

**Administrative Letter No. 09-21, Reduction in the Special Assistance Adult Care Home (SA/ACH) Basic Rate and Maintenance Amount for Ambulation Capacity Code 'E' Cases** (This was obsolete on July 1, 2014 when the last "E" case was closed)

**N.C. Division of Aging and Adult Services, Adult Services Section**

**Date:** October 30, 2009

**Subject:** Reduction in the Special Assistance Adult Care Home (SA/ACH) Basic Rate and Maintenance Amount for Ambulation Capacity Code 'E' Cases

**Distribution:** County Directors  
Special Assistance Supervisors  
Adult Services Supervisors

**Effective Date:** November 1, 2009

**I. Background and Content of Change**

Session Law 2009-451, the State's ratified budget, required SA/ACH recipients in an ACH September 30, 2009, whose total countable monthly income (TCMI) was higher than \$1,227.50 and less than \$1,252.51 to be "held harmless" due to the SA/ACH Basic rate reduction to \$1,182.00 effective October 1, 2009.

These SA recipients were identified in the Eligibility Information System (EIS), and will not lose ineligibility. Their SA/ACH ambulation capacity code changed to 'E' for exempt. Now that 'E' recipients have been identified and established in EIS, their SA payment must be reduced to no more than the minimum amount that will allow them to remain eligible for SA/ACH.

SA 'E' recipients pay the facility the SA/ACH Basic rate of \$1,182.00, the same rate as all other SA/ACH Basic recipients. Since their TCMI is higher than the current SA/ACH Basic maintenance amount of \$1,228.00, effective December 1, 2009 'E' recipients will only be eligible for a \$1.00 monthly SA payment. Because EIS does not produce an SA payment of less than \$5.00, all SA/ACH 'E' recipients will become zero pay cases.

**Note:** SA 'E' recipients will continue to be eligible for Medicaid, as long as they continue to meet all other SA eligibility requirements.

**II. Edits Placed in EIS**

- A. Effective November 2, 2009, an edit will go into effect in EIS allowing no more than a \$1.00 payment for SA/ACH 'E' recipients with the payment effective December 1, 2009.
- B. For payments effective December 1, 2009, SA 'E' cases will be allowed to have a **variable maintenance amount**.

- C. **The variable maintenance amount**, minus the a/r's TCMI, minus any SA recoupment, must equal the \$1.00 SA payment.

Currently, the TCMI for 'E' recipients can be no less than \$1, 227.51, and no more than \$1,252.50. The income maintenance case workers (IMCs) must determine each 'E' recipient's maintenance amount by adding a \$1.00 to their TCMI.

1. Rounding plays a role in this calculation. When determining the SA 'E' maintenance amount always round to the nearest dollar.
  - a. Reduce values \$0.01 through \$0.49 to the next lower whole dollar amount.
  - b. Raise values \$0.50 through \$0.99 to the next higher whole dollar amount.
2. See the example below.

**Example:** The SA 'E' recipient has TCMI of \$1,228.51. There is no SA recoupment. In order to allow this recipient to show a \$1.00 SA payment in EIS, add \$1.00 to the TCMI, and round the total, **making his/her variable SA/ACH 'E' maintenance amount \$1,230.00.** See the payment calculation below.

TCMI	\$1,228.51
Add the \$1.00 Payment	+ 1.00
Round to Obtain Maintenance Amount	\$ 1,229.51
Variable Maintenance Amount	\$ 1,230.00

**Note:** If an exempt 'E' recipient's SA is terminated or transferred to another aid program/category, exempt "E" status ends. If the client later reapplies for SA, he/she must meet the current SA/ACH Basic or SA/ACH SCU eligibility requirements.

### III. Timey Notice Required

County DSS SA income maintenance case workers (IMCs) are required to send a **manual** [DSS-8110, Your Benefits Are Changing](#) timely notice informing each SA/ACH 'E' recipient of the decrease in their SA payment amount.

- A. To assist IMCs with identifying 'E' cases, an NCXPTR report listed as '**DHREJA SA AMBULATION CAPACITY E**', will be created on October 30, 2009, entitled on the report header, '**Active SAA/SAD Cases Ambulation Capacity Code E**'. Add this report to your profile to view in NCXPTR.

The report will identify all active SAA and SAD cases with an ambulation capacity code 'E'. The report will be sorted by county, district number and in alphabetical order within district number by recipient last name. The report will include the following:

1. County Name/Number
2. District Number
3. Casehead Payee Name (LN, FN, MI)
4. Case ID Number
5. Aid Program/Category
6. Ambulation Capacity Code
7. Maintenance Amount

B. **A new Timely (notice) Change Code, '2C' – Other**, has also been created for use with all SAA and SAD cases regardless of the Ambulation Capacity Code on the case. **The Notice Override Indicator must be 'Y' when using this code.** Use this code to notify the SA 'E' recipient of the December reduction in their SA payment.

1. In the timely notice explain to the recipient that the new SA payment he/she is eligible for is \$1.00, but that the system does not generate checks for that amount, so he/she will no longer receive a monthly SA check.
2. Explain in the timely notice that he/she remains Medicaid as long as he/she meets all other SA eligibility requirements.

#### IV. Keying the Changed Payment in EIS

- A. Enter the new SA payment amount in the EIS DSS-8125 screen in the Payment field.
- B. Enter the new SA/ACH 'E' **variable maintenance amount** in the maintenance amount field.
- C. Enter the new SA timely notice change code **'2C' – Other**.
- D. **Override the automated notice by entering a 'Y' in the notice override field.**
- E. The deadline for mailing a timely manual notice is November 4, 2009. **The DSS-8125 must be entered into EIS no later than the November 23, 2009, to change the SA payment effective December 1, 2009.**

If you have any questions regarding this information, please contact your [Adult Programs Representative](#).

Sincerely,

Dennis W. Streets, Director

DWS/SPM: