

## **PROGRAM ELIGIBILITY AND ENROLLMENT**

### **501.6 ADW PROGRAM ELIGIBILITY**

Applicants for the ADW Program must meet all of the following criteria to be eligible for the program:

- A. Be 18 years of age or older.
- B. Be a permanent resident of West Virginia. The individual may be discharged or transferred from a nursing home in any county of the state, or in another state, as long as his/her permanent residence is in West Virginia.
- C. Meet the Medicaid Waiver financial eligibility criteria for the program as determined by the county DHHR office, or the Social Security Administration (SSA), if an active SSI (Supplemental Security Income) recipient.
- D. Be approved as medically eligible for nursing home level of care and in need of services.
- E. Choose to participate in the ADW Program as an alternative to nursing home care.

Even if an individual is medically and financially eligible, a slot must be available for him/her to participate in the program.

### **501.7 FINANCIAL ELIGIBILITY - PRE-MEDICAL ELIGIBILITY**

The financial eligibility process starts once an applicant applies to the ADW program. Within two business days after receiving a fully completed MNER, the UMC will send a letter to the applicant notifying them that they must complete financial eligibility before they can proceed with medical eligibility. The letter will include a yellow DHS-2 form and a Case Management Selection form.

The applicant may choose a Case Management Agency upon application to the ADW program. The Case Management Agency will be notified by the UMC when chosen. Within five business days of receipt of this notification, the Case Manager must make an initial contact by telephone or face-to-face with the applicant to offer assistance in determining financial eligibility and answer any questions the applicant might have. The applicant and/or Case Manager must submit a yellow DHS-2 form along with a letter from the UMC to the county DHHR office to determine financial eligibility based on ADW criteria. The yellow DHS-2 form will include an expiration date. It will not be accepted at the county DHHR office after the expiration date.

Factors such as income and assets are taken into consideration when determining eligibility. An applicant's gross monthly income may not exceed 300% of the current maximum SSI payment per month for participation in the ADW Program. Some assets of a couple are protected for the spouse who does not need nursing home or home and community based care and these assets are not counted to determine eligibility for the individual who needs care in the home.

Medical eligibility determinations will not occur until the yellow DHS-2 form is returned to the UMC and states that the applicant is financially eligible. If the yellow DHS-2 form is not returned to the UMC within 60 calendar days of the expiration date, the referral will be closed.