



Steven W. Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
Veterinary Division

David T. Marshall, DVM
State Veterinarian

November 29, 2011

MEMORANDUM

To: County Managers
Managers of Cities that have participated in the Spay/Neuter Program

From: Lee Hunter, Director *LH*
Animal Welfare Section & Spay/Neuter Program
NCDA&CS

Subject: • New Spay/Neuter Coordinator
• Requirement for proof of owner eligibility starting January 1, 2012
• Reminder that not all expenses can be reimbursed
• Requirement for compliance with GS 19A-63 (c)

- 1) I am pleased to announce that a Spay/Neuter coordinator has been hired and will be on-board effective December 1, 2011. Ms. Penny Page will take over day-to-day operations of the Spay/Neuter Program including acting as your contact with this program as well as coordinating Spay/Neuter outreach/education programs. She has been employed by the Department of Agriculture and Consumer Services for 6 years and has significant experience working with consumer organizations and private citizens.
- 2) The NC Department of Agriculture and Consumer Services is notifying you of two changes to the paperwork requirements of counties wishing to participate in the Spay/Neuter Program.

Effective January 1, 2012 the Spay/Neuter Program will require additional paperwork to be submitted with each application for reimbursement before the application can be processed. We will require the following items to be submitted with each application:

- Your signature on the Request for Reimbursement form states that you have verified each owner was eligible to participate in the Spay /Neuter program and that you have **on-file** copies of proof for each owner. These documents will be subject to audit.
- Proof of each surgical procedure including
 - The name of the owner of the animal
 - The name of the clinic at which the surgery was performed

- The date of the procedure
 - Itemization of the expenses for which you are requesting reimbursement
- 3) This memo also serves as a reminder of what items are eligible for reimbursement. The statute governing reimbursable costs is below:

19A-64. Distributions to counties and cities from Spay/Neuter Account.

(a) Reimbursable Costs. – Counties and cities eligible for distributions from the Spay/Neuter Account may receive reimbursement for the direct costs of a spay/neuter surgical procedure for a dog or cat owned by a low-income person as defined in G.S. 19A-63(b). Reimbursable costs shall include anesthesia, medication, and veterinary services. Counties and cities shall not be reimbursed for the administrative costs of providing reduced-cost spay/neuter services or capital expenditures for facilities and equipment associated with the provision of such services.

Among other things the statute **does not** allow for the reimbursement of vaccines, including rabies vaccine, flea treatments/medication or “de-worming” treatment/medication.

- 4) Changes to the statutes require that each county set forth their requirements for what documents establish proof of eligibility that a low-income person must provide in order to qualify for the Spay/Neuter Program. The statute is below:

19A-63. Eligibility for distributions from Spay/Neuter Account.

(c) Each county shall make rules or publish guidelines that designate what proof a low-income person must submit to establish that the person qualifies for public assistance under subsection (b) of this section or has an annual household income lower than three hundred percent (300%) of the federal poverty level guidelines published by the United States Department of Health and Human Services. (2000-163, s. 1; 2010-31, s. 11.4(d).)

The Spay/Neuter Program requires that you provide this office with a copy of the rules or guidelines set forth by your city or county. This will be a one-time requirement unless the statute is changed by the General Assembly or your government changes what constitutes proof of eligibility. In keeping with our policy of public access to documents, the rules or guidelines you provide will be posted to our web site.

Additionally, you will find enclosed a copy of the most current application for reimbursement. An electronic version of the document is available on our web site: www.ncspayneuter.com. The electronic version allows you to enter data and save the document for future reference.

If you have any questions about this memorandum please feel free to contact Ms. Page or me at 919-715-7111.