RECIPIENT - Transfer of Property Calculator Instructions

BENEFICIARY NAME: Enter the name of the recipient

BENEFICIARY ID: Enter the ID number of the recipient.

Is Medicaid paying for this applicant's HCBS, Pace or NF services?
This can be answered by typing "Yes" or "No" in the box.

If answered **NO,** a warning message is displayed, "THIS WORKSHEET IS NOT APPLICABLE. Use Applicant WORKSHEET."

If answered **YES,** no message is displayed and the worker should continue with this tool.
            (When entering dates you should use the mm-dd-ccyy format.

DATE TRANSFER IDENTIFIED: Enter the date the transfer was identified.

INITIAL START DATE FOR LTC PAYMENTS: Enter the first day the recipient began receiving LTC assistance.

TRANSFER DATE: Enter the date the resource was transferred. **Use for transfers that occurred on or after 2/8/06.** The worksheet will not allow a prior date to be entered. For multiple transfers, use the earliest date of the transfer.

The tool then calculates whether the resource was transferred within the 60 month look-back period. If the transferred occurred outside the look-back period a message will display, "STOP! No Disqualification".

TRANSFER AMOUNT: Enter the **v**alue of the resource transferred. For multiple transfers, use the total amount of the resources transferred.

APPLICABLE AVERAGE DAILY PRIVATE PAY RATE: The average statewide daily rate of Nursing Facilities on the first day of the penalty period is displayed. This rate is divided into the amount of the resource transferred to calculate the number of days of the penalty period.

NUMBER OF PENALTY DAYS: The number of days the recipient is not eligible for LTC assistance will be displayed.

PENALTY START DATE: The day the penalty begins will be displayed. This date is calculated using the transfer date, adding the 10 days the recipient had to report the transfer and then determines the first month the LTC assistance could have been discontinued based on timely notice of action.

PENALTY END DATE: The day the penalty ends is displayed.

If the Penalty Start Date is on or after the Initial Start Date for LTC Payments, a warning message will display, "May need to Calculate an Overpayment".

Be sure to review your dates for accuracy. Print the worksheet, sign it and attach the other penalty documentation and/or verification.