

## **Auxiliary Grant Application Tips**

To successfully comply with application procedures there are several tips that should be considered when making an application with the local department of social services.

1. If you are aged, blind or disabled and low income, please apply for **Social Security Income (SSI)** with the **Social Security Administration**. This process can take up to three months or more for approval. This will be a requirement if you never have filed. If you were receiving SSI and was in jail or in a nursing home, your payments may have stopped or been reduced. Notify Social Security immediately that your circumstances have changed and you plan to enter into an Assisted Living Facility.
2. Prior to application make sure that the individual applying has had a Uniform Assessment Instrument (UAI) scheduled. This process can take anywhere from 30 days to two months because of the demand of the screenings. If you had a screening done, make sure it is not 90 days old.
3. Make sure you submit the application in the right locality. The locality would be where the individual last lived **prior** to going into an Assisted Living Facility or Adult Foster Care Home. For example, if a person lives in Henrico he would apply at Henrico Department of Social Services.
4. Make sure you have the right application. An Auxiliary Grant application is called an "Application for Benefits". It is not a Medicaid application.
5. Submit the application to the eligibility unit of the local department of social services.
6. Make sure you have all documentation gathered to be submitted to the local department of social services. They will need proof of income, bank accounts, personal assets, such as cars, property, land etc., proof of identity, citizenship and social security number to name a few. A checklist will be given during the application process.
7. Be aware that entering into a facility you are considered to be private pay resident until your Auxiliary Grant application is approved. The local department has 45 days to process your application and can be sooner if you have provided the information listed above.
8. While waiting on the application approval begin looking for facilities that take Auxiliary Grant payments. There is a limitation of beds and you may need to consider personal preferences for placement. An Auxiliary Grant facility list is posted monthly in the link provided on the Auxiliary Grant page.

**\*Remember if you do not understand something, please ask questions.**