility period, until funds are exhausted or no longer available.*

## **III. Registering to Receive Temporary Non-Recurring Payment: Three Steps/Forms to Complete**

The three steps and forms described below are necessary for registration in NCAS and each licensed facility to receive the temporary payment. Please read and follow the steps carefully to complete registration.

### **Step 1: Complete the IRS Form W-9**

The NCAS registration information will come from the **IRS Form W-9, Request for Taxpayer Identification Number and Certification** at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

If you submitted the IRS Form W-9 for Session Law-2017-57, the Appropriations Act of 2017, effective July 1, 2017, Temporary Financial Assistance for Facilities Licensed to Accept Special Assistance Payments for State Fiscal Years 2017-18 and 2018-19, you do not need to submit a new W-9 for this one-time payment unless there has been changes related to the W-9 information.

Complete a W-9 for each facility licensed to accept the SA Temporary Payments regardless of corporate ownership.

It is important to remember to include the license number for each facility on the completed W-9 prior to submission.

If you have questions about the completion of the form(s), please contact your tax preparer.

### **Step 2: Determine Payment Receipt Method**

Facilities will be paid either by an electronic transfer or paper check. Facilities must determine the method by which they will be reimbursed.

#### Electronic Transfer

- Complete the Payment Verification Form found at: <https://www.ncdhhs.gov/documents/payment-verification-sa-providers>
- The direct deposit account should be the facility operating account. The facility may not use the “collective account” for the SA recipients’ Social Security benefits and SA payments.

#### Paper Check

If a provider cannot receive the monthly payment through electronic transfer, a paper check will be issued. If no Payment Verification Form for electronic deposit is submitted with the W-9, the DHHS Controller’s Office will use the information on the W-9 to issue and mail a paper check.

### **Step 3: Submit W-9 and Payment Verification Form**

The DHHS Controller's Office must receive the printed W-9 Form and the Payment Verification Form (if direct deposit is requested). Please send the information to Lem Harris, DHHS Controller's Office, via e-mail [DHHS.OOC.SS@dhhs.nc.gov](mailto:DHHS.OOC.SS@dhhs.nc.gov), or by fax 919-715-5847. This information is also included on the Payment Verification Form.

**The deadline for submitting the required information is Monday, January 31, 2022.**

#### **IV. Situations That May Arise Regarding Temporary Non-Recurring Payments**

There may be instances where a facility does not receive the temporary payment for a resident because the resident moved to the new facility on or after the first of the month and the move was not reported in time for the change to be made in NC FAST. If a facility does not receive a payment for a SA eligible resident who lived in the facility on the first of the month, please report the change to the county Department of Social Services (DSS). The temporary non-recurring payment will be issued to the address of the facility in NC FAST on the first of each month.

If the resident left the facility prior to the first of the month and returned to the facility on or after the first of the month, the facility address in NC FAST is the facility to receive the temporary payment. Payment disputes will be the responsibility of the facility administrators.

When a facility receives the temporary payment for an SA recipient who is deceased, returned to a private living setting, or his or her whereabouts are unknown prior to the first of the month, return the temporary payment and the SA payment to the county DSS indicating the SA recipient's name, the amount of the one-time payment, and the amount of the SA payment. This is the same process that is followed to return SA payments.

#### **V. Notification When a Resident Moves In or Out of the Facility**

When a SA recipient moves out of the facility, the facility representative must notify DSS within five calendar days of the change for cases to be updated timely by DSS staff.

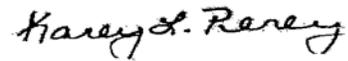
#### **VI. Conclusion**

We hope this information is helpful to facilitate a smooth registration process in NCAS and the receipt of the temporary non-recurring payments to provide aid in response to the COVID-19 crisis for facilities licensed to accept State-County SA for the period of July 1, 2021, through June 30, 2023, or until funds are exhausted, whichever occurs first.

**Please remember to submit your required registration to the DHHS Controller's Office by Monday, January 31, 2022, to ensure payment.**

If you have questions about the information in this letter, except for the completion of the W-9 Form, please submit them to the Division of Aging and Adult Services listserv at [tempfacpay@dhhs.nc.gov](mailto:tempfacpay@dhhs.nc.gov).

Sincerely,

A handwritten signature in black ink that reads "Karey Perez". The signature is written in a cursive style.

Karey Perez  
Adult Services Section Chief

JMS/KP/adp/vw/pg/ctw

DAAS\_AS\_01\_2022

Cc: DSS County Directors