



North Carolina Department of Health and Human Services
Division of Aging and Adult Services

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DAAS Administrative Letter No. 13-06

To: Area Agencies on Aging, Senior Center Directors
From: Dennis Streets, Division Director *Dennis W. Streets*
Subject: Senior Center Operations Monitoring Exemption
Date: April 24, 2013

Effective July 1, 2013, the current practice of exempting certified centers from senior center operations programmatic monitoring will be removed.

When the senior center certification process began, the exemption from senior center operations programmatic monitoring was included as a benefit for centers that became certified. At that time there were no financial incentives for centers to pursue certification, and it was not possible for the Division to anticipate issues that a monitoring exemption might present. Since that time the certification period has expanded from three to five years. If a center is continually re-certified that center could go a decade or more without a senior center operations monitoring visit without routine oversight. This is too long.

Between certifications many changes can occur in senior centers such as new management and increases or decreases in funding aid programs. Monitoring can help identify potential issues important to HCCBG oversight and the integrity of the certification process.

If you have any questions about the programmatic monitoring of providers, please contact Leslee Breen at (919) 855-3414.

Some agencies had mistakenly interpreted the above exemption to mean all senior center operations monitoring (programmatic and fiscal) was exempt. Fiscal monitoring was not included in this exemption.

Per DAAS Administrative Letter 10-19, AAAs no longer were required to complete the Internal Control Questionnaire (ICQ) and the Fiscal Monitoring Tool for providers that had to have an audit. Agencies receiving \$500,000 or more in cumulative federal funding annually are required to complete the single audit process. Throughout North Carolina, however, over 100 local agencies are not required to have a single audit and must receive fiscal monitoring from one of the 16 AAAs.

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Guidance on what is required for fiscal monitoring of providers is as follows:

For Providers Who Are Required to Have an Audit

- Review the audit and follow-up on any findings cited.
- Complete the Audit Review Form

For Providers Who Are Not Required to Have an Audit

- Complete the ICQ

If you have any questions about the fiscal monitoring of providers, please contact Kim Jacobs at (919) 855-3448.

Therefore, beginning July 1, 2013 senior center operations programmatic and fiscal monitoring of certified centers will need to be placed on your Exhibit 14 Provider Monitoring Plan and put into a rotation so that monitoring occurs at least once every three years. Please send your revised plans to Kim Jacobs upon completion.

The Division sincerely appreciates your continued efforts to ensure that we are all being good stewards of our aging service dollars.

cc: Leslee Breen
Steve Freedman
Kim Jacobs
Judy Smith