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November 16, 2014

Tony Kester, Director
Office on Aging
1301 Gervais Street, Suite 350
Columbia, SC 29201

Dear Mr. Kester:

As instructed in your letter dated October 23, 2014, I have enclosed plans to remedy the following deficiencies as noted:

- Catawba AAA's plan to utilize IIIB funding
- SC Bar scheduled events for outreach and legal clinics
- Issues that will be covered in outreach
- Regional Plan for Assessing Legal service Need
- Staff Training Plan
- Methodology for Handling Legal Services and/or Legal Referrals

I. Catawba AAA's Plan to Utilize IIIB Legal Service Funding

1. Issued Request for Proposal for Legal Services on November 10, 2014 with responses due by December 3, 2014.
2. Evaluation and Selection will take place by December 15, 2014.
3. Contract for Legal Services to be in place by December 31, 2014.

II. Scheduled Events for Outreach and Legal Clinics

The following Legal Service Events have been scheduled utilizing local attorneys and the SC Bar Association:

1. November 18, 2014 – Rock Hill Senior Center-Julia Khaled
2. December 8, 2014- Chester Senior Center-Julia Khaled
3. February 10, 2015- Union Nutrition Site-
4. March 10, 2015-Lancaster Senior Center-

Note: We have contacted the SC Bar Association and they are unavailable to assist with workshops until the fall of 2015, therefore we will work with the local bar associations in our region to conduct legal service education until we are able to get on the SC Bar Association schedule.

III. Issues that will be covered in outreach

Catawba AAA/ADRC staff plans to continue incorporating all priority areas for legal services including income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination as they conduct outreach throughout the community. Organizations and businesses that are included as locations for outreach include Adult Day Cares, Civic groups, Faith-based community, Employers, Governmental, Homecare, Home Health, Hospice, Low Income Housing, Long Term Care, Local Bar Association, Media, Medical, Governmental and other nonprofit organizations in the Catawba Region.

IV. Regional Plan for Assessing Legal Service Need

The Catawba AAA/ADRC determines the need for legal services by tracking the requests for legal services from seniors. The need for legal service is also determined during assessments for other programs offered by the agency. During the assessment, seniors are screened to see if they are experiencing problems in any of the priority areas: income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination. In addition, the Ombudsman staff pay special attention to the potential need for legal services as they reviews complaints or conduct facility visits. The assessment process identifies the type of legal problem seniors need addressing; therefore, maintaining the confidentiality of the attorney and senior.

V. Staff Training Plan

Each Catawba AAA/ADRC staff member has reviewed and maintains a copy of the South Carolina Legal Assistance Delivery Standards. They are familiar with the content of this manual and use the manual as a reference guide in assessing the legal service needs of seniors served in the Catawba Region. Although multiple staff complete assessments, a central staff person will assume responsibility for contacting the attorney or firm on behalf of the senior seeking legal services.

The Catawba AAA/ADRC staff is interested in receiving additional training, therefore I will contact the Legal Services Developer to arrange for a time to come train the staff.

VI. Methodology for Handling Legal Service and/or Legal Referrals

The Catawba AAA/ADRC is committed to using the guidelines established by the Older American Act Section 307 (a) (11) (A) through (E) to develop a Legal Service Plan that addressed the legal service needs of the seniors in the Catawba PSA. The Legal Service Plan has two components. The first component involves staff working with local attorneys through the SC and local bar associations to provide legal clinics throughout the region. Catawba AAA will utilize existing staff to perform this component.


The second component of the Legal Service Plan will be achieved through a contract with an attorney or law firm to provide legal services on a fixed rate schedule of \$50.00. Other AAA's throughout South Carolina have been successful in establishing contracts at similar rates therefore, Catawba AAA/ADRC is confident that they will be able to establish a comparable rate for this region.

The Catawba AAA/ADRC will ensure that the contracting entity gives priority to legal assistance needs related to income, health care, long-term care, nutrition, housing, utilities, protective services, defense of guardianship, abuse, neglect, and age discrimination. The contracting entity will provide services based on the guidelines required for legal assistance service providers according to the Older Americans Act section 307(a) (11) (A) through (E).

Given the limited resources of the IIIB funding, the Catawba AAA will embrace existing partnerships and collaborations both at state and local levels as outlined in the SC Legal Assistance Delivery Standards.

The Catawba AAA/ADRC remains open to additional recommendations from the Legal Service Developer to enhance the legal services being offered in the Catawba Region.

Sincerely yours,


Barbara J. Robinson
Executive Director