



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

JOSH STEIN • Governor

DEVPUTTA SANGVAI • Secretary

LISA TUCKER CAULEY • Division Director, Human Services

June 25, 2025

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ADULT SERVICES SUPERVISORS AND PROGRAM MANAGERS

SUBJECT: *Revised Special Assistance In-Home (SAIH) Case Management Programmatic Monitoring Tool and Instructions*

The Division of Social Services, Adult Services Section, has updated the Special Assistance In-Home (SAIH) Case Management Programmatic Monitoring Tool and Instructions. These revisions were made in response to legislative changes that required policy updates effective March 1, 2025. The updated tool will be used for all Adult Services programmatic monitoring beginning July 1, 2025.

The revised SAIH Case Management Programmatic Monitoring Tool and Instructions are aligned with the requirements outlined in **North Carolina General Statute 108A-47.1** and the *Special Assistance In-Home Case Management Manual*, effective March 1, 2025.

These updated documents replace all previous versions. You may access the revised materials on the NCDHHS Adult Services SharePoint site at [Adult Services SharePoint](#) or by navigating to the site, selecting **SAIH**, and then choosing **Monitoring Tools**.

If you have questions regarding this communication, please contact the Adult Services team via the listserv at DHHS.AdultServices@dhhs.nc.gov.

Sincerely,

Karey Perez,
Deputy Director, Adult Services
Division of Social Services

DCDL#05-2025

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