



Policy Directive 2017-07-01

Title: Notice of Intent to Allocate Income and to Transfer Resources

Date: 7/3/2017 (end dated 10/17/17)

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Program impacted: Long Term Care Medical

This Policy Directive details the process used by eligibility staff in obtaining completed Notice of Intent to Allocate Income and Notice of Intent to Transfer Resources forms from an applicant for long term care medical assistance. Modifications to applicable forms are also included with this directive.

Current policy requires both forms to be sent to the recipient when the application is approved. The recipient (and spouse optionally) agree to allocate income and transfer resources by signing, dating and returning the forms to the agency. Eligibility staff are required to track the forms for return. If the Notice of Intent to Allocate Income form is not returned, no income allocation is allowed on the case. If the Notice of Intent to Transfer Resources form is not returned, the application is denied.

To simplify the process, both forms shall be sent to the applicant when requesting other information necessary to process the case. The forms have been modified to allow the applicant to choose up front the amount of allocation he/she wants (M-3) and to agree to transfer resources upon approval (M-2).

The forms are to be signed and dated by the applicant or someone authorized to act on his/her behalf. Signature of the community spouse is optional. If either spouse signs with an "X", a witness is required. The forms should then be returned to the agency.

1. The Notice of Intent to Allocate Income form (M-3) will be used to determine the amount of income allocation when processing the case. If the applicant fails to return the form, the application may be processed without allowing any income allocation to the community spouse and/or dependent family member.
2. The Notice of Intent to Transfer Resources form (M-2) is designed to simply verify that the applicant has agreed to transfer resources upon notice of approval. If the applicant fails to return the form, the application may be denied for failure to provide information.

Upon approval, the agency shall continue to notify the recipient of the division of resources and the amount of income allocation, but the recipient is not required to respond or provide additional information.