



**STATE OF NORTH CAROLINA
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MEMORANDUM

TO: Directors, Local Departments of Social Services

FROM: Keita Cannon, SPHR
Interim Local Government Program Lead
North Carolina Office of State Personnel

DATE: January 9, 2007

SUBJECT: Revised Standards for Adult Long-Term Care Caseworkers

In a review of the needs to establish the Adult Long-Term Care Caseworkers at a higher level than previously recognized due to the increasing complexity of these roles, the Office of State Personnel has developed the following classification guidelines for the Income Maintenance Caseworker classification series for positions working in Medicaid Long-Term Care:

- Income Maintenance Caseworkers involved in 1) initial determination/processing and/or 2) recertification at least 50% of the time should be classified at the **III level**.
- Income Maintenance Caseworkers involved in 1) initial determination/processing and/or 2) recertification less than 50% of the time should be classified at the **II level**.

These revised standards should be implemented for your Adult Long-Term Care Caseworkers immediately. However, recognizing the impact this will have on the local County budget, these adjustments may be deferred until the beginning of the next fiscal year, with all affected positions being appropriately classified by July 1, 2007.

Should you have further questions, please do not hesitate to contact our office.

c: Local Government Program Team
Drake Maynard
Patrick McCoy