



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

January 28, 2026

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**ATTENTION: ADULT SERVICE PROGRAM ADMINISTRATORS, AND SUPERVISORS**

**SUBJECT: 2025 END OF YEAR DHHS BLANKET BOND RECONCILIATION**

**REQUIRED ACTION:** ☒ Information Only ☒ Time Sensitive ☐ Immediate

North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agent guardians (DPAG) appointed as guardian of the person, estate, or general guardian. The Division of Social Services, Adult Services Section is responsible for management of the North Carolina Department of Health and Human Services (NCDHHS) DPAG blanket bond and is conducting the 2025 annual reconciliation with the insurance carrier.

To ensure each individual served by county Departments of Social Services (DSS) is properly covered under the blanket bond, NCDHHS must receive an accurate and complete list of individuals under guardianship. Bond coverage and premium amounts are based on the total number of active individuals statewide. Maintaining accurate records in the NC Online Aging and Adult Services Information System (NC OAASIS) is critical to ensure valid coverage. Each county DSS is responsible for updating guardianship records in NC OAASIS within five business days of appointment, termination, or modification.

**Verifying the Agency's List of Individuals Under Guardianship**

**Step 1: Run the initial report**

1. Log into **NC OAASIS** and access the NC DPAG module.
2. Select the **NC DPAG Unified Report Viewer** tab.
3. Choose **NC DPAG Guardianship by Agency County**.
4. Enter **December 31, 2025** in the *As of Date* field and click **Run Report**.

**Step 2: Review and correct records**

Review the report carefully and take action as needed to ensure accuracy, including:

- Terminating guardianship records for individuals no longer served by the agency
- Creating new guardianship records for individuals served by the agency who are missing from the report
- Verifying the guardianship appointment date matches the Order of Appointment
- Confirming the bond coverage amount for each individual
- Confirming each individual's date of birth

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES**

LOCATION: 1915 Health Services Way, Raleigh, NC 27607  
MAILING ADDRESS: 2401 Mail Service Center, Raleigh, NC 27699-2401  
www.ncdhhs.gov • TEL: 919-855-6335

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

For individuals covered by a private bond, ensure a **DHHS-AS-7016** form is completed and entered in NC OAASIS. These individuals are not included in the report submitted to the insurance carrier but must be accurately documented in the system.

### **Step 3: Run the report again**

After all updates, corrections, terminations, and new records have been entered, run the **NC DPAG Guardianship by Agency County** report again using the same instructions above. This second report represents the agency's **final and accurate count of active individuals under guardianship**.

### **Confirming the Agency's List of Individuals Under Guardianship**

After completing the steps above, a designated agency representative must complete the [2025 End of Year DHHS Blanket Bond Reconciliation form](#). By submitting the form, the agency attests that:

- The NC DPAG Guardianship by Agency County report has been reviewed by the assigned guardian, and
- The information is accurate to the best of their knowledge.

### **Important:**

The number entered for **Question 5** on the form must reflect the **total number of records shown on the second (final) NC DPAG Guardianship by Agency County report**, located in the upper right-hand corner next to the *Total Amount of Bond*, **after all changes have been made**.

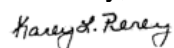
All reconciliation forms must be submitted no later than **Monday, February 9, 2026, at 5:00 p.m.**

### **2025 End of Year DHHS Blanket Bond Reconciliation form Fields:**

1. Name of Agency County
2. First name of assigned Disinterested Public Agent Guardian (DPAG)
3. Last name of assigned Disinterested Public Agent Guardian (DPAG)
4. Agency role of assigned DPAG
5. Number of records listed on the **final** NC DPAG Guardianship by Agency County report dated December 31, 2025
6. First name of agency staff completing the form
7. Last name of agency staff completing the form
8. Phone number of agency staff completing the form

If you have questions or need additional information, please contact **Sarah Richardson, Program Administrator** at (919) 605-3640 or [Sarah.Richardson@dhhs.nc.gov](mailto:Sarah.Richardson@dhhs.nc.gov).

Sincerely,



Karey Perez  
Deputy Director, Adult Services  
DSS\_AS\_03\_2026