



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY 10 DAYS BEFORE THE MEETING

DATE OF REQUEST: November 25, 2015

FROM: Doyle Teague

MEETING DATE REQUESTED: **December 7, 2015**

*Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm*

SUBJECT: Memorandum of Understanding with Haywood Spay/Neuter

REQUEST: To authorize the County Manager to enter into a new memorandum of understanding with Haywood Animal Welfare Association, Inc. (doing business as Haywood Spay/Neuter) to operate the county spay/neuter program and to notify the local veterinarians of the opportunity to participate in the program.

BACKGROUND: The 2015 revised guidelines from the NC Department of Agriculture require that the rules/guidelines for participating in the spay/neuter program be re-written. The updated memorandum of understanding incorporates the changes to law including the notification of all local veterinarians. Haywood Spay/Neuter has been operating the Spay/Neuter Program under a MOU signed in 2012.

IMPLEMENTATION PLAN: Upon authorization of the Board, the County Manager and President of Haywood Spay/Neuter sign the memorandum of understanding and send notification to all the local veterinarians.

FINANCIAL IMPACT STATEMENT: None to Haywood County, this will allow Haywood County residents access to low/cost spay neuter via funds from the state.

SUPPORTING ATTACHMENTS: YES NO HOW MANY? 3

LIST: Guidelines for Spay/Neuter Changes 2015, Memorandum of Understanding, Local Veterinarian Invitation Letter.

PowerPoint Presentation: YES NO

PERSON MAKING PRESENTATION AT MEETING: Doyle Teague

TITLE: Animal Services Director

PHONE NUMBER: 828-456-5338

E-MAIL: dwteague@haywoodnc.net

THIS SECTION FOR OFFICE USE ONLY

Received (Date/Time): _____

County Manager / Clerk to the Board Comments: _____

MEMORANDUM OF UNDERSTANDING
Between Haywood County
and
Haywood Animal Welfare Assoc., Inc.
DBA: Haywood Spay/Neuter

Purpose: To reduce the impacts of pet overpopulation in Haywood County by taking advantage of funds available through the N. C. State Spay/Neuter Program (NCGS Chapter 19A) for subsidizing the cost of spay/neuter surgery for low-income pet owners.

Rationale: Haywood Animal Welfare Assoc., Inc., (hereinafter referred to as Haywood Spay/Neuter) a local 501(c)(3) non-profit is now providing low and no-cost spay neuter services for low-income pet owners of Haywood County. To take advantage of the available funds Haywood County must have an operational Spay/Neuter Program.

Terms: Haywood County agrees to designate the Haywood Spay/Neuter operated by Haywood Animal Welfare Assoc., Inc., as its Spay/Neuter Program for the duration of 2015, and then beginning January 1, 2016, for a term of one year to be automatically renewed annually unless cancelled in writing by either part with thirty (30) days notice.

Haywood Animal Welfare Assoc., Inc., agrees to partner with Haywood County Animal Services to establish procedures and maintain data in accordance with the requirements of the N.C. State Spay/Neuter Program for reporting to and obtaining reimbursement from the fund. This includes collecting photo ID, information on household income, obtaining proof of income acceptable under the current rules regarding acceptable proofs as published by the program. (See Appendix I)

Haywood Animal Welfare Assoc., Inc. and the Director of Animal Services will immediately advise all vets in Haywood County that they may participate in the program should they wish to do so and provide them with the maximum reimbursement schedule published by the NC Spay/Neuter program. (See Appendix II)

The Haywood County Manager will review the quarterly application and backup documentation and submit the application to the state in accordance with the program requirements, currently, no later than the last day of the month following the close of each quarter.

When the reimbursement funds from the state have been received by Haywood County the county will, within 15 days, transfer the funds received to the Haywood Animal Welfare Assoc., Inc. upon approval of the Director of Animal Services.

During the term of this Memorandum of Understanding, Haywood Animal Welfare Assoc., Inc. will provide Haywood County a copy of the annual IRS Form 990 report when submitted and a copy of its CPA annual financial review when complete.

Signed this _____ day of _____ 2015

Ira Dove, County Manager
Haywood County, NC

Connie Hewitt, President
Haywood Animal Welfare Assoc., Inc.

APPENDIX I

Acceptable Proofs of Income 2015

- Food Stamp Card
- Medicaid Cards for Adults
- W-2 for Adult
- Unemployment Insurance Award
- Copy of Latest Form 1040 (First Page Only)
- Supplemental Security Income SSI – Award letter
- Social Security – Award Letter
- Recent Pay Stub

APPENDIX II

	SPAYS	NEUTERS
DOGS	\$106.49	\$100.62
CATS	\$85.22	\$63.59

APPENDIX III

SNAP (Food Stamp)

Income Chart

(Oct. 1, 2015 through Sept. 30, 2016)

Household size	Net monthly income (100 percent of poverty)
1	\$ 981
2	1,328
3	1,675
4	2,021
5	2,368
6	2,715
7	3,061
8	3,408
Each additional member	+347

To: All Haywood County Veterinarians
From: Ira Dove, Haywood County Manager
Re: Open Participation to Provide Spay/Neuter services for owned pets of low-income owners

The NC Spay/Neuter program requires that we notify you that you may participate in this program if you and/or your practice wish to do so.

Each participating veterinarian or practice must fix and submit their surgery costs annually. Those costs are: Anesthesia, Medications, and Vet Services. No other expenses are reimbursed including vaccinations.

The NC Spay/Neuter program provides reimbursement for spay/neuter surgeries provided for pets of low-income owners at the following maximum levels:

	SPAYS	NEUTERS
DOGS	\$106.49	\$100.62
CATS	\$ 85.22	\$ 63.59

The owners must provide proof of income and be receiving household income of less than 100% of the federal poverty level which is as of 10/5/2015:

# in Household	Net Monthly Income 100% of Poverty*
1	\$ 981
2	\$1,328
3	\$1,675

* Each additional member \$347.

Copies of the proofs of income and ID verification must be on file and available for possible state audit for 5 years from the date of service.

“Eligible cities and counties must submit the North Carolina Department of Agriculture and Consumer Services application form for reimbursement, postmarked by the last day of the month following each quarterly reimbursement period (by January 31st, April 30th, July 31st, and October 31st), in order to receive a distribution from the fund for that quarter. The NC Spay/Neuter Program has 30 days to make payment from the end of the closing date for receipt of the application for each quarter.” From <http://ncagr.gov/vet/aws/Fix/FAQs.htm#local>

There is no guarantee that you will receive the full amount requested since reimbursements are based on a formula that takes into consideration the NC Economic Tier Level, the number of spays and neuters done per capita in each county and splits the available funds (which ebbs and flows throughout the year as I Care license plates are purchased) across the state.

Haywood County has appointed Haywood Animal Welfare Association, Inc. (DBA Haywood Spay/Neuter) as the county’s official Spay/Neuter program in the past and this arrangement has worked to the benefit of pets and owners throughout the county. We will continue with our agreement with Haywood Spay/Neuter as the established and known provider of very low-cost spay/neuter services in Haywood County.

You now can register to participate in the program by completing the enclosed form and registering it with Animal Services Department and submitting your requests for reimbursement as required. If you wish to participate between now and the end of 2015, please submit your form no later than within 21 days of receipt of this letter. For 2016 you will need to submit another form for that year. We request that you submit it no later than 1/15/2016.

Ira Dove, County Manager

Name of Practice: _____

Name of Veterinarian: _____

Mailing Address: _____

Physical Address: (if different than mailing address)

I (We) have reviewed the rules and requirements of the NC Spay/Neuter Program and wish to register and participate as providers of spay/neuter surgeries for our low-income clients in Haywood County. We agree to verify the income qualification and maintain the required documentation.

I (We) am (are) certify that we are licensed to practice in North Carolina as veterinarian(s).

For 2015 our fixed costs for Surgeries will be as follows:

Cost Item	Cat		Dog	
	Spay	Neuter	Spay	Neuter
Anesthesia				
Vet Services				
Medications				
Other				
Total Surgery Cost				

Provider Signature: _____

Provider Printed Name: _____

Provider Signature: _____

Provider Printed Name: _____

Provider Signature: _____

Provider Printed Name: _____

Date Signed: _____

Guidelines for Spay/Neuter Changes 2015

Counties Contracting Directly with a Veterinarian

- Provide the opportunity to participate to all “local veterinarians”.
 - o “Local veterinarian” is defined as a veterinarian licensed by the NC Veterinary Medical Board under Article 11 of Chapter 90 of the General Statutes and practicing within the county where the services are provided. If no licensed veterinarian practices within that county, then a local veterinarian is a licensed veterinarian practicing in a county adjacent to the county where the services are provided. For the purposes of this definition “practicing” means engaging in the practice of veterinary medicine, as defined in Article 11 of Chapter 90 of the General Statutes.
 - o If you are contracting with a veterinarian, you may use any veterinarian regardless of whether or not that veterinarian is within your county, provided you make the opportunity to participate available to all “local veterinarians”.
 - o Examples of ways to provide this opportunity include, but are not limited to emailing all the veterinarians within your county, calling all veterinarians within a county, physically going to each veterinarian in your county.
- Submit proof that you have made the opportunity to participate in your program available to all “local veterinarians”.
 - o This documentation must be submitted every year with the first reimbursement request of the calendar year.
 - o This means that you must submit this documentation for your next reimbursement request and then again for the first reimbursement request of 2016.
 - o Proof that you have given all local veterinarians an opportunity to participate may include but is not limited to copies of emails sent to all “local veterinarians” inviting them to participate, having each veterinarian you visit in person sign and date a document that they were asked to participate, a signed statement that you called each veterinarian to offer participation accompanied by a list of all the veterinarians that you called and the dates of each call.
- Re-write your rules/guidelines regarding what documentation a low-income person must provide to prove he/she is low-income.
 - o “Low-income” is now defined as an annual household income lower than 100% of the federal poverty level.
 - o Proof of participation in a government assistance program is no longer an acceptable form of documentation for a low-income person unless that program requires a yearly household income level less than 100% of the federal poverty limit. Please provide documentation that such a government assistance program requires this income level with your rule if you choose to use this type of documentation.
 - o Examples of documentation include, but are not limited to W-2s, pay stubs, unemployment paperwork, etc.

Guidelines for Spay/Neuter Changes 2015

Counties Administering a Spay/Neuter Program Through the Use of Vouchers

- This is acceptable provided the cost of the spay or neuter procedure is fixed by the participating veterinarian(s). Administrative costs are not reimbursable.
- Provide the opportunity to participate to all “local veterinarians”.
 - o “Local veterinarian” is defined as a veterinarian licensed by the NC Veterinary Medical Board under Article 11 of Chapter 90 of the General Statutes and practicing within the county where the services are provided. If no licensed veterinarian practices within that county, then a local veterinarian is a licensed veterinarian practicing in a county adjacent to the county where the services are provided. For the purposes of this definition “practicing” means engaging in the practice of veterinary medicine, as defined in Article 11 of Chapter 90 of the General Statutes.
 - o If you using a voucher system, you may use any veterinarian regardless of whether or not that veterinarian is within your county, provided you make the opportunity to participate available to all “local veterinarians”.
 - o Examples of ways to provide this opportunity include, but are not limited to emailing all the veterinarians within your county, calling all veterinarians within a county, physically going to each veterinarian in your county.
- Submit proof that you have made the opportunity to participate in your program available to all “local veterinarians”.
 - o This documentation must be submitted every year with the first reimbursement request of the calendar year.
 - o This means that you must submit this documentation for your next reimbursement request and then again for the first reimbursement request of 2016.
 - o Proof that you have given all local veterinarians an opportunity to participate may include but is not limited to copies of emails sent to all “local veterinarians” inviting them to participate, having each veterinarian you visit in person sign and date a document that they were asked to participate, a signed statement that you called each veterinarian to offer participation accompanied by a list of all the veterinarians that you called and the dates of each call.
- Re-write your rules/guidelines regarding what documentation a low-income person must provide to prove he/she is low-income.
 - o “Low-income” is now defined as an annual household income lower than 100% of the federal poverty level.
 - o Proof of participation in a government assistance program is no longer an acceptable form of documentation for a low-income person unless that program requires a yearly household income level less than 100% of the federal poverty limit. Please provide documentation that such a government assistance program requires this income level with your rule if you choose to use this type of documentation.
 - o Examples of documentation include, but are not limited to W-2s, pay stubs, unemployment paperwork, etc.

Guidelines for Spay/Neuter Changes 2015

Counties Providing Discounted Spay/Neuter Procedures via Some Other Method/Procedure

- This is acceptable provided the cost of the spay or neuter procedure is fixed by the participating veterinarian. Administrative costs are not reimbursable.
- Provide the opportunity to participate to all “local veterinarians”.
 - o “Local veterinarian” is defined as a veterinarian licensed by the NC Veterinary Medical Board under Article 11 of Chapter 90 of the General Statutes and practicing within the county where the services are provided. If no licensed veterinarian practices within that county, then a local veterinarian is a licensed veterinarian practicing in a county adjacent to the county where the services are provided. For the purposes of this definition “practicing” means engaging in the practice of veterinary medicine, as defined in Article 11 of Chapter 90 of the General Statutes.
 - o If you are using some other method of providing discounted spay/neuter procedures, you may use any veterinarian regardless of whether or not that veterinarian is within your county, provided you make the opportunity to participate available to all “local veterinarians”.
 - o Examples of ways to provide this opportunity include, but are not limited to emailing all the veterinarians within your county, calling all veterinarians within a county, physically going to each veterinarian in your county.
- Submit proof that you have made the opportunity to participate in your program available to all “local veterinarians”.
 - o This documentation must be submitted every year with the first reimbursement request of the calendar year.
 - o This means that you must submit this documentation for your next reimbursement request and then again for the first reimbursement request of 2016.
 - o Proof that you have given all local veterinarians an opportunity to participate may include but is not limited to copies of emails sent to all “local veterinarians” inviting them to participate, having each veterinarian you visit in person sign and date a document that they were asked to participate, a signed statement that you called each veterinarian to offer participation accompanied by a list of all the veterinarians that you called and the dates of each call.
- Re-write your rules/guidelines regarding what documentation a low-income person must provide to prove he/she is low-income.
 - o “Low-income” is now defined as an annual household income lower than 100% of the federal poverty level.
 - o Proof of participation in a government assistance program is no longer an acceptable form of documentation for a low-income person unless that program requires a yearly household income level less than 100% of the federal poverty limit. Please provide documentation that such a government assistance program requires this income level with your rule if you choose to use this type of documentation.
 - o Examples of documentation include, but are not limited to W-2s, pay stubs, unemployment paperwork, etc.

Guidelines for Spay/Neuter Changes 2015

Animal Shelters Operating on Contract with a County or Municipality Providing Spay/Neuter Procedures to Animals Adopted by Low-income Individuals

- Provide the opportunity to participate to all “local veterinarians”.
 - o “Local veterinarian” is defined as a veterinarian licensed by the NC Veterinary Medical Board under Article 11 of Chapter 90 of the General Statutes and practicing within the county where the services are provided. If no licensed veterinarian practices within that county, then a local veterinarian is a licensed veterinarian practicing in a county adjacent to the county where the services are provided. For the purposes of this definition “practicing” means engaging in the practice of veterinary medicine, as defined in Article 11 of Chapter 90 of the General Statutes.
 - o If you are providing spay/neuter procedures to low-income people who adopt an animal, you may use any veterinarian regardless of whether or not that veterinarian is within your county, provided that you make the opportunity to participate available to all veterinarians in your county.
 - o Examples of ways to provide this opportunity include, but are not limited to emailing all the veterinarians within your county, calling all veterinarians within a county, physically going to each veterinarian in your county.
- Submit proof that you have made the opportunity to participate in your program available to all “local veterinarians”.
 - o This documentation must be submitted every year with the first reimbursement request of the calendar year.
 - o This means that you must submit this documentation for your next reimbursement request and then again for the first reimbursement request of 2016.
 - o Proof that you have given all local veterinarians an opportunity to participate may include but is not limited to copies of emails sent to all “local veterinarians” inviting them to participate, having each veterinarian you visit in person sign and date a document that they were asked to participate, a signed statement that you called each veterinarian to offer participation accompanied by a list of all the veterinarians that you called and the dates of each call.
- Re-write your rules/guidelines regarding what documentation a low-income person must provide to prove he/she is low-income.
 - o “Low-income” is now defined as an annual household income lower than 100% of the federal poverty level.
 - o Proof of participation in a government assistance program is no longer an acceptable form of documentation for a low-income person unless that program requires a yearly household income level less than 100% of the federal poverty limit. Please provide documentation that such a government assistance program requires this income level with your rule if you choose to use this type of documentation.
 - o Examples of documentation include, but are not limited to W-2s, pay stubs, unemployment paperwork, etc.