Voucher Application Quick Guide Instructions

1. Does the resident have an Alzheimer’s/dementia diagnosis? Has the resident been residing in the same Assisted Living Residence/Special Needs Assisted Living Residence for at least one year?
   - Yes
   - No
   - Resident not Eligible

2. Is the resident on Medicaid, applied for Medicaid or Medicaid-eligible?
   - Yes
   - Resident not Eligible
   - No

3. Does the resident have a household income that is equal to or less than the monthly median income in the region in which they reside?
   - Yes
   - No
   - Resident not Eligible
   - Refer to the Household Monthly Income Standard in Chart 1 on the back of this sheet to determine if the resident’s monthly income is equal to or less than the monthly median income in the resident’s region.

4. Are the resident’s resources or assets less than or equal to six (6) months of the average monthly cost of a Special Needs Assisted Living Residence for the region where the resident resides?
   - Yes
   - No
   - Resident not Eligible
   - Refer to the Regional Costs of Care in Chart 2 on the back, under the column “Calculation” to determine if the resident’s resources are equal to or more than six months of the average monthly cost of a Special Needs Assisted Living Residence in the resident’s region.
   - Resources or Assets include the total value of the household, including, any investment properties, vehicles, and/or life insurance policies, cash-on-hand (such as a savings or checking account) or items that can be readily converted to cash, such as financial institution accounts, stocks, bonds, mutual fund shares, and promissory notes.

5. Has the resident transferred resources or assets that are equal to or more than three (3) months of the average regional monthly cost of a Special Needs Assisted Living Residence in the region where the resident resides within one year prior to this application date?
   - No
   - Yes
   - Resident not Eligible
   - Refer to calculated amount in the Regional Costs of Care in Chart 2 on the back under the column “Calculation”, determine if the resident transferred resources or assets equaling more than three months of the regional monthly cost of care within one year of the date of the application.

6. Has the resident application been completed and the Certification page signed and dated?
   - Yes
   - No
   - Resident not Eligible

If all above requirements are met, please scan the completed application and send it to:

ALTCteam@health.ny.gov

Or mail to:

New York State Department of Health
ALTC Team
Empire State Plaza
Corning Tower, Suite 1415
Albany, NY 12237
<table>
<thead>
<tr>
<th>Regional Costs of Care</th>
<th>Average Monthly Facility Service Cost</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital District— Albany, Columbia, Delaware, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie</td>
<td>$7,118</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $42,708. Cannot have transferred assets/resources of three months = $21,354</td>
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<tr>
<td>Central NY - Broome, Cayuga, Cortland, Chenango, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Tioga, Tompkins, St. Lawrence</td>
<td>$5,939</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $35,634. Cannot have transferred assets/resources of three months = $17,817</td>
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<td>Finger Lakes - Chemung, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates</td>
<td>$6,079</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $36,474. Cannot have transferred assets/resources of three months = $18,237</td>
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<tr>
<td>Hudson Valley - Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster</td>
<td>$9,993</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $59,958 Cannot have transferred assets/resources of three months = $29,979</td>
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<td>Long Island - Suffolk and Nassau</td>
<td>$9,089</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $54,534 Cannot have transferred assets/resources of three months = $27,267</td>
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<td>New York City - Bronx, Kings, New York, Queens, Richmond</td>
<td>$10,602</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $63,612. Cannot have transferred assets/resources of three months = $31,806.</td>
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<td>Northeastern NY - Clinton, Essex, Franklin, Hamilton, Warren, Washington</td>
<td>$5,800</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $34,800. Cannot have transferred assets/resources of 3 months = $17,400</td>
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<tr>
<td>Western NY - Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Wyoming</td>
<td>$6,401</td>
<td>Cannot have resources equal to or greater than six months of the regional cost of care = $38,406. Cannot have transferred assets/resources of 3 months = $19,203</td>
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