



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

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Division of Aging and Adult Services

**DAAS Administrative Letter No. 23-02**

**TO:** Area Agency on Aging Directors  
Family Caregiver Support Program Specialists

**FROM:** Joyce Massey-Smith *Joyce Massey-Smith*

**DATE:** May 16, 2023

**SUBJECT:** Family Caregiver Support Program Updates

The purpose of this letter is to (1) update DAAS [Administrative Letter No. 22-06](#) with additional changes in federal reporting requirements for Family Caregiver Support Program (FCSP) services, (2) expand allowable expenditures for FC-ARPA Code 883 Supplemental Services in DAAS [Administrative Letter No. 22-02](#) and establish new S/R/W reporting requirements in ARMS for FC-ARPA Code 833, and (3) establish a standard process and request form for use in requesting “other supplemental services as approved by DAAS.”

**Updated Changes to FCSP Reporting Requirements**

To accommodate new federal reporting requirements for the Older Americans Act Performance System (OAAPS), [Administrative Letter 22-06](#) was issued to change the definition of units as listed in the chart below. Effective July 1, 2023, codes 844 and 847 must be added to the list of respite services that are tracked and reported as number of hours.

- FCSP code 844 Caregiver-Directed Vouchers will continue to be reimbursed in ARMS as a non-unit service, and the unit/client reporting requirement will be 1 unit = 1 hour.
- FCSP code 847 Older Relative Caregivers-Day Respite will continue to be reimbursed as a unit-based service, but the unit definition will change from 1 day to 1 hour.

FCSP CATEGORY & SERVICE NAME	SERVICE CODE	PREVIOUS UNIT DEFINITION	NEW UNIT DEFINITION
Category II: Caregiver resource consultation	823	1 unit = 1 session	1 unit = 1 hour
Category II: Develop caregiver emergency preparedness plan	824	1 unit = 1 session	1 unit = 1 hour
Category III: Caregiver counseling	832	1 unit = 1 session	1 unit = 1 hour
Category III: Caregiver training programs	835	1 unit = 1 class session	1 unit = 1 hour
Category IV: Community respite	843	1 unit = 1 day	1 unit = 1 hour

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FCSP CATEGORY & SERVICE NAME	SERVICE CODE	PREVIOUS UNIT DEFINITION	NEW UNIT DEFINITION
Category IV: Caregiver-directed vouchers	844	1 unit = N/A voucher-based	1 unit = 1 hour
Category IV: Older relative caregivers-day respite	847	1 unit=1 day	1 unit = 1 hour
Category IV: Other respite as approved by DAAS	849	1 unit = N/A	1 unit = 1 hour

Until such time as the [current FCSP Program Manual](#) can be updated, AAAs are encouraged to insert these changes on pages 24-28 of the manual to reflect new definitions of a unit of service for the codes listed above.

Guidance for tracking # hours for FCSP code 844 Caregiver-Directed Vouchers with flexible respite options: The family caregiver may select and hire a paid respite caregiver, either an individual or agency.

- In-home respite provided by an individual hired by caregiver – report actual respite hours.
- In-home respite by staff from an agency selected by caregiver – report actual respite hours.
- Community respite such as adult day services, group respite programs, day camps or caregiver day out programs, where an overnight stay does not occur – report actual respite hours even if a daily rate is charged regardless of the length of a care recipient’s actual hours spent in the day program.
- Residential respite such as temporary overnight respite in a nursing home, assisted living facility or overnight summer camps – report overnight stays in multiples of 24-hour periods, e.g., weekend respite = 48 hours reported in ARMS.

*Reminder for reporting FCSP ARPA services per the guidance above:*

The above reporting changes were incorporated into American Rescue Plan Act (ARPA) FCSP codes (see Appendix A of [Administrative Letter No. 22-02](#)). The reporting unit for counseling and training (but not support groups) under FC-ARPA Code 881 Counseling, Training, & Support Groups was changed from number of sessions to number of hours. For FC-ARPA Code 882 Respite Services, all respite types should be reported as number of hours and the type of respite should be reported on the tracking spreadsheet.

**Updated Uses of FC-ARPA Code 883 and Required S/R/W Tracking and Reporting**

Per discussions with the NC Area Agencies on Aging (AAAs), this letter clarifies and expands allowable uses of FC-ARPA Code 883 Supplemental Services funding during the ARPA project period. The following caregiver services are allowable uses of code 883 and supplement the description in Appendix A of [Administrative Letter No. 22-02](#): handyman/yardwork services, home modifications/accessibility alterations, and other ARPA Supplemental Services as approved by DAAS.

To improve on tracking and standardization, AAAs and community service providers will be responsible for setting up the following required S/R/W codes in ARMS to report on allowable expenditures under FC-ARPA code 883:

- ARPA code 883 S/R/W code 853 will track ARPA handyman/yard work expenditures.
- ARPA code 883 S/R/W code 855 will track ARPA home modifications/accessibility alterations.
- ARPA code 883 S/R/W code 862 will track other ARPA Supplemental Services as approved by DAAS. (See approval form information below.)
- Any current S/R/W codes in ARMS for ARPA code 883 may continue to be used for all code 883 expenditures not listed above or, for new 883 budgets, a new S/R/W code may be used for all expenditures not listed above.

For examples of allowable handyman/yardwork expenditures, refer to descriptions of regular FCSP code 853 in the current FCSP Program Manual (1 job equals 1 unit of service).

For examples of allowable expenditures for home modifications/accessibility alterations, refer to descriptions of regular FCSP code 855 in the current FCSP Program Manual (1 modification equals 1 unit of service).

For examples of “other supplemental services as approved by DAAS,” refer to descriptions of regular FCSP code 862 in the current FCSP Program Manual. Also see the new request form for approvals (below), which will document allowable expenditures as appropriate for both regular FCSP code 862 and FC-ARPA Code 883 S/R/W code 862.

All expenditures for FC-ARPA Code 883 must continue to be reported in the ARPA tracking spreadsheets.

### **Requests for “Other Supplemental Services as Approved by DAAS”**

With the updated allowances in this administrative letter, both regular FCSP Code 862 and FC-ARPA Code 883 S/R/W code 862 will now allow requests for other supplemental services to be approved by DAAS. To improve standardization of requests, reviews, approvals, tracking, and use of these codes for allowable expenditures, a new approval request form is attached. AAAs must complete and submit this form to the Family Caregiver Support Program Consultant for review and consideration of approval prior to any expenditure of funds.

Questions about this administrative letter may be addressed to Steve Freedman ([steve.freedman@dhhs.nc.gov](mailto:steve.freedman@dhhs.nc.gov)) or Amanda Swanger ([amanda.swanger@dhhs.nc.gov](mailto:amanda.swanger@dhhs.nc.gov)).

JMS/SF/pg

**NC DIVISION OF AGING AND ADULT SERVICES  
FCSP Waiver Request Form**

\*Form required for OAA Code 862 or ARPA Code 883 S/R/W 862

<b>Part I</b>
<b>Date of Request:</b>
<b>Area Agency on Aging Name:</b>
<b>Provider Name:</b>
<b>County:</b>

<b>Part II- Justification</b>
<b>Request:</b>
<b>Quantity (# of Units):</b>
<b>Total Estimated Cost:</b>
<b>Funding Source/ARMS Code:</b> <input type="checkbox"/> OAA 862 <input type="checkbox"/> ARPA 883 S/R/W 862
<b>Why is this purchase needed?</b>
<b>Are other funding sources being used for this purchase? If yes, please describe.</b>
<b>Do other agencies/programs have funding/capacity to field request? If no, please describe.</b>

<b>Part III-Attestation and Signatures</b>
AAA/Provider attests that the approval of this request will not result in expenditures for an individual caregiver exceeding the combined ARPA cap of \$3500 for Category IV & V services, per Administrative Letter 22-02. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Provider Signature/Date:</b>
<b>AAA Signature/Date:</b>

<b>Part IV- DAAS USE ONLY</b>
<input type="checkbox"/> <b>Approved</b>
<input type="checkbox"/> <b>Denied</b>
<b>FCSP Consultant Signature/Date:</b>