



COMMONWEALTH OF VIRGINIA
DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

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Manual: Adult Protective Services Division, Auxiliary Grant Manual

Transmittal #: DARS-APSD-5

The following acronyms are used in this transmittal:

- AFC**-Adult Foster Care
- AG**-Auxiliary Grant
- DARS**-Department for the Aging and Rehabilitative Services
- DDS**-Disability Determination Services
- DMAS**-Department of Medical Assistance Services
- ePAS**-electronic preadmission screening
- RECTF**-Radiation Exposure Compensation Trust Fund
- VaCMS**-Virginia Case Management System
- VDSS**-Virginia Department of Social Services

The purpose of this transmittal is to provide revised and clarified guidance for the AG Program. Unless otherwise stated, the provisions included in this transmittal are effective upon receipt.

This transmittal and manual are available on SPARK at
<http://www.localagency.dss.state.va.us/divisions/dfs/as/manual.cgi>

The AG regulations were renumbered in October 2013. The headers in Chapters F, G, H, I, and L have been updated but there are no other changes in those chapters. Significant revisions to the chapters are identified below:

CHAPTER A		
"INRODUCTION"		
Section	Page #	Significant Changes
1.1	2	Added content describing the relocation of the AG Program from VDSS to DARS.

7	8	Updated the computer system name.
8	8	Updated link where AG forms are located on SPARK.
CHAPTER B		
“APPLICATION PROCESSING”		
Section	Page #	Significant Changes
1	1	Updated the name and form number for renewal forms.
8.3	20	Updated the name for renewal forms.
8.4.1.1	22	Changed the use of “advance notice of action” form to use Notice of Action AG form.
10.3	42	Changed the definition of “advance notice of action” form.
10.5.1	44	Added information about “Advance Notice of Proposed Action” form.
CHAPTER C		
“NONFINANCIAL REQUIREMENTS”		
Section	Page #	Significant Changes
2.3.4.1	12	Changed of the name of Department of Rehabilitation.
2.3.4.1.1.3	14	Added reference to Appendix I.
6.2.3	21	Updated link for DMAS 96.
6.2.4.1.1	22	Add language regarding electronic signatures on ePAS forms.
9.3.2.1	35	Updated addresses for Immigration Services.
9.4.2.1	38	Updated link for form G845s.
	54	Added Appendix I: DDS Regional Offices.
CHAPTER D		
“SSI RECIPIENTS’ ELIGIBILITY”		
Section	Page #	Significant Changes
7.2.2	7	Changed Adapt to VaCMS.

CHAPTER E

“NON-SSI RESOURCE ELIGIBILITY”

Section	Page #	Significant Changes
17.1	34	Updated burial fund exclusion from \$1,500 to \$3,500.
17.3.1.1	39	Updated the penalty computation example.
48.2	90	Updated address of the Netherlands Consulate.
53.3	99	Added phone number and email address for RECTF program.
67.2.3.1	140	Updated link for savings bonds calculator.

CHAPTER J

“GRANT COMPUTATION AND ISSUANCE”

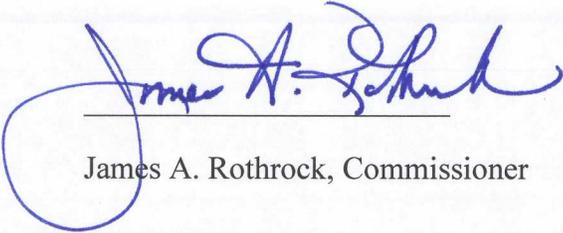
Section	Page #	Significant Changes
3	2	Changed VDSS to DARS.
3.3	4	Updated the examples to show current AG rate.
6.1.2	8	Updated the example to show current AG rate.
6.2	8	Changed VDSS to DARS.

CHAPTER K

“FORMS”

Section	Page #	Significant Changes
	10	Added reference to AFC Home to Eligibility Communication Document
	13	Added other eligibility determinations, such as Medicaid denial and AG reduction, termination and suspension on the Notice of Action (AG) form.
	23	Updated rate chart for Transfer notice.
		Changed VDSS to DARS in all headers on forms.

Questions about this transmittal should be directed to Tishaun Harris-Ugworji.



James A. Rothrock, Commissioner