



## Department of Health

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Acting Executive Deputy Commissioner

March 28, 2023

DAL: DACF 23-18  
Subject: Special Needs Assisted Living  
Voucher Demonstration Program  
Monthly Roster Submission

Dear Adult Care Facility Administrator:

The purpose of this letter is to inform Administrators and Operators of Special Needs Assisted Living Residences (“SNALR”) who participate in the Special Needs Assisted Living Voucher Demonstration Program of the recently updated compulsory method for submission of monthly rosters for each SNALR Voucher recipient.

Per DAL DACF 22-40, November 18, 2022, SNALR facilities in receipt of SNALR Voucher payments must submit a monthly roster for each SNALR Voucher recipient by the first Monday of each month. Beginning April 1, 2023, facilities must submit their roster through a Health Commerce System (HCS) HERDS survey.

The purpose of the monthly roster submission is to verify residency status for each SNALR Voucher recipient. Each facility must submit the following information: voucher recipient’s name, if the resident was present in the facility for the entire previous month, the number of days of the previous month the resident was in the facility if not the entire month, and a selection from a menu of options to describe the reason(s) why the resident was not in the facility for any days of the previous month. When submitting the facility roster, the administrator or designee is attesting to the validity of the provided information. A survey demonstration webinar will be scheduled for **March 31, 2023**.

This letter also serves as a reminder that SNALR Administrators are required to notify the Department of Health as soon as possible when a voucher recipient exceeds the retention standards for a SNALR or leaves the residence for any reason. Notification should be sent to [ALTCteam@health.ny.gov](mailto:ALTCteam@health.ny.gov).

Monthly rosters must be submitted by the first Monday of each month. The first roster submission through HERDS is due **no later than April 3, 2023**. All SNALR Voucher Demonstration Program questions should be sent to [ALTCteam@health.ny.gov](mailto:ALTCteam@health.ny.gov).

Sincerely,

Carol A. Rodat  
Deputy Director  
Center for Regulatory and Policy Initiatives