



## Lieutenant Governor's Office on Aging State Waiver Form Waiver: W-001

By signing the Lieutenant Governor's Office on Aging's (LGOA's) State Waiver Form, the  
Catawba

Planning and Service Area

has determined that there is a need within its planning and service area to waive an existing LGOA policy and procedure to better serve the needs of its region.

Older Americans Act (OAA) Section 305(a)(1)(C) authorizes the LGOA to set policies to deliver aging services in South Carolina and states that the LGOA "be primarily responsible for the planning, policy development, administration, coordination, priority setting, and evaluation of all State activities related to the objectives of this Act." The OAA and the South Carolina Code of Laws are the foundation of the aging service delivery system across the State.

In accordance with the OAA, the LGOA has established written policies and procedures to administer aging services and programs in South Carolina. The procedural protocols set by the LGOA to deliver aging services are based on Federal and State Law. However, the LGOA acknowledges that the Planning and Service Area (PSA) could determine that there may be an extenuating circumstance regionally which results in a PSA generating a waiver.

State Waivers, which allow the PSA to operate outside the written policies and procedures of the LGOA, will not be accepted if it is determined that the waiver conflicts with the OAA or South Carolina law. A State Waiver is for up to a one-year period, terminating on June 30<sup>th</sup>. The LGOA reserves the right to invalidate waivers that amend its policies and procedures at any time.

The PSA and its Executive Director assume all legal responsibility and liability for the procedural and operational practices associated with this waiver, and will be held accountable for any consequences that might result from this waiver being enacted. The multiple parties associated with the State Waiver are required to follow all established LGOA policies and procedures for data collection in order to accurately track and record client data. The PSA will be responsible for fulfilling all other areas of LGOA policies and procedures operations not covered by this waiver.

**The LGOA will not reimburse the PSA for unearned funding:** Performance outcome requirements set through contractual agreements in the planning and service area are the legal responsibility of the PSA. The PSA is responsible for ensuring that its service providers/contractors earn their funding in accordance to the OAA and LGOA policies and procedures. If it is determined that funding is not being earned, or that data is not being accurately tracked, the PSA will be expected to execute a thorough review of the service provider's/contractor's operations which could result in a thirty (30) day Corrective Action Plan to bring the multiple parties into OAA and LGOA compliance.

PSA Requesting Waiver:	Catawba PSA
Type of Waiver Requested	Operate Nutrition site less than 5 days per week.
Date the Waiver is Requested to cover:	July 1, 2013 - June 30, 2014

Is this a waiver consideration on behalf of the PSA or the Provider/Contractor?	Contractor
Name of Provider/Contractor Director if appropriate:	Lancaster County Council on Aging- Sally Sherrin

Name of site for waiver consideration if appropriate:	AJSC ( a combined nutrition site which serves the same seniors in two different locations. Actual locations are Heath Springs {Monday, Wednesday and Friday} and Kershaw on Tuesday and Thursday.
Provider/Contractor contact information if appropriate:	Sally Sherrin (803) 285-6956 sherrin@lancastercouncilonaging.org

What type of waiver is being requested? Please specify what action plans and protocol steps the PSA has taken to assist the Service/Provider Contractor to comply with the requirements of the OAA, AoA and LGOA and the duration of the assistance given.

**LGOA Policy & Procedure Manual Effective July 1, 2013. Chapter 500 - page 28 Site should be open 5 days per week.**

Please state what specific challenges the PSA and Service Provider/Contractor encountered and why they were unable to successfully perform the requirements of the PSA, AoA, OAA and LGOA which necessitated the need for this waiver.

Challenges	Reason Unable Perform the Requirement
Attendance was less than 25 at both the Heath Springs and Kershaw sites. Instead of closing either site. Sites were combined to operate on a 5 day week schedule with attendees able to attend either site on the days the site is open. One staff person works at the location that is open for the day. Lancaster County pays for the cost to operate the building and LCCOA pays for staff time, meals, etc.	Unable to maintain attendance at the required level of 25 seniors per nutrition site.

What do you anticipate the positive results or benefits of the waiver will be if granted?

**Seniors are able to attend a site 5 days per week even though it is a different location.**

What do you anticipate the negative consequences of not granting the waiver will be?

**One nutrition site would have to be closed and the attendance would drop which ultimately could lead to having close both locations due to attendance which**

would negatively impact this region of Lancaster County where senior with the highest levels of poverty live.

How will you determine if this waiver will lead to service or programmatic improvements?

Periodic visits to nutrition site and review of attendance logs will provide information needed to determine if site is meeting attendance numbers.

What steps will the PSA take to ensure that the Provider/Contractor adheres to the contracts signed with the PSA to provide services, functions, and activities required for OAA and LGOA funding, in addition to this waiver?

Catawba PSA will monitor services, functions and activities required for OAA and LGOA funding.

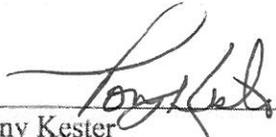
Additional comments or information needed to support waiver request:

*All attached*

By signing this document, I certify that the waiver will be implemented as described above in this State Waiver Form.

*Sharon Robinson*  
Planning Service Area Director

*7-9-2013*  
Date

  
\_\_\_\_\_  
Tony Kester  
Lieutenant Governor's Office on Aging Director

Approved  
 Not Approved

7-10-13  
\_\_\_\_\_  
Date

**The waiver form should be sent to:**

Gerry Dickinson, Policy Manager  
Lieutenant Governor's Office on Aging  
1301 Gervais Street, Suite 350  
Columbia, South Carolina 29201

**All Approved State Waivers will be listed on the LGOA website, per Section 210 of the South Carolina Aging Network's Policies and Procedures Manual regarding State Waivers.**

Senior Citizens Center  
P.O. Box 1296  
Lancaster, SC 29721



309 S. Plantation Road  
Lancaster, SC 29720

## LANCASTER COUNTY COUNCIL ON AGING, INC.

Telephone: (803) 285-6956  
June 6, 2013

Fax: (803) 285-6958

Barbara Robinson  
Executive Director  
Catawba Area Agency on Aging  
P.O. Box 4618  
Rock Hill, SC 29732

Dear Ms. Robinson:

The Lancaster County Council on Aging, Inc. is in receipt of your answers to my questions regarding the Lieutenant Governor's Office on Aging Policies and Procedures, Effective July 1, 2013. Thank you for your response to my questions.

As you are aware, the attendance at the Heath Springs and Kershaw Satellite Senior Centers, located in Southern Lancaster County within eight miles of one another, was declining. In October 2012, with your permission, the locations were "combined". Heath Springs Site is open Monday, Wednesday and Friday and Kershaw Site is open Tuesday and Thursday. A van picks up Monday-Friday in Southern Lancaster County and provides transportation to the site that is open on that day. Senior residents of Southern Lancaster County attend both locations. Home delivered meals are sent from both locations, ensuring that home delivered meals are served five days per week. This "combined" location has to date proven successful, and continues to be monitored for effectiveness.

The Lieutenant Governor's Office on Aging Policies and Procedures, (Revised on June 28, 2013) effective July 1, 2013, Chapter 500, page 28, Section H states that sites should be open 5 days per week:

*"In Accordance with the OAA, Chapter 331, group dining facilities shall be open at least four (4) hours a day, five (5) days a week. It is the primary purpose of operating a group dining center to provide mid-day activities that include a nutritious meal, nutrition education, and a variety of activities to promote socialization. While open, group dining facilities shall offer programs and activities that shall include provision of health, social, nutritional, and educational services. Group dining activities shall provide opportunities for socialization to prevent isolation. These opportunities should include a variety of ongoing recreational, informational, cultural, artistic, and musical activities each month that rotate throughout the year."*

The Lancaster County Council on Aging respectfully requests a waiver of the above referenced policy and seeks to continue to operate Heath Springs and Kershaw as, AJSC a "combined" location as outlined above. As per your instructions, LCCOA will report units on the locations separately.

I look forward to your response.

Sincerely,

Sally P. Sherrin  
Executive Director



United Way of  
Lancaster County, Inc.