

Long-Term Services and Supports Pending Documentation

Below is a list of information the county assistance office (CAO) may need to process your application for Home and Community-Based Services (HCBS). This list is meant to help you start to obtain the information you will need to provide to the CAO; it may not be an all-inclusive list. The CAO may need to request additional information from you once they receive and review your application. You will be given a due date by the CAO to provide any needed information. If you are having trouble getting the information please contact your CAO.

PENDING ITEM(S)	NEEDED (Y OR N)
1. Medical Assistance (Medicaid) Financial Eligibility Application for Long-Term Care Services and Supports (PA 600L).	
2. HCBS Eligibility/Ineligibility/Change Form (PA 1768) completed by the Independent Enrollment Broker (IEB).	
3. Resource Assessment (PA 1572)-if applicant is married.	
4. Deed to residential property owned by applicant and/or spouse.	
5. Deed to non-residential property (rentals, condo, time share, etc.) owned by applicant and/or spouse.	
6. Burial account/agreement (irrevocable and revocable) owned by applicant and/or spouse to include statement of irrevocability, value and date created.	
7. Face values and current cash values for all life insurance policies owned by applicant and/or spouse.	
8. Cash values of all life insurance policies as of the HCBS assessment date if married and a Resource Assessment has not already been completed.	
9. Registrations to all vehicles owned by the applicant and/or spouse.	
10. Monthly financial statements for the most current two years of the look-back period for applicant and/or spouse, from _____ to _____.	
11. Semi-annual financial statements (ex. January and June) for the additional three years of the look-back period for applicant and/or spouse, from _____ to _____.	
12. Financial statements to verify account values as of the HCBS assessment date if married and a Resource Assessment has not already been completed.	
13. Retirement account statement, 401K for applicant and/or spouse.	
14. Monthly gross income (Social Security, SSI, pensions, annuities, rental income, dividends, interest, wages, etc.) for applicant and/or spouse.	
15. Verification of all financial accounts closed since _____ (five years prior to the assessment date or application date) to include date(s) closed, value(s) at time closed, and where the money was deposited or how it was spent.	
16. Power of Attorney or Guardianship document for applicant.	
17. Divorce decree-if applicant is divorced.	
18. Authorization for Release of Information (PA 4).	
19. If not a U.S. citizen, verification of Alien Registration Number and INS or USCIS documents.	
20. Other:	

**This form is to assist the IEB in helping the client gather information. It does not replace the official pending information letter (PA 253) completed by the CAO.

IEB Instructions for Completing the Long-Term Services and Supports Pending Documentation

- 1-2. Self-explanatory.
3. A Resource Assessment (PA 1572) is needed for all married and/or separated applicants.
- 4-7. Self-explanatory.
8. For all married applicants, life insurance cash surrender values owned by the applicant and/or applicant's spouse must be verified as of the HCBS assessment date listed on the completed Resource Assessment (PA 1572).
9. Self-explanatory.
- 10-11. The start date of the look-back period is based on whether or not the client is a current MA recipient.
 - For current MA recipients, the look-back period begins five years prior to the assessment date listed on the PA 1768.
Example: A current MA recipient is requesting HCBS. The assessment date listed on the PA 1768 is 8/15/2019. The look-back period is 8/15/2014 through 8/15/2019.
 10. The client must provide as many monthly financial statements as possible for the most current two years of the look-back period of 8/15/2017-8/15/2019.
 11. The client must provide semi-annual financial statements for the additional three years of the look-back period of 8/15/2014-8/14/2017.
 - For new applicants, the look-back period begins five years prior to the application date.
Example: A new MA/HCBS applicant submits an application on 9/25/2019. The look-back period will run from 9/25/2014-9/25/2019.
 10. The client must provide as many monthly financial statements as possible for the most current two years of the look-back period of 9/25/2017-9/25/2019.
 11. The client must provide semi-annual financial statements for the additional three years of the look-back period of 9/25/2014-9/24/2017.
12. For all married applicants, financial statements to verify all account values for all financial accounts owned by the applicant and/or applicant's spouse must be verified as of the HCBS assessment date listed on the completed Resource Assessment (PA 1572).
- 13-14. Self-explanatory.
15. For current MA recipients, documentation of all financial accounts closed for the five-year period prior to the assessment date must be provided. For new applicants, documentation of all closed accounts for the five-year period prior to the application date must be provided.
- 16-17. Self-explanatory.
18. The signed PA 4 is not required but is needed if a client requests the CAO's help to obtain verification from a third party. It is suggested that clients sign this form.
19. Self-explanatory.
20. Any further documentation not listed above that is needed to verify eligibility as of the date HCBS are requested.