



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**JOYCE MASSEY-SMITH, MPA**

Director, Division of Aging and Adult Services

June 5, 2020

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

**Subject: One-Time Payment for Facilities Licensed to Accept Special Assistance (SA) Payments for the Period of March 10, 2020 through July 30, 2020 for each recipient. An Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (COVID-19) Crisis**

**I. Background and Introduction**

House Bill 1043, Section 3.3.(30) directs the Department of Health and Human Services (DHHS), Division of Social Services to implement “a one-time payment to facilities who accept State-County Special Assistance to offset the increased costs of serving residents during the COVID-19 emergency.” Each eligible facility shall receive an amount equal to one thousand three hundred twenty-five dollars (\$1,325) for each resident of the facility who is a recipient of State-County Special Assistance between March 10, 2020 through July 30, 2020.

The legislation appropriates \$25 million in non-recurring State funds for the SFY 2019-2020 and 2020-2021 to provide a one-time payment of \$1,325 to facilities licensed to accept Special Assistance (SA) payments on behalf of each SA resident. There is no County match for the one-time payment.

- In the case of a SA application completed during the period specified above and not approved until after July 30, 2020, the one-time payment will be issued upon approval if eligibility is approved for the period of March 10, 2020 through July 30, 2020.
- In the case of a recipient who transfers from one licensed facility to another during the time period, only the first eligible licensed facility will receive the payment authorized 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 use existing mechanisms, as required by the legislation, to make the one-time payments to providers for each SA recipient for the period of March 10, 2020 – July 30, 2020.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF AGING AND ADULT SERVICES**

LOCATION: 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603  
MAILING ADDRESS: 2101 Mail Service Center, Raleigh, NC 27699-2101  
www.ncdhhs.gov • TEL: 919-855-3400 • FAX: 919-733-0443

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

## II. How One-Time Payment Will Be Administered

- A. Facilities will be paid \$1,325 for each SA resident identified by NC FAST as both eligible for SA and residing in the facility during the period of March 10, 2020 – July 30, 2020 on the *first business day of the month* beginning June 1, 2020 through October 1, 2020. There will be five issuance dates scheduled monthly beginning June 1, 2020 through October 1, 2020. The initial issuance date is scheduled for Monday, June 15, 2020.
- 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. If an individual has moved into or out of the facility after March 10, 2020, there will be no adjusted or prorated payment. The facility where the SA recipient resides on or after March 10, 2020 through July 30, 2020 is the basis for determining which facility receives the one-time payment.
- 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 one-time payment on the *first business day beginning* June 15-October 1, 2020.

*For example:* Mr. B. moves into your facility on July 10, 2020 and applies for SA on July 29, 2020. His application is approved on September 18, 2020 with an effective date of July 10, 2020. The one-time payment would be for July 2020 and *issued on the first business day beginning* October 1, 2020. Same example, however, Mr. B. is a SA recipient in the licensed facility on March 10, 2020. The one-time payment would be for March 2020 and issued on June 15, 2020.

## III. Registering to Receive One-Time Payment: Three Steps/Forms to Complete

The three steps and forms described below are necessary for registration in NCAS in order for facilities to receive the one-time payment. Please read and follow the steps carefully in order to assure accurate and timely 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** <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 ONE-TIME PAYMENT 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.**

Should 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 one-time payment thru 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 in the DHHS Controller’s Office: This information is also included on the Payment Verification Form.

- via e-mail [DHHS.OOC.SS@dhhs.nc.gov](mailto:DHHS.OOC.SS@dhhs.nc.gov) or
- fax to 919-715-5847.

**The deadline for submitting the required information is Thursday, June 11, 2020**

## **IV. Situations That May Arise Regarding One-Time Payment**

There may be instances where a facility does not receive the one-time payment for a resident because the resident moved to the new facility on or after March 10, 2020 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 March 10, 2020 because of this situation, please report the change to the county Department of Social Services (DSS). The one-time payment will be issued to the address of the facility in NC FAST on March 10, 2020.

If the resident left the facility prior to March 10, 2020 and returned to the facility on or after March 10, 2020, the facility address in NC FAST is the facility to receive the one-time payment during the period of March 10, 2020 – July 30, 2020. Contact to the facility for the dates specified above will be the responsibility of the facility administrators for payment disputes.

When a facility receives the one-time payment for an SA recipient who is deceased, returned to a private living setting, or his or her whereabouts are unknown prior to March 10, 2020, return the one-time 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, as always, the facility representative must notify DSS so that the change can be made in the SA case via NC FAST. Changes should be reported to the county DSS caseworker as soon as the change occurs. As a reminder, all changes must be reported no later than 5 calendar days from the date of change.

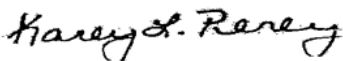
#### **VI. Conclusion**

We hope this information is helpful in order to facilitate a smooth registration process in NCAS and the receipt of the one-time payment to provide aid in response to the COVID-19 crisis for facilities licensed to accept State-County SA for the period of March 10, 2020 through July 30, 2020.

**Please remember to submit your required registration to the DHHS Controller's Office by Thursday, June 11, 2020, otherwise your payment may be delayed.**

If you have questions about the information in this letter, with the exception of 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,



Karey Perez  
Adult Services Section Chief

KP/abp/ctw/pg

DAAS\_AS\_07

Attachment

cc: DSS County Directors