



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

JOSH STEIN • Governor

DEV DUTTA SANGVAI • Secretary

CARLA WEST • Acting Director, Division of Aging

**DIVISION OF AGING ADMINISTRATIVE LETTER NO. 24-01: CHANGE NOTICE 03**

**TO:** Area Agency on Aging Directors

**FROM:** Tammy Koger, Deputy Director 

**DATE:** February 25, 2026

**SUBJECT:** State Fiscal Recovery Fund (SFRF) Housing and Home Improvement (HHI) –  
“Choosing Home”

*Division of Aging’s Administrative Letter No. 24-01 issued on Feb. 16, 2024, provided guidance for the “Choosing Home” Housing and Home improvement program funded under the State Fiscal Recovery Fund (SFRF). Administrative Letter No. 24-01 Change Notice 02 issued on September 5, 2024 updated that guidance. The purpose of this Change Notice is to notify NC Area Agencies on Aging that waivers will now be permitted for the Choosing Home program and to provide guidance on waiver request procedures and forms that must be used for waiver requests. Updates are provided in underlined, italicized, and red text. Text that is red and struck through indicates a deletion. Changes for the Administrative Letter and the new form (Attachment C) are included here.*

The American Rescue Plan Act (ARPA) was enacted on March 11, 2021, to address the impact of COVID-19 on the economy, public health, state/local governments, individuals, and businesses. It provided \$5.4 billion to North Carolina in State Fiscal Recovery Funds (SFRF) to lay the foundation for a strong and equitable recovery. The NC Pandemic Recovery Office (NCPRO) is responsible for overseeing and monitoring the use of the SFRF as well as reporting to the U.S. Treasury on behalf of state agencies.

Under Session Law 2021-180, Section 9A.4, the N.C. General Assembly appropriated fifteen million dollars (\$15,000,000) in nonrecurring funds to the Department of Health and Human Services, Division of Aging and Adult Services, for rapid rehousing services to assist individuals and families at risk of homelessness due to the COVID-19 public health emergency. The funds may be used to provide financial assistance to eligible individuals and families and cover the cost of acute needs for securing housing to prevent homelessness or for home improvements and home repairs that allow vulnerable seniors aged 60 and older to remain in home-based living arrangements rather than congregate care settings.

Of the fifteen million dollars allocated in Session Law 2021-180, DHHS directed \$5,471,247 to the N.C. Office of Recovery and Resiliency to operate the Back@Home Balance of State rehousing program. Of the remaining funds, DAAS has budgeted \$3,837,939 for the SFRF Rapid Rehousing project to be administered by the Emergency Solutions Grant office within DAAS and \$3,837,939 for the Housing and Home Improvement project to be administered by NC Area Agencies on

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

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Aging. Per legislative restrictions, \$852,875 (10%) has been budgeted for overall administration of each component.

This administrative letter focuses on the SFRF funds that will be administered by NC Area Agencies on Aging (AAAs) to support the housing needs of vulnerable older adults aged 60 and over. **AAAs that plan to participate shall submit an application for funding (see Attachment A) by March 18, 2024. [Note: applications are closed.]** It is anticipated that Notification of Grant Awards will be issued in September 2024. Awards to participating AAAs will be based on the Intrastate Funding Formula (IFF), and there will be no local match requirement. Funds allocated under the State Fiscal Recovery Fund Housing and Home Improvement (SFRF HHI) program may be used to provide services between the date of July 1, 2024 and December 31, 2026.

SFRF funds will not be included in the county planning process required for certain funding administered by NC Area Agencies on Aging. However, DAAS strongly encourages communication about SFRF funds among AAAs, local providers, and their county planning committees. An additional difference from other Housing and Home Improvement funding administered by AAAs is that there will be no requirement for the solicitation of consumer contributions under the SFRF HHI program.

AAAs may administer and implement this program in-house or may subcontract SFRF HHI funding. AAAs may use any existing methodologies they have for obtaining contractors and vendors to provide allowable repairs and home improvements. Subcontracts must incorporate the requirements of this administrative letter as appropriate. The bid specifications for each procurement process should detail the types of repairs, improvements, related costs, or financial assistance payments allowed under the program, including spending limits and documentation required. The AAA may choose to focus on one or more allowable program priorities. Area Plan priorities and priorities identified for other community needs should guide these decisions.

Expenditures will be tracked and reported separately using new ARMS codes for SFRF Housing and Home Improvement services as detailed below and in Attachment B. Additional service outcome tracking will be collected using Excel tracking spreadsheets.

Eligible older adults and their families may receive up to \$20,000 in SFRF HHI services across all categories of allowable expenditures identified in Attachment B.

To assure appropriate use of funding as intended by Congress and address the continued impact of COVID-19 on disproportionately impacted households (those with low or moderate incomes or experiencing unemployment who qualify for Medicaid, TANF, or other specified federal benefits), AAAs are expected to partner with and accept applications for services from local Departments of Social Services (DSS) and local Community Action Agencies (CAA), in addition to applications taken directly or through funded service providers.

AAAs and subcontracted providers will follow service standards for Housing and Home Improvement funded by the Home and Community Care Block Grant, except as follows:

1. Eligible older adults and their families do not have to live in counties funded for HCCBG HHI.
- ~~2. No waiver requests or approvals will be allowed to modify the SFRF allowable expenditures as outlined in Attachment B.~~
2. Certain prohibited activities under the HCCBG HHI program, i.e., rent, utility bills, security deposits, and taxes, are allowable under SFRF HHI as outlined in Attachment B.

3. The 20% cap on HCCBG expenditures for basic household furnishings and home appliances is not applicable to SFRF HHI services.
4. As noted above, there is no requirement to solicit consumer contributions for SFRF HHI.

#### Waiver Requests for Choosing Home Services

Waiver requests for the State Fiscal Recovery Fund Choosing Home program are now permitted and will provide greater flexibility in considering other older adult needs and circumstances not currently allowed under Service Codes 640 and 650. Procedures for submitting waiver requests are as follows:

1. The Choosing Home Waiver Request Form (Attachment C) must be completed and sent to the Choosing Home program consultant, Louise Noble. (The Division encourages the AAAs to submit waiver-related questions via the Division of Aging Inquiry Portal Smartsheet. Waiver requests may also be submitted via the Smartsheet unless private/confidential information is included in the materials submitted.)
  - a. Complete Part A to request approval to provide a home repair or improvement service not included in the Updated List of Reimbursable Expenses (Attachment B). Providers will continue to use S/R/W codes 641-645 to report services provided under an approved waiver.
  - b. Complete Part B to request approval to provide financial assistance for a need or circumstance not allowable in the Updated List of Reimbursable Expenses (Attachment B). Providers will continue to use S/R/W codes 651-659 to report services provided under an approved waiver.
2. Waiver request applicants will be notified of the Division's decision within 72 hours.

Note: The \$20,000 cap per eligible older adult household and administrative requirements listed in Administrative Letter 24-01 Change Notice 02 such as vendor payment procedures and the documentation of payments for services and service delivery confirmation remain unchanged.

#### Tracking and Reporting Requirements

SFRF clients will be registered in ARMS using the DAAS-101 Client Registration Form. Providers will enter the same client information required for Housing and Home Improvement Services funded by the Home and Community Care Block Grant. The Choosing Home Client Financial and Service Activity Worksheet is not required for documenting Choosing Home projects and service delivery but is strongly recommended.

Data collected through ARMS will be made available through a series of standard reports. Although additional data will be available, Key Performance Indicators for the project will include (1) number of households assisted through payments, repairs, and home improvements and (2) number of payments, repairs, or improvements provided. Both measures will be disaggregated by gender, age, household status (e.g., lives alone or lives with others), functional status/risk level, race/ethnicity, language preference, income above or at/below Federal Poverty Level, region, county, and provider. Certain outcome measures, e.g., households prevented from experiencing

out-of-home placement or loss of housing, will be collected through the use of Excel tracking spreadsheets.

ARMS Service Codes for Tracking Allocations and Expenditures

SFRF HHI allocations in ARMS will use the following service codes for reporting non-unit reimbursement requests on a monthly basis. See Attachment B for more information about allowable expenditures under each service code. Eligible older adults may receive up to \$20,000 in SFRF HHI services across all categories of allowable expenditures but see Attachment B for any limitations indicated for specific expenditure categories.

| SERVICE CODE | TITLE  | DESCRIPTION  | MAX                              |
|--------------|--|--|----------------------------------|
| 640          | SFRF Housing and Home Improvement                      | Home improvements and repairs necessary for eligible older adults aged 60 and older to remain in their homes.                                | Months: 12<br>Units: n/a         |
| 650          | SFRF Housing and Home Improvement Financial Assistance | Financial assistance to eligible individuals aged 60 and over and their families to cover the cost of acute needs.                           | Months: see Att. B<br>Units: n/a |
| 660          | SFRF Housing and Home Improvement Non-Client Expenses  | Staffing costs and mileage for direct service providers related to the provision of SFRF HHI services  | Months: n/a<br>Units: n/a        |
| 670          | Administrative Costs                                   | Reasonable, customary, and justifiable expenses for agency overhead during the project period not to exceed the capped amount per AAA region | Months: 12<br>Units: N/A         |

*The following Site-Route-Worker (S/R/W) codes will be used to report types of SFRF HHI assistance provided by client. AAAs and providers are not required to link their non-client staffing and mileage expenses to individual clients when reporting them in ARMS for reimbursement.*

Although the S/R/W codes outlined below for SFRF HHI are different from the SRW codes for HCCBG HHI, the reporting requirements are the same. *The Division prefers that providers enter the numerical placeholder '1' in ARMS to report by SRW code(s) that an individual client received Choosing Home services in the month in which reimbursements are requested, but the entry of project costs for the client instead of the numerical placeholder is also acceptable.*

| SRW Code | Type of Assistance  | Service Title                     |
|----------|---|-----------------------------------|
| 641      | Security enhancements   | SFRF Housing and Home Improvement |
| 642      | Minor home repairs  |                                   |
| 643      | Mobility and accessibility improvements   |                                   |
| 644      | Basic household furnishings and home appliance repair, replacement, or purchase |                                   |
| 645      | Major repairs and improvements  |                                   |

|     |                                  |  |
|-----|----------------------------------|--|
| 651 | Rental security deposit          |  |
| 652 | Rent/mortgage arrears/assistance |  |

|     |                                     |  |
|-----|-------------------------------------|--|
| 653 | Utility arrears/assistance          | SFRF Housing and Home Improvement Financial Assistance |
| 654 | Utility deposit/reconnection fee    |  |
| 655 | Landlord incentives                 |  |
| 656 | Pet deposit                         |  |
| 657 | Hotel/motel                         |  |
| 658 | Property tax                        |  |
| 659 | Transportation                      | SFRF Housing and Home Improvement Non-Client Expenses  |
| 661 | Staffing – direct service providers |  |
| 662 | Mileage – direct service providers  |  |

Changes to Attachment B include the following adjustments:

**A. SFRF SERVICE CODE 640 – ALLOWABLE HOUSING REPAIRS AND HOME IMPROVEMENT EXPENSES**

1. Adjustments were made to which items were included in each category. Please review the updated Attachment B. Updates are not highlighted in red text in Attachment B.
2. Addition of the following types of repairs and improvements to the following reimbursable expenses categories:
  - **Minor home repairs:** ceiling repairs, insulation, exterior siding repairs, electrical work, plumbing, well pump or water main, sump pump (installation and repairs);
  - **Mobility and accessibility improvements:** sidewalk repair; installation/repair of interior or exterior steps or stairs and handrails, including wood or concrete; and
  - **Major repairs and improvements:** Tree removal for danger of falling on house; mold remediation, targeted treatments for common pest control.

(Note that the following repairs and improvements have been moved from Major Repairs to other categories: repair of ceilings and decks (replacement of ceiling/decks remains in Major Home Repairs), interior/exterior steps or stairs and handrails, electrical work, insulation, plumbing, well pump or water main.)

3. Deletion of the requirement that the AAAs must first utilize insurance available; payment of insurance deductibles is allowed for allowable housing repairs and home improvement expenses.
4. Clarified that deposits and initial payments are allowed.

**B. SFRF SERVICE CODE 650 – FINANCIAL ASSISTANCE**

1. Security Deposit was updated to clarify that this item is a Rental Security Deposit not to exceed two months of rent.
2. Assistance added to Rental/Mortgage Arrears to support someone becoming housed
3. Clarified payment should be made to vendors.

**C. Addition of IV. SFRF SERVICE CODE 670 – ADMINISTRATIVE EXPENSES to track capped administrative expenditures**

**All the changes outlined above are reflected in the updated Attachment B attached.**

Should you have any questions or need additional guidance regarding the contents of this letter, please contact *Tammy Koger at 919-609-1966 or at [tammy.koger@dhhs.nc.gov](mailto:tammy.koger@dhhs.nc.gov)* ~~Joyce.Massey-smith@dhhs.nc.gov or 919-855-3401~~ *or Louise Noble at 919-875-5948 or at [louise.noble@dhhs.nc.gov](mailto:louise.noble@dhhs.nc.gov)* ~~or and Jill Simmerman Lawrence at [Jill.Simmerman@dhhs.nc.gov](mailto:Jill.Simmerman@dhhs.nc.gov) or 919-631-7945.~~

TK/RF/LN/pg

**ATTACHMENT A – CHANGE NOTICE**  
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**APPLICATIONS CLOSED**

**ATTACHMENT B – Change Notice**  
**State Fiscal Recovery Funds (SFRF) – Housing and Home Improvement (HHI) – List of Reimbursable Expenses**

Note: Eligible older adults and their families may receive up to \$20,000 in SFRF HHI benefits across all categories of allowable expenditures. There may be limits on individual types of assistance as outlined below. All services provided must be supported by documentation, e.g., estimates, invoices, copies of method of payment, and other confirmation of services provided.

**SFRF Service Code 640 – Allowable Housing Repairs and Home Improvement Expenses**

| <b>Reimbursable Expense Categories</b>  | <b>Types of repairs and improvements</b>   | <b>Limits and Notes</b>   |
|---|--|---|
| Security enhancements                   | <ul style="list-style-type: none"> <li>• Doorknobs, installed with reliable lock and key and/or dead bolts</li> <li>• Windows fitted with reliable locks</li> <li>• Emergency response systems installed</li> <li>• Smoke detectors, radon, carbon monoxide and other gas detectors installed</li> </ul>   | <ul style="list-style-type: none"> <li>• Repairs to existing locks allowed where appropriate</li> <li>• Maintenance for emergency response systems and detectors limited to 12 months</li> <li>• Deposits or initial payments are allowable.</li> </ul> |
| Minor home repairs                      | <ul style="list-style-type: none"> <li>• Repair or replacement of primary bathroom sink, shower/tub, or commode (includes faucets for sinks, tubs, and showers)</li> <li>• Repair or replacement of kitchen sink (includes faucets/sprayers/water lines/drains)</li> <li>• Doorways widened, frames repairs</li> <li>• Floors, walls, or ceilings repairs (includes molding)</li> <li>• Insulation</li> <li>• Doors or windows repaired or replaced</li> <li>• Shingles, rain strips, valley, vent and skylight flashing, and roofing felt replaced</li> <li>• Waterproofing of home foundation to address health and safety needs</li> <li>• Replace damaged or missing exterior siding.</li> <li>• Electrical work (general repair/improvement or health-related upgrade)</li> <li>• Plumbing (general repair/improvement)</li> <li>• Well pump or water main (includes meter, hook-up to public water system, whole-house filter)</li> <li>• Sump pump (installation/repair)</li> </ul> | <ul style="list-style-type: none"> <li>• Plumbing and/or repairs to existing plumbing to connect allowable repairs is an allowable expense</li> <li>• Deposits or initial payments are allowable.</li> </ul>  |
| Mobility and accessibility improvements | <ul style="list-style-type: none"> <li>• Installation of accessible shower, tub, or commode</li> <li>• Grab bar or handrail installation with solid blocking as needed</li> <li>• Thresholds modified</li> <li>• Ramps built and installed within or adjacent to the home</li> </ul>   | <ul style="list-style-type: none"> <li>• Wheelchair and stair lifts must be prescribed by physician</li> <li>• Maintenance for lift systems limited to 12 months</li> </ul>   |

**Reimbursable  
Expense  
Categories**

**Types of repairs and improvements**

**Limits and Notes**

- Wheelchair lifts and stair lifts
- Repair of a porch or deck to address safe access
- Sidewalk repair
- Installation/repair of interior or exterior steps (includes wood/concrete) or stairs and handrails

- Deposits or initial payments are allowable.

Basic household furnishings and home appliance repair, replacement or purchase

- Chair(s)
- Stove
- Bed/mattress/box springs
- Hot water heater
- Refrigerator
- Washing machine, clothes dryer
- Heating or cooling unit (including whole house systems)

- Connectors, plumbing, electrical wiring and connections, cement slabs necessary for installation and operation are covered expenses
- Deposits or initial payments are allowable.

Major repairs and improvements

- Driveway repair (mobility need-related)
- Roof replacement (includes all components)
- Replace ceilings(s)
- Replace deck or porch
- Well replacement
- Repair or replacement of septic systems
- Tree removal for home safety
- Mold remediation
- Targeted treatments for common pest control of bed bugs, termites, and rodents

- Deposits or initial payments are allowable.

**I. SFRF SERVICE CODE 650 – FINANCIAL ASSISTANCE**

**Reimbursable  
Expense**

**Pre-Approved Payment  
Caps and Utility Allowances**

**Supporting Documentation  
Requirements**

**Notes**

Rental Security Deposit

- Not to exceed two months of rent

- Documentation of amount owed
- Copy of payment method/check

- Allowable only in connection with expenses necessary for recipient to remain in their home or become housed.
- Payments should be made to the vendor.

| <b>Reimbursable Expense</b>        | <b>Pre-Approved Payment Caps and Utility Allowances</b>   | <b>Supporting Documentation Requirements</b>   | <b>Notes</b>  |
|------------------------------------|---|--|---|
| Rent /Mortgage Arrears /Assistance | <ul style="list-style-type: none"> <li>• Not to exceed three months</li> </ul>  | <ul style="list-style-type: none"> <li>• Statement of amount in arrears</li> <li>• Copy of payment method/check</li> </ul>   | <ul style="list-style-type: none"> <li>• Allowable only in connection with expenses necessary for recipient to remain in their home or become housed.</li> <li>• Canceled checks and other documentation must be kept on file in case of audit.</li> <li>• Payments should be made to the vendor.</li> </ul>  |
| Utility Arrears /Assistance        | <ul style="list-style-type: none"> <li>• Not to exceed three months</li> </ul>  | <ul style="list-style-type: none"> <li>• Documentation of amount owed</li> <li>• Copy of payment method/check</li> </ul>   | <ul style="list-style-type: none"> <li>• Allowable only in connection with expenses necessary for recipient to remain in their home or become housed.</li> <li>• Canceled checks and other documentation must be kept on file in case of audit.</li> <li>• Payments should be made to the vendor.</li> </ul>  |
| Utility Deposit/ Reconnection fee  |   | <ul style="list-style-type: none"> <li>• Invoice, bill, letter from utility company</li> <li>• Copy of payment method/check</li> </ul>   | <ul style="list-style-type: none"> <li>• Allowable only for initial service connection or reconnection such that payment necessary for recipient to remain in their home may be made</li> <li>• If receipt does not specify payment is for a deposit, provide a note to file stating as such.</li> <li>• Payments should be made to the vendor.</li> </ul>  |
| Landlord Incentives                | <ul style="list-style-type: none"> <li>• Cleaning/maintenance</li> <li>• Damage repairs</li> <li>• Limited to three times the monthly rent in total incentives per household</li> </ul> | <ul style="list-style-type: none"> <li>• Invoice, bill, or other documentation noting the amount of signing bonus</li> <li>• Copy of payment method/check</li> <li>• Signed assurance from landlord that eviction will not be sought and lease will not be terminated for a period of at least one year</li> </ul> | <ul style="list-style-type: none"> <li>• Cleaning/maintenance allowed for the unit and appliances in the unit</li> <li>• Damage repairs allowable if cost exceeds the amount paid for security deposit</li> <li>• Damage repairs allowable only to salvage tenancy and avoid eviction/move-out</li> <li>• Payments should be made to the vendor.</li> </ul> |
| Pet Deposit                        | <ul style="list-style-type: none"> <li>• \$250 per pet</li> <li>• 2 pet limit</li> </ul>  | <ul style="list-style-type: none"> <li>• Executed lease with pet deposit amount</li> <li>• Copy of payment method/check</li> </ul>   | <ul style="list-style-type: none"> <li>• Payments should be made to the vendor.</li> </ul>  |
| Hotel/Motel                        | <ul style="list-style-type: none"> <li>• No appropriate emergency shelter is available</li> <li>• \$7,500 limit</li> </ul>  | <ul style="list-style-type: none"> <li>• Copy of receipt/bill</li> <li>• Copy of payment method/check</li> </ul>   | <ul style="list-style-type: none"> <li>• Must be receiving Housing &amp; Home Improvement assistance</li> <li>• Limited to the total number of nights the home must be vacated to effect major repairs or the assistance cap, whichever is less</li> </ul>  |

| Reimbursable Expense | Pre-Approved Payment Caps and Utility Allowances   | Supporting Documentation Requirements  | Notes   |
|----------------------|--|--|---|
|                      |  | <ul style="list-style-type: none"> <li>• Copy of schedule of repairs and estimated days to accomplish</li> </ul>   | <ul style="list-style-type: none"> <li>• Payments should be made directly to the hotel/motel.</li> </ul>  |
| Property Tax         | <ul style="list-style-type: none"> <li>• Payment of local and county property tax in arrears or current year</li> </ul>                | <ul style="list-style-type: none"> <li>• Copy of bill(s)</li> <li>• Copy of payment method/check</li> <li>• Documentation of income/economic need</li> </ul> | <ul style="list-style-type: none"> <li>• Assistance limited to two years in arrears and/or current year</li> <li>• Payments should be made to the government entity or the government's designated entity.</li> </ul>   |
| Transportation       | <ul style="list-style-type: none"> <li>• \$500 cap per household</li> <li>• Can be multiple expenditures that add up to cap</li> </ul> | <ul style="list-style-type: none"> <li>• Copy of receipt(s)/bill(s)/invoice(s)</li> <li>• Copy of payment method/check</li> </ul>                            | <ul style="list-style-type: none"> <li>• Transportation over the \$500 cap must be pre-approved by Division of Aging</li> <li>• Transportation must be necessary in connection with Housing &amp; Home Improvement services provided to the household</li> <li>• Must be used for transportation within NC DHHS policy guidance.</li> </ul> |

## II. SFRF SERVICE CODE 660 - DIRECT SERVICE STAFFING AND NON-CLIENT RELATED EXPENSES

SFRF Housing and Home Improvement Services includes staffing costs for direct services providers.

| Reimbursable Expense                | Supporting Documentation Requirements  | Notes  |
|-------------------------------------|--|--|
| Staffing – direct service providers | <ul style="list-style-type: none"> <li>• Paystubs</li> <li>• Timesheets</li> </ul>   | <ul style="list-style-type: none"> <li>• Costs must be included in estimate and itemized on invoice</li> </ul> |
| Mileage – direct service providers  | <ul style="list-style-type: none"> <li>• ESG mileage log or other type of mileage documentation</li> <li>• Copy of payment method/check</li> </ul> | <ul style="list-style-type: none"> <li>• Costs must be included in estimate and itemized on invoice</li> </ul> |

## III. SFRF SERVICE CODE 670 – ADMINISTRATIVE EXPENSES

Overhead expenses that enable the administration of the SFRF Housing and Home Improvement Services.

| Reimbursable Expense | Preapproved Cap   | Notes   |
|----------------------|---|---|
| Administrative costs | <ul style="list-style-type: none"> <li>• Costs may not exceed the capped amount per AAA region</li> </ul> | <ul style="list-style-type: none"> <li>• Reasonable, customary, and justifiable expenses for agency overhead during the project period</li> </ul> |

### ATTACHMENT C: Choosing Home Waiver Request Form

Note: The \$20,000 cap per eligible older adult household and administrative requirements such as service delivery documentation, payment methods and procedures, and confirmation of services rendered listed in Administrative Letter 24-01 Change Notice 02 will remain unchanged.

|   |  |                               |  |
|---|--|-------------------------------|--|
| <b>Date</b>   | <b>AAA</b>                             | <b>Choosing Home Provider</b> | <b>Provider Contact Name</b>                                     |
| <b>Provider Code</b>  | <b>Provider Phone</b>                  | <b>Provider Email</b>         | <b>Provider Address</b>  |
| <b>Est Total Cost of the Request</b>  | <b>Est Cost to Be Reported in ARMS</b> | <b>Client/Applicant Name</b>  |  |
| <b>How will this home repair or improvement or financial assistance benefit the client if approved?</b>   |  |                               | <b>Other information that supports the need for this service</b> |
| <input type="checkbox"/> Promote mobility for client<br><input type="checkbox"/> Promote caregiver mobility or assistance in the home<br><input type="checkbox"/> Promote client's ability to remain in their home or become housed<br><input type="checkbox"/> Reduce likelihood of falls<br><input type="checkbox"/> Reduce premature institutionalization<br><input type="checkbox"/> Other: _____ |  |                               |  |

**Part A. Request for home repair or improvement not specified as an allowable expense for Choosing Home (Attachment B – List of Reimbursable Expenses)**

|  |
|--|
| <b>Description of Requested Service (Please include information about any community organizations or partner agencies that will contribute monetary or another type of support such as voluntary labor.)</b> |
|  |

**Part B. Request for financial assistance not specified as an allowable expense for Choosing Home (Attachment B – List of Reimbursable Expenses)**

|   |                         |
|---|-------------------------|
| <b>Description of Financial Assistance Need or Circumstance (Please specify how this request exceeds the maximum amounts listed in Administrative Letter 24-01, i.e. 6 months of mortgage assistance instead of the 3-month current maximum.)</b> | <b>Amount Requested</b> |
|   |                         |

Please use the space below, if needed, for any additional information about your request.

|                    |             |                  |
|--------------------|-------------|------------------|
|                    |             |                  |
| <b>Staff Title</b> | <b>Date</b> | <b>Signature</b> |
| Division Director  |             |                  |
| Section Chief      |             |                  |
| Program Consultant |             |                  |