

Virginia Department of Social Services
AUXILIARY GRANT CERTIFICATION

REPORTING PERIOD		July 1, 2010 to June 30, 2011	
1. Facility Information			
Facility Name			
Owner/Licensee Name			
Facility Address			
City	State	Zip	
Facility Phone Number	Facility Fax Number		
City or County			
Facility Mailing Address (if different)			
City		State	Zip
2. Resident / Bed Information			
2.a. Total Licensed Beds			
2.b. Average monthly resident census (all residents)			
2.c. Average monthly AG residents census			
3. Personal Needs Allowance (PNA) Accounting			
A. Complete section below if facility manages PNA for all or some of the AG residents			
Number of AG residents for which the Facility maintains a personal needs allowance account	# at Beginning of Reporting Period	# at End of Reporting Period	
<i>Please answer <u>yes</u> or <u>no</u> to the following questions:</i>			
If the ALF manages residents' personal funds, written permission to do so has been granted by the residents or by their personal representative. 22VAC40-72-150 , 63.2-1808		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the ALF holds personal funds for safekeeping on behalf of the resident, a written accounting showing funds received and disbursed, and a current balance, is maintained. 22VAC40-72-150		<input type="checkbox"/> Yes	<input type="checkbox"/> No
PNA funds are kept separate and apart from other ALF funds. 22VAC40-25-45		<input type="checkbox"/> Yes	<input type="checkbox"/> No
PNA funds have been maintained in accordance with 22VAC40-25-40		<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Answer the following question if the ALF does <u>not</u> maintain PNA for any residents:			
Does the facility have a written policy prohibiting the ALF from managing personal funds for any AG resident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
C. Please complete the Auxiliary Grant Recipients Reconciliation Form			
4. Certification			
I certify that the information submitted with this report is true and complete. If the ALF manages the personal fund of the residents, I certify that procedures are in place for the proper handling of and accounting for residents' Auxiliary Grant payments and personal needs allowances in accordance with the Code of Virginia §63.2-1808 and with Auxiliary Grant regulations 22 VAC 40-25 and Licensing regulations 22VAC40-72-140 , 22 VAC 40-72-150 and 22VAC40-72-550 . I certify that I have reviewed the provider agreement and will continue to follow the agreement for the next fiscal year.			
Owner/Licensee Signature:			Date
Owner's/Licensee's email address:			
Print Name of Person Completing Form:			Title:
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AUXILIARY GRANT RECIPIENTS RECONCILIATION FORM
Reporting Period: July 1, 2010 to June 30, 2011

Name of Facility:

	Name of resident	Birth date	Admission Date	Discharge Date	Reason for Discharge
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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30					

Virginia Department of Social Services
AUXILIARY GRANT CERTIFICATION

AUXILIARY GRANT RECIPIENTS RECONCILIATION FORM
Reporting Period: July 1, 2010 to June 30, 2011

Name of Facility:

	Name of resident	Birth date	Admission Date	Discharge Date	Reason for Discharge
31					
32					
33					
34					
35					
36					
37					
38					
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40					
41					
42					
43					
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(Please use additional copies if needed)

Virginia Department of Social Services
AUXILIARY GRANT CERTIFICATION

Instructions for completing Auxiliary Grant Certification

1. Enter Facility Information.
2. Resident/Bed Information
 - 2.a. Enter total number of beds for which facility is licensed.
 - 2.b. Determine the number of ALF residents for each month of the reporting period. Add the total for each month to determine the total number of residents for the reporting period. Divide this number by 12. This number is the average monthly resident census.
 - 2.c. Determine the number of residents that received AG for each month of the reporting period. Add the total for each month to determine the total number of residents that received AG for the reporting period. Divide this number by 12. This number is the average monthly AG resident census.
3. Answer section A or B. Answer questions in section A if the ALF maintains PNA accounts for AG residents. Please note that if you are holding residents' funds it means you are managing the funds. Answer the question in section B if the ALF does not maintain PNA accounts for any AG residents. **Complete the pages entitled Auxiliary Grant Recipient Reconciliation Form.** See Reconciliation Form instructions below.
4. Review provider agreement, verify information is correct, print sign name and date form. Provide title, telephone number and email address (if applicable). Read the certification and print and sign name and date form. Provide title and telephone number.

Auxiliary Grant Recipients Reconciliation Form Instructions:

List all AG residents on Reconciliation Form. Include all AG residents who lived in the facility during the reporting period, even if they were admitted to the facility prior to the reporting period. If the resident is still living at the facility on the last day of the reporting period, enter NA in the "discharge date" box and the "reason for discharge" box.

Mail Certification form to: Virginia Department of Social Services
Adult Services Unit, 11th Floor
801 E. Main Street
Richmond, Virginia 23219
804-726-7895 fax

Must be submitted by June 30, 2012