



■ Nursing Home Grant Assistance Program

TO: Nursing Homes

Recent legislation has created a program which benefits qualified residents of nursing homes (skilled nursing or intermediate long-term care facilities licensed by the Illinois Department of Public Health).

The Nursing Home Grant Assistance Program pays each eligible nursing home resident a grant of **up to** \$500 per quarter. The amount may be less, depending upon

- the number of days during each quarter he or she was a resident, and
- the total amount collected in fees by the Department from nursing homes each quarter.

The current program covers Fiscal Year 1993 only.

Quarterly fees have been imposed upon nursing homes to fund the grants. Nursing homes must pay \$1 per occupied bed-day for **all** residents under their care.

Nursing homes are responsible for

- notifying their residents about the program (you should distribute to your residents Informational Bulletin FY 93-13, which explains the program),
- reporting residents eligible for grants to us,

- permanently keeping copies of residents' statements of eligibility,
- paying to us the quarterly fees, and
- distributing to their eligible residents the grant checks they receive from us.

How do I pay the quarterly fee?

You pay the fee by completing and filing Form NH-1, Nursing Home Grant Assistance Certification, which is due on or before the last day of September, December, March, and June. Schedule NH-2, Individuals Eligible for Grant, is used to report your eligible residents. We will mail Form NH-1 and Schedule NH-2 to you each quarter.

How do I figure the fee?

The fee is \$1 per occupied bed-day per quarter. In figuring "occupied bed-days," you must count the total number of occupied beds for each calendar day during the quarter for **all** your residents, without regard to whether they are eligible for a grant.

When must I pay the fee?

For prompt preparation of grants, please submit the four certifications (Form NH-1) and the re-

lated payments before

- September 15, 1992,
- December 15, 1992,
- March 15, 1993, and
- June 15, 1993.

The preceding quarter will be the base period for each filing. For example, for the first certification (please file by September 15, 1992), you will use the quarter ending June 30, 1992.

May I pass the cost of the fee along to nursing home residents?

The fee may **not** be billed or passed on to any resident or resident's representative, either directly or indirectly.

How does the individual apply for the grant?

Each eligible individual (or that individual's legally authorized representative) must sign a statement affirming the individual's eligibility to receive the grant. We have provided a copy of the statement in Informational Bulletin FY 93-13 to nursing home residents, which you have been directed to distribute to all your residents.

You **must** keep permanently in your records a copy of this statement of eligibility.

What are the eligibility requirements for the grant?

To qualify for the grant, the individual must

- reside in a licensed nursing home after June 30, 1992,
- not receive any assistance for nursing home care from the federal or state governments (excluding Medicare Part B benefits) for any day for which the grant is sought, and
- have an income (after nursing home care expenses have been subtracted) **not exceeding** 250 percent of the federal poverty level. (The federal poverty level is currently \$6,810 for individuals. Two hundred fifty percent of \$6,810 is \$17,025.)

How does the individual receive the grant?

Approximately 30 days after the quarterly certification (fee) is due, we will issue a check payable to each eligible resident you report on Schedule NH-2, Individuals Eligible for Grant. You must distribute the checks to each eligible individual or that individual's legally authorized representative.

What if I do not distribute the grant checks on time?

Penalties for **not** distributing the grant checks within two business days after receiving the checks from us are

- 100 percent of the grant and
- 5 percent per day (up to 100 percent) for each day the grant check distribution is late.

The penalties apply to each check that is not distributed in a timely manner; the penalties are assessed against the nursing home.

What must I do if the grant recipient leaves the nursing home?

If the grant recipient has been discharged from the nursing home or is otherwise no longer within the supervision or care of the nursing home, you will have 30 days to distribute any grant checks due the recipient or the recipient's legally authorized representative or estate. If you are unable to distribute the grant checks within this time, you must notify us by writing to the address printed at the bottom of this bulletin in order to avoid penalties for failure to distribute the grant checks in a timely manner.

You must return any undistributed grant checks to us within 120 days after payment.

What if I do not file Form NH-1 and pay the fee on time?

The penalty for **not** filing Form NH-1 by the due date is 100 percent of the fee due.

The penalty for **not** paying the fee by the due date is an additional 100 percent of the fee due.

In addition, the fee due is subject to interest until it is paid.

Do I need additional information?

You are legally responsible for having knowledge of the terms of the Nursing Home Grant Assistance Act and the emergency and permanent regulations which the Department of Revenue will issue. The information contained in this bulletin is not a substitute for the terms of the Act or the terms of the regulations, and you are advised not to rely on this bulletin as your sole source of guidance.

Questions?

If you have questions or need more information, please call or write us. Our telephone number and address are printed at the bottom of this bulletin.



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BY AUTHORITY OF THE STATE OF ILLINOIS
(17,000 copies - 08/92 - P.O. Number 45344)