

January 12, 2018

Kathy Payne, Executive Director  
Yadkin Valley Economic Development District, Inc.  
PO Box 309  
Boonville, NC 27011

Dear Kathy:

In compliance with the Older Americans Act, Section 307 (4), OMB Omni Circular (2 CFR Chapter I, Chapter II, Part 200, et al.), Section 308 of the AAA Policies and Procedures Manual, and the Home and Community Care Block Grant (HCCBG) Agreement for the Provision of County Based Aging Services, an on-site monitoring visit was made November 28 & 30, and December 12 & 13, 2017. The PTRC Area Agency on Aging staff members on site to monitor were Gwen Shields, Finance Program Specialist, and Joseph Dzugan, Aging Systems Coordinator. As a part of the procedure, programmatic compliance monitoring was conducted for the following HCCBG services:

- Legal Assistance
- Unit Verification for Congregate Nutrition for Surry and Yadkin Counties
- Unit Verification for Home Delivered Meals for Surry and Yadkin Counties
- Unit Verification for General Transportation for Davie, Surry, and Yadkin Counties
- Unit Verification for Medical Transportation for Davie, Surry, and Yadkin Counties

This assessment letter reviews specific aspects of the services provided, including 12 compliance criteria defined for each funding source. The assessment process included a review of compliance with the NC Division of Aging and Adult Services Standards, unit verification as it relates to services, reimbursement, and verification of compliance with the conflict of interest policy requirement in G.S. 143-6.1.

The assessment report is designed to:

- Identify those items which are commendable or show high achievement.
- Identify compliance or non-compliance with the applicable 12 compliance criteria and the requirement that non-profit entities have a notarized policy addressing conflict of interest.
- Identify the items not in compliance with the NC Division of Aging and Adult Services Standards that must be addressed in a corrective action plan.
- Document any technical assistance offered by the Piedmont Triad Regional Council Area Agency on Aging to further improve the service provided.

The results of the monitoring visit are as follows:

**Fund Source: Title III B Grant for Support Services and Senior Centers**

**CFDA: #93.044 Program Name(s): Legal Assistance**

<b>Compliance Supplement Criteria Requirement</b>	<b>Compliance</b>
a. Activities Allowed or Un-allowed:	Yes
b. Allowable Cost/Cost Principles:	Yes
c. Cash Management:	n/a
d. Reserved	n/a
e. Eligibility:	Yes
f. Equipment and Real Property Management:	n/a
g. Matching, Level of Effort, Earmarking:	Yes
h. Period of Availability of Federal Funds:	Yes
i. Procurement, and Suspension and Debarment:	Yes
j. Program Income:	Yes
k. Reserved	n/a
l. Reporting:	Yes
m. Sub-recipient Monitoring:	n/a
n. Special Tests and Provisions:	Yes
o. Conflict of Interest:	Yes

**Description of Non-Compliance Findings**

Legal Assistance: None.

Yadkin Valley Economic Development District, Inc., (YVEDDI) provides Legal Assistance for Stokes, Surry, and Yadkin Counties according to the “North Carolina Division of Aging Legal Assistance Policies and Procedures.” There were no unverified units.

**Unit Verification for Congregate Nutrition for Surry and Yadkin Counties**

There were no unverified units for Congregate Nutrition for Surry County. While on site three unverified units were found for one Yadkin County Congregate Nutrition client (F.H.), and one unverified unit was found for another Yadkin County Congregate Nutrition client (B.H.). Also, one additional unit was found for a Yadkin County Congregate Nutrition client (S.C.). These units were corrected and adjusted by the service provider in ARMS during the monitoring site visit and no further action is required. All client files reviewed were complete.

### **Unit Verification for Home Delivered Meals for Surry and Yadkin Counties**

Unit verification for Home Delivered Meals for Surry and Yadkin Counties was in compliance with Home & Community Care Block Grant (HCCBG) standards. There were no unverified units. All client files reviewed were complete.

### **Unit Verification for General Transportation for Davie, Surry, and Yadkin Counties**

There were no unverified units for General Transportation in Davie and Yadkin counties. During the monitoring site visit, five unverified units were found for a Surry County General Transportation client (M.C.). These units were corrected in ARMS during the monitoring site visit and no further action is required. All client files reviewed were complete.

### **Unit Verification for Medical Transportation for Davie, Surry, and Yadkin Counties**

Unit verification for Medical Transportation for Davie, Surry, and Yadkin Counties was in compliance with Home & Community Care Block Grant (HCCBG) standards. There were no unverified units. All client files reviewed were complete.

### **Subcontractor Monitoring – Nutrition Services**

On August 22, 2013, the Division of Aging and Adult Services released Administrative Letter No. 13-15, entitled “Subcontractor Monitoring” followed on December 5, 2014 with Administrative Letter No. 14-14, also entitled “Subcontractor Monitoring.” The purpose of these administrative letters was to establish policies and procedures for creating, evaluating and monitoring subcontracts between community service providers and other entities for the provision of Home and Community Care Block Grant (HCCBG) and other funds administered by the Area Agency on Aging (AAA). The administrative letters require that the AAA includes subcontractor monitoring results in the monitoring report letter. YVEDDI subcontracts both Congregate Nutrition and Home Delivered Meals to Golden Corral. YVEDDI will need to complete their caterer assessment and also file the revised HCCBG Subcontractor Performance Evaluation (SPE) forms for both Congregate Nutrition and Home Delivered Meals with the PTRC AAA by June 1, 2018.

### **Comments, Technical Assistance, and Recommendations**

#### **Comments**

Thank you and the staff of Yadkin Valley Economic Development District, Inc., for your assistance during the monitoring visit.

#### **Technical Assistance and Recommendations**

There were no items of technical assistance.

If you have any questions, please contact us at 336.904.0300 or [jdzugan@ptrc.org](mailto:jdzugan@ptrc.org). Thank you for your continued service to older adults and their caregivers.

Sincerely,



Joseph Dzugan, Aging Systems Coordinator  
PTRC Area Agency on Aging

cc: John Eller, Davie County Manager  
Chris Knopf, Surry County Manager  
Lisa Hughes, Yadkin County Manager  
Robin West, Davie County Finance Director  
Sarah Bowen, Surry County Finance Officer  
Lindsey Cearlock, Yadkin County Finance Officer  
Eddie Harris, Chair, YVEDDI Board of Directors  
Lisa Martin-Money, Senior Services Director, YVEDDI  
Dick Wommack, Chair, Davie County Aging Services Planning Committee  
Donna Collins, Chair, Surry County Aging Services Planning Committee  
Robert Hutchins, Chair, Yadkin County Aging Planning Committee  
Blair Barton-Percival, Director, PTRC Area Agency on Aging  
Adrienne Calhoun, Assistant Director, PTRC Area Agency on Aging  
Kim Johnson, Senior Regional Long-Term Care Ombudsman, PTRC Area Agency on Aging  
Teresa Jackson, Family Caregiver Support Program Specialist, PTRC Area Agency on Aging  
Evelyn Smith, Program Planner for Aging, PTRC Area Agency on Aging