

# Application for SERVICES IN YOUR HOME



This is an application for Medical Assistance benefits for services in your home. If you need this application in another language or someone to interpret, please contact your local county assistance office. Language assistance will be provided free of charge.

Esta es una solicitud de beneficios de Asistencia Médica para recibir servicios en su hogar. Si necesita esta solicitud en otro idioma o si necesita a un intérprete, por favor comuníquese con la oficina de asistencia del condado (CAO) de su zona. La asistencia bilingüe se proporcionará de manera gratuita.

នេះជាសំបុត្រដាក់ពាក្យសុំផលប្រយោជន៏សំបុត្រពេទ្យដើម្បីសេវាការនៅផ្ទះរបស់លោកអ្នក។ ប្រសិនបើលោកអ្នកព្រូវការសំបុត្រ ដាក់ពាក្យសុំនេះជាភាសាផ្សេងទៀតឬអ្នកណាម្នាក់អោយជួយបកប្រែ សូមទាក់ទងការិយាល័យរ៉ែលហ្វ៊ែរបស់លោកអ្នក។ ជំនួយ លើការបកប្រែត្រូវផ្តល់អោយដោយឥតគិតថ្លៃ។

这是关于在您住家获得医疗补助福利服务的申请表。如果您需要其他语言的申请表或需要请人翻译,请联系您所在地区的郡县协助办事处(County Assistance Office)。可提供免费的语言协助服务。

Настоящий документ является заявлением на вступление в программу медицинской помощи (Medical Assistance). Если вам нужно данное заявление на каком-либо другом языке или переводческое обслуживание, обращайтесь в Бюро помощи графства (County Assistance Office). Помощь переводчика предоставляется бесплатно.

Đây là mẫu đơn xin hưởng những dịch vụ về phúc lợi Trợ Cấp Y Tế tại nhà. Nếu quí vị cần có mẫu đơn này bằng một thứ tiếng khác hay cần người phiên dịch, xin liên lạc với Văn Phòng Trợ Cấp Phúc Lợi Quận Hạt thuộc địa phương của quí vị. Trợ giúp về phiên dịch sẽ được cung cấp miễn phí.

# **QUESTIONS YOU MIGHT HAVE**

1. I have a Medicare supplemental health insurance policy. Must I stop it to qualify for benefits?

NO, your insurance is primary coverage after Medicare. Medical Assistance will cover those health care services not covered by your insurance.

2. I have some unpaid medical bills that are past due. Will Medical Assistance pay for those bills?

YES, if you are eligible for Medical Assistance and if certain conditions are met. Coverage under Medical Assistance can cover three months prior to the month of application for Medical Assistance.

3. Must I live in Pennsylvania a certain amount of time before I can apply for health care coverage under Medical Assistance?

NO, you can be eligible for services in your home from the day you establish residency in Pennsylvania.

4. What is the Medical Assistance Estate Recovery Program?

If you are age 55 or older and receive long-term care services in a facility or in the community, Medical Assistance will seek reimbursement by recovering the cost of those services from the assets of your estate. This includes hospital and prescription services received while you are in a facility or while you are receiving home and community-based services. All monies collected by the Medical Assistance Estate Recovery Program are returned to the Department of Public Welfare's long-term care programs to assist others in need of long-term care services.

5. When does Medical Assistance Estate Recovery occur?

Medical Assistance Estate Recovery happens **only** after the death of the Medical Assistance recipient.

6. Is a lien placed against my home if I receive health care services under Medical Assistance?

NO, a lien is not placed against your home if you receive health care services under Medical Assistance. However, your home may be subject to a recovery by the Medical Assistance Estate Recovery Program as described in question 4 above.

7. Must the income of both spouses be reported when completing the application for services in your home?

YES, the income of both spouses must be reported.

8. Must the resources of both spouses be reported when completing the application for services in your home?

YES, the resources of both spouses must be reported.

## INSTRUCTIONS FOR THE COMPLETION OF THE PA 600WP APPLICATION FOR SERVICES IN THE HOME

	APPLICANT INFORMATION
NAME	Enter your full name (First Name, Middle Initial, Last Name).
SOCIAL SECURITY NUMBER	If you do not have a Social Security Number, a number can be applied for through the CAO.
DATE OF BIRTH	Enter your date of birth. Provide a copy of your birth certificate.
MOTHER'S MAIDEN NAME, DRIVER'S LICENSE INFO, BIRTH CERTIFICATE NAME AND STATE, COUNTY, CITY OF BIRTH	Enter this information <b>only</b> if you do not have Medicare A and/or B health care coverage.
MEDICARE CLAIM NUMBER	Enter your Medicare number, if applicable.
CITIZENSHIP	Enter whether you are a U.S. citizen/legal alien (an individual who is an undocumented alien is only eligible for emergency services under Medical Assistance. Immediate services in the home may not be considered an emergency situation).
ADDRESS AND TELEPHONE NUMBER(S)	Enter your complete street address, city, state, zip code and telephone number(s).
RACE/ETHNICITY	Completion of these sections is optional.
MARITAL STATUS	Enter your current marital status.
SPOUSE'S NAME	Enter your spouse's full name (First Name, Middle Initial, Last Name).
SOCIAL SECURITY NUMBER	Enter your spouse's Social Security Number. If your spouse does not have a Social Security Number, a number can be applied for through the CAO.
DATE OF BIRTH	Enter your spouse's date of birth.
REPRESENTATIVE INFORMATION	
	RESOURCES (Acceptable Proof) of the application, please enter the owner's name, the corresponding resource wed (if any), the net value and whether documentation of the resource is provided.
CASH ON HAND	A written statement showing the total amount of money not in the bank or otherwise invested. <b>NOTE:</b> This would include money in a safe deposit box.
SAVINGS ACCOUNT(S) CHRISTMAS/VACATION CLUB	Photocopies of bank statements, bank books or a written statement from the financial institution that shows the account number and current account value.
CHECKING ACCOUNT(S)	Photocopies of bank statements or a written statement from the financial institution that shows the account number and current account value.
STOCKS AND/OR BONDS	A written statement from the brokerage firm, issuing agent or authority or institution where the stocks, bonds, etc. were purchased or held; or a copy of the stock certificate or bond and a statement of the value. Identify any serial numbers of bonds.
TRUST FUND	Photocopy of the trust agreement showing the terms of the trust and inventory of the trust assets; or other documentation of value.
PREPAID FUNERAL CONTRACT/IRREVOCABLE BURIAL RESERVE / REVOCABLE BURIAL RESERVE	Photocopy of the burial reserve agreement(s) or prepaid funeral contract(s).
CERTIFICATE OF DEPOSIT	Photocopy of the deposit statement from the financial institution or a written state- ment from the financial institution that shows the account number and current value.
ANNUITIES	Photocopy of the document that explains the terms, date of purchase and value of the annuity.
NOTES	Photocopy of any note agreements that you have and the current value of the note.
OTHER RESOURCES	Photocopy of any agreement(s) or statement(s) regarding any money or other resources not already listed.
LIFE INSURANCE	Enter the name of the insured, the name of the insurance company, the policy number, the name of the beneficiary (the name of the person who will receive the insurance payment upon your death), the face value of the policy(ies) (the amount that will be paid to your beneficiary), the cash value of the policy(ies) (if known). <b>Verification:</b> A photocopy of a document identifying ownership for each insurance policy and a written statement of current cash value from the insurance company.



RESOURCES CONTINUED									
MOTOR VEHICLES (i.e. car, truck, van, boat, snowmobile, trailer etc.)	Enter the make, model, and year of the vehicle along with the name(s) of the owner(s), amount owed (if any) and the current value. One vehicle is excluded regardless of its value. The market value of all other vehicles is counted. <b>Verification:</b> A written statement of fair market value from a dealer or Blue Book value.								
RESIDENT PROPERTY	Enter the street address, city, state and zip code of your primary residence. <b>Verification:</b> not required								
NON-RESIDENT PROPERTY	Enter the street address, city, state and zip code of any additional property owned. <b>Verification:</b> Real estate tax bill or a broker's statement of the fair market value of the property.								
	TRANSFER OF RESOURCES								
Eligibility for Waiver Services under Medical Assistance <b>MAY</b> be affected if you or your spouse transferred, sold or disposed of income or resources to someone other than each other within the past 60 months. If a transfer to or from a Trust within the past 60 months was made, eligibility <b>MAY</b> also be affected for Waiver Services. Enter the appropriate yes or no responses to the questions regarding the transfer of resources and the transfer of resources used to establish a trust. If you respond yes to either question, provide additional information about the date(s) of the transfer(s) and the amount(s) transferred. Depending on the date(s) and amount(s) of the transfer(s), eligibility <b>MAY</b> be affected.									
	INCOME								
Check yes or no to indicate the type of income you receive. Enter any claim, file or other identifying number associated with the type of income you receive. Enter how often the income is received. Enter <b>GROSS</b> income (amount of income before any taxes or deductions). If the individual is under age 21, only his/her income is counted. Parental income of a child under age 21 is NOT counted.									
Income includes but is not limited to: Social Security Retirement or Disability, Veteran's Benefits (VA Pension), Supplemental Security Income (SSI), Railroad Retirement (RR), Black Lung payment, Pension from employer, Wages, Dividends/Interest, and Self-employment. (If you have other types of income, you must specify the source.) Note: While the Veteran's Benefits (VA Pension) are counted as income in determining eligibility, any portion of the VA Benefits that is allocated for Aid and Attendance or VA Housebound Allowance does not count in determining eligibility.									
HEALTH INSURANCE									
Enter the appropriate yes or no resp have other insurance, enter the nam of the premium.	onse regarding any other medical insurance that you have. If you indicate that you e of the insurance company, the policy number, the type of insurance and the amount								
	HELP WITH UNPAID MEDICAL BILLS								
	elp you with unpaid medical bills. Answer these questions to help the CAO elp with unpaid medical bills. Your response to these questions is optional.								
	VOTER REGISTRATION INFORMATION								
The voter registration information is 0	OPTIONAL; you can choose to apply to register now.								
	SIGNATURES								
	should review the Rights and Responsibilities section. of a witness is required. If you are unable to sign, your representative may sign on your								
CER	TIFICATION OF CITIZENSHIP OR ALIEN STATUS								
A signature is required to certify citizenship or alien status. Proof of citizenship <u>and</u> identity <b>must</b> be provided. This section must be signed in order for you to be eligible for Medical Assistance. If you sign with a mark, a signature of a witness is required. If you are unable to sign, your representative may sign on your behalf.									
	FINANCIAL ELIGIBILITY QUESTIONS								
INCOME: Is your Total GROSS Mon	nthly Income more than \$								
	TAL VALUE of your resources greater than \$8,000.00?       □       Yes       □       No         OTAL VALUE of your resources greater than \$?       □       Yes       □       No								
If both total gross income and total value of resources are less than these amounts, the applicant meets the financial eligibility requirements for Medical Assistance and for services in the home.									

# APPLICATION FOR SERVICES IN YOUR HOME

Si necesita este información en español, llame al teléfono: 1-800-842-2020

Do you understand English? 
Q Yes 
No

If no, what language do you understand?

- 1. Fill out the form. Please print.
- 2. Please provide complete information, if known, on resources.
- 3. Attach proof of all income, if available.
  - Proof includes pay stubs, award letters or checks.
  - If self-employed, copies of tax returns or receipts or other records count as proof of income.
  - Attach information that shows your income before taxes and deductions.
- 4. Attach proof of citizenship and identity, if possible.
- 5. If you are applying for someone who is not a U.S. citizen, please attach proof of alien status.
- Mail or take this form and any accompanying documents to your local county assistance office. Call 1-800-842-2020 if you do not know where to send your form.
- 7. If you need help with this application, please call 1-800-842-2020, or if you are hearing impaired call TDD 1-800-451-5886.

APPLICANT INFORMATION											
FIRST NAME		MI LAST N							RITY NUMBE	R	
DATE OF BIRTH	MOTHER'S MAIDEN NA LAST NAME, FIRST NAM	AME IE ARE YO	DU: 🔲 M	IALE	OR 🔲 FEM	1ALE	MEDICARE CLAIM NUMBER		DF ST	RIVERS LICENSE ATE & NUMBER	
NAME ON BIRTH	CERTIFICATE LAST, I	FIRST, MIDDI	E	STA	TE OF BIRTH	<b> </b> *	COUNT	Y OF E	BIRTH	С	CITY OF BIRTH
U.S. CITIZEN	DATE ENTERED THE	EU.S. FROM	WHAT CO	UNTRY		ALIE	N REGISTI	RATIO	N NUMBER	INS	S SECTION
HOME ADDRESS	•	•	(	CITY					STATE		ZIP CODE
MAILING ADDRES	S (if different)		(	CITY					STATE		ZIP CODE
HOME PHONE NUMBER OTHER CONTACT PHONE NUMBER OTHER CONTACT PHONE NUMBER							CT PHONE NUMBER				
RACE (check all that apply) This is optional.       ETHNICITY (optional)         African American       Native Alaskan/American Indian       Asian         Caucasian       Native Hawaiian/Pacific Islander       Asian (Indian subcontinent)       Inspanic         CURRENT MARITAL STATUS:       EFFECTIVE DATE OF CURRENT MARITAL STATUS								Hispanic Non Hispanic			
	RIED 🛄 MARRIED				DN-LAW		OWED				
IF MARRIED, DO Y	OU AND YOUR SPOUS	E LIVE TOGET	HER?	YES	L NO	IF	NO, DATE	E OF S	EPARATION	:	
					IFORM						
SPOUSE'S LAST N	IAME FIRST	NAME	Ν	M.I.	SOCIAL S	ECUF	RITY NO.		I	DATE	OF BIRTH
SPOUSE'S ADDRE	ESS IF DIFFERENT (ST	REET AND CIT	<sup>−</sup> Y)		STATE	ZIP (	CODE		SPOUSE'S	TELE	EPHONE NO.
	LSE IS REPRESENTING										
_	E'S FIRST AND LAST NA		REPR	ESENT	ATIVE'S REL		ISHIP TO Y	YOU	REPRESEN		VE'S PHONE NUMBER
REPRESENTATIVE	E'S MAILING ADDRESS:	STREET	(	CITY					STATE		ZIP CODE

\* If born in a territory of the United States, list the territory.

## RESOURCES

YOUR INFORMATION IS CONFIDENTIAL FOR USE ONLY BY THE DEPARTMENT OF PUBLIC WELFARE

List all resources owned by you and your spouse (if applicable). IF THE APPLICATION IS FOR A CHILD UNDER AGE 21, RESOURCES OF THE CHILD AND THE RESOURCES OF THE PARENT(S) OF THE CHILD DO NOT COUNT.

PLEASE PROVIDE VERIFICATION FOR EACH RESOURCE LISTED BELOW AND ON PAGE 7 WHEN YOU APPLY, IF POSSIBLE. ACCEPTABLE VERIFICATION IS LISTED ON THE INSTRUCTIONS FOR COMPLETION OF THE PA 600WP. YOU WILL BE **REQUIRED** TO PROVIDE VERIFICATION OF EACH RESOURCE LISTED ON THIS APPLICATION FORM AT A LATER DATE.

OWNE	ER(S) OF RESOURCE		RESOURCE	TOTAL	AMOUNT	NET	DOCUN	MENTED
LAST NAME	FIRST NAME	M.I.	CODE	VALUE	OWED	VALUE	YES	NO
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ENTE	IF YOU NEED ADDITIONAL S THE TWO DIGIT CODE IN THE "RE							
	1 CASH ON HAND	SUDIUL	CODE COLOIVIN ITTE		VOCABLE BURIAL RI			
	2 SAVINGS ACCOUNT(S)				NGS CERTIFICATE	ESERVE		
	3 CHECKING ACCOUNT(S)				DR KEOGH			
	4 CHRISTMAS/VACATION CLUB				SION FUNDS (INCLU	IDING 401K)		
	5 STOCKS OR BONDS				OCABLE BURIAL RES			
	6 TRUST FUND				ER (INCLUDING ANN			

LIFE INSURANCE - COMPLETE THE INFORMATION BELOW FOR EACH LIFE INSURANCE POLICY										
NAME OF INSURED	INSURANCE	POLICY	NAME OF	FACE	CASH	DATE	DOCUN	IENTED		
	COMPANY	NUMBER	BENEFICIARY	VALUE	VALUE	ACQUIRED	YES	NO		

#### VEHICLES (car, truck, van, motorcycle, other vehicle, etc.)

TYPE OF				LICEI	ISED				AMOUNT	CURRENT
VEHICLE	MAKE	MODEL	YEAR	YES	NO	LICENSE #	STATE	OWNER/JOINT OWNERS	OWED	VALUE

Has documentation of any vehicle(s) been provided?

Yes	No

🗋 No

🗋 Yes

Do you own any property including a home, mobile home, land or other buildings? *If yes, complete the following:* 

ADDRESS/LOCATION OF RESIDENT PROPERTY:			ADDRESS/LOCATION OF NON-RESIDENT PROPERTY:			
STREET ADDRESS		STREE	STREET ADDRESS			
CITY	STATE ZIP COD	E CITY		STATE ZIP CODE		
OWNER(s):		OWN	ER(s):			
Is this your home?	🗋 Yes 🛛	No Is the	property listed for sale?	🗋 Yes 🗌 No		
Is the property listed for sale?	🗋 Yes 🛛	No				
Do you get income from the property?	🗋 Yes 🗌	No				

## TRANSFER OF RESOURCES

1. Within the past 60 months, have you or your spouse closed, given away, sold, transferred, converted or disposed of any assets such as, but not limited to, the following: a home, land, personal property, life insurance policies, annuities, bank accounts, certificates of deposit, stocks, IRAs, bonds or a right to income?

🗋 Yes 🛛 No

2. Within the past 60 months, have you or your spouse transferred any resources into a trust?

🗋 Yes 🗌 No

If yes to either question, explain below. Provide verification of the dates of the transfers and the values of the resources that were transferred.

# **NOTES / ADDITIONAL INFORMATION SECTION**

## INCOME

List all sources of income.

# IF THE APPLICATION IS FOR A CHILD UNDER AGE 21, ONLY THE INCOME OF THE CHILD IS COUNTED. PARENTAL INCOME OF A CHILD UNDER AGE 21 IS NOT COUNTED.

DO YOU HAVE INCOME FROM: (Please check YES or NO.)	YES	NO	SOURCE	HOW OFTEN IS THE INCOME RECEIVED (weekly, bi-weekly, monthly, quarterly, etc.)	AMOUNT OF INCOME BEFORE TAXES AND DEDUCTIONS
SOCIAL SECURITY			Claim #		\$
PENSION					\$
VA PENSION			VA file #		\$
VA Aid and Attendance/ Housebound Allowance			(This benefit does not count.)		\$
SUPPLEMENTAL SECURITY INCOME (SSI)					\$
RR RETIREMENT					\$
BLACK LUNG					\$
ANNUITY/TRUST					\$
WAGES					\$
DIVIDENDS/INTEREST					\$
SELF EMPLOYMENT					\$
OTHER INCOME (specify)					\$

## **HEALTH INSURANCE**

Are you covered by any other medical insurance, including Medicare or coverage purchased by someone else?

If yes, complete the following and provide a copy of the card, policy and/or premium notice.

NAME OF COMPANY	POLICY NUMBER	TYPE OF POLICY	PREMIUM

# HELP WITH UNPAID MEDICAL BILLS

You may be able to get help from Medical Assistance for unpaid medical bills that were incurred within the last three months.

Did you have unpaid medical bills during this time?  Q Yes  Q						
When did you incur these medical bills?						
Do you wish to apply for medical assistance for this ti	me period	? 🔲 Yes				

9

🗋 No

By signing below, you are agreeing to the following statements:

I understand that the information on this form will be kept confidential.

I authorize the release of personal, financial and medical information for the purpose of determining eligibility for Medical Assistance.

I understand that I must report all changes in my household or financial situation to the county assistance office within 10 calendar days of the date of the change.

I understand that I can request a hearing if I do not agree with a decision made on this application.

I understand that my eligibility is subject to verification from financial sources and other third parties.

I understand that Medical Assistance applicants must provide their Social Security Number. This number may be used to check the information on this application. Exception: An alien who is applying for emergency Medical Assistance is not required to provide a SSN (42 U.S.C. §1320b-7 (1)).

I understand that I have a right to a certificate of creditable coverage to verify my medical coverage. Federal law limits when health coverage may be denied or limited for a pre-existing condition. If I enroll in a group health plan that has a pre-existing condition limit, I can get credit for the time I received Medical Assistance.

I certify to the best of my knowledge that I understand my rights and responsibilities.

I understand that the Department of Public Welfare will seek recovery from my estate for certain health care coverage paid for under Medical Assistance. These services include nursing facility services, home and community-based services and hospital and prescription drug services while I was in a nursing facility or while I was receiving home and community-based services for the period of time when I was 55 years of age or older.

I certify that all information on this application is true under penalty of perjury.

# I understand that if the information that I provided is not accurate, I can be held liable for repayment of the services received and may be subject to criminal prosecution.

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF WITNESS (if applicant signed with a mark)	DATE
SIGNATURE OF REPRESENTATIVE	DATE

#### CERTIFICATION OF CITIZENSHIP OR ALIEN STATUS

By signing my name below, I certify that, subject to penalties provided by law, I am a U.S. citizen or alien in lawful immigration status. I may still be required to provide proof that I am a U.S. citizen or an alien in lawful immigration status.

DATE

SIGNATURE OF APPLICANT

SIGNATURE OF WITNESS, IF SIGNED WITH A MARK

DATE

## Voter Registration (Optional)

If you are not registered to vote where you live now, would you like to apply to register to vote here today? 🗆 Yes 🗆 No

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

To register, you must: 1) Be at least 18 on the day of the next election; 2) Be a citizen of the United States for at least one month PRIOR TO THE NEXT ELECTION; 3) Reside in Pennsylvania and the voting district at least 30 days prior to the next election.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency. If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private. Please contact the county assistance office if you would like help. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of the Commonwealth, PA Department of State, Harrisburg, PA 17120. (Toll-free telephone number 1-877-VOTESPA.)

COUNTY ASSISTANCE OFFICE STAFF WILL COMPLETE THIS SECTION BASED UPON YOUR RESPONSE ABOVE		
Given to Client// Declined, not interested//	Sent to voter registration _/_/ Not a U.S. citizen _/_/	Mailed to Client/_/ Declined, already registered/_/

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## INFORMATION ABOUT HEALTH CARE COVERAGE

#### ELIGIBILITY FOR SERVICES IN YOUR HOME UNDER MEDICAL ASSISTANCE INCLUDES HEALTH CARE COVERAGE HEALTH CARE COVERAGE MAY INCLUDE:

- Checkups
- Immunizations
- · Sick visits and prescriptions
- Emergency room care
- Lab tests and x-rays
- Hearing testing and hearing aids
- Mental health and substance abuse treatment
- Care in your home (or services)
- Inpatient care

You or any representative you choose may help you complete this application. Your representative can be your spouse, a friend, a relative, a person who has your power of attorney or your medical provider. It should be someone who knows and can provide information about your income and resources. If you need help with this application, please call

#### 1-800-842-2020,

or if you are hearing impaired call

#### TDD 1-800-451-5886.

It is important that you answer each question. Please enter "**no**" or "**none**" to questions that do not apply to you, and be sure that the application is signed and dated.

#### CURRENT ELIGIBILITY LIMITATIONS:

The Total GROSS Monthly Income added together on page 9 cannot exceed 300 percent of current federal benefit rate (\$\_\_\_\_\_\_\_effective \_\_\_/\_\_/\_\_\_).

The Total Countable Resources added together on pages 6 and 7 cannot exceed \$8,000 if you are single (unmarried) or \$\_\_\_\_\_ if you are married.

## YOU HAVE CERTAIN RIGHTS AND RESPONSIBILITIES

## THEY ARE:

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I certify that all information on this application is true under penalty of perjury.

I understand that if the information that I provided is not accurate, I can be held liable for repayment of the services received and may be subject to criminal prosecution.

KEEP THIS PAGE FOR YOUR RECORDS

# **ADDITIONAL PROGRAMS**

There are other programs that can provide additional assistance for you:

#### SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP)

- This program helps low-income individuals and families buy food for a healthy diet.
- If you are eligible for this program, benefits for food purchases will be deposited in an account for you.
- You will be given an electronic benefit (EBT) card for the account, which you can use just like a bank card to purchase food at grocery stores.
- If you wish to apply for SNAP, please let the enrolling agency know or contact your local county assistance office.

#### LIHEAP

- LIHEAP stands for Low Income Home Energy Assistance Program.
- This program helps low-income individuals and families pay their heating bills.
- If you are eligible for this program, payments will be made to your utility company or your fuel provider.
- This program also provides emergency assistance if you are in danger of being without heat in your home.
- LIHEAP is a seasonal program, so it is available only during certain months—usually November through March.
- If you wish to apply for LIHEAP, please let your enrolling agency know or contact your local county assistance office.

## CHECKLIST

- 1. DID YOU COMPLETE THE INFORMATION FOR THE APPLICANT?
- 2. DID YOU COMPLETE THE INFORMATION FOR THE SPOUSE WHO IS NOT APPLYING FOR SERVICES?
- 3. DID YOU LIST ALL RESOURCES OWNED INDIVIDUALLY OR JOINTLY?
- 4. DID YOU COMPLETE THE LIFE INSURANCE SECTION?
- 5. DID YOU READ THE STATEMENT REGARDING THE INFORMATION YOU PROVIDED?
- 6. DID YOU SIGN THE FORM AND INDICATE YOUR RELATIONSHIP TO THE APPLICANT?
- 7. DID YOU ATTACH PHOTOCOPIES OF THE DOCUMENTATION TO VERIFY ALL RESOURCES?

