



## North Carolina Department of Health and Human Services

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

### DHHS Directive Number III-12

**Title:** Economic Benefits Policy Governance Board  
**Effective Date:** December 1, 2011  
**Authority:** NC General Statutes 143B-137.1;  
NC General Statutes 108A-25;  
NC General Statutes 110-85

#### Purpose

The purpose of this directive is to establish the Department of Health and Human Services (DHHS) Economic Benefits Policy Governance Board to direct unified policy development and service delivery across economic eligibility services administered by DHHS.

#### Policy

In order to support this purpose, DHHS must assure that policy is aligned both in terms of the requirements, how information is collected and processed and the implementation of critical procedural changes. The Economic Benefits Policy Governance Board will assure that these policies are carried out via service manuals, trainings, state plans, rules and statutes.

#### **Responsibilities**

The Economic Benefits Policy Governance Board is established effective December 1, 2011. The responsibilities of the Board include but are not limited to:

- Monitoring federal requirements and state policy directives.
- Providing a sounding board for policy implementation issues at the county level by directly interfacing with the NC Association of County Directors of Social Services (NCACDSS) Work Support Strategies Committee and its subgroups at their monthly conference calls and meetings.



- Researching policy changes and the potential impact those changes would have on clients, counties and the state.
- Analyzing, testing and monitoring new policies (or potential policies) to bridge the gap between policy and practice/implementation.
- Finalizing and approving joint policy decisions.
- Maintaining a dialogue among state policy makers, counties, quality control, program integrity, NC FAST, federal representatives, clients and other stakeholders regarding service policy.
- Providing oversight and direction of changes to NC Administrative Code and policy manuals.
- Developing an integrated policy manual (or common policy manual structure).
- Working with NC FAST to ensure that policies are appropriately implemented, and submitting and prioritizing system changes.
- Communicating the work of the Board broadly to enhance identification and understanding of any implications on other service and operational activities within DHHS.

The Economic Benefits Policy Governance Board is responsible for policies and other activities concerning *eligibility* determination, including but not limited to: income, resources, need, deductions, verifications, service accuracy, service access, applications, re-certifications and change reporting.

### **Membership and Organizational Structure**

The Economic Benefits Policy Governance Board is comprised of an executive team with the availability of a resource team.

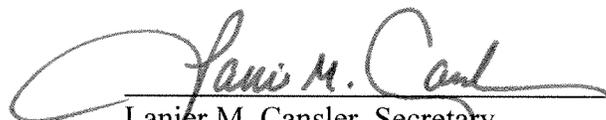
- The Executive Team is comprised of the Directors' designees of the following divisions: Division of Medical Assistance (DMA); Division of Social Services (DSS); Division of Child Development and Early Education (DCDEE), the Division of Aging and Adult Services (DAAS). Membership and participation on the Economic Benefits Policy Governance Board Executive Team is a permanent responsibility of each of the Division positions listed below.
  - DMA – Medicaid and NCHC-Chief, Medicaid Eligibility Unit
  - DSS – Food and Nutrition Services, Refugee Assistance, Work First, Energy Assistance- Chief, Economic and Family Services
  - DCDEE – Subsidized Child Care- Chief, Subsidy Section
  - DAAS – State/County Special Assistance- Program Administrator for State/County Special Assistance
  - NC FAST-Representative to provide a bridge to IT
- The Economic Benefits Policy Governance Board will request participation of resource team members when the need for their expertise is identified. The resource team may consist of:

- Work Support Strategies Committee of the NCACDSS. The Board will participate in the monthly phone calls and meetings of this group, and will seek their input on particular policy issues
- Program Integrity for the services represented
- State (DHHS) Quality Control/Quality Assurance
- State (DHHS) Training
- State (DHHS) Data

### **Board Administration**

- This Board shall meet at least monthly. The Board may meet more often as necessary when policy or procedural matters arise and require immediate attention.
- The Economic Benefits Policy Governance Board will be chaired by one of the service representatives on a rotating basis (to be determined).
- The Economic Benefits Policy Governance Board will be supported by an administrative point person whose duties would include helping to develop agendas, drafting minutes, and scheduling meeting times and locations. The administrative point person will be a part of the Division which is currently the chair.
- The Economic Benefits Policy Governance Board will determine and document procedures to include the best approach for distributing information related to its efforts.
- The Economic Benefits Policy Governance Board will be directly accountable to the Office of the DHHS Secretary.
- The Economic Benefits Policy Governance Board becomes effective December 1, 2011.

APPROVED

A handwritten signature in black ink, reading "Lanier M. Cansler". The signature is written in a cursive style with a large, sweeping initial "L".

Lanier M. Cansler, Secretary  
Department of Health and Human Services