**DEPARTMENT OF HUMAN RESOURCES**  
**FAMILY INVESTMENT ADMINISTRATION**  
**PUBLIC ASSISTANCE TO ADULTS MANUAL**

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
</table>

100  **SUMMARY**

100.1 Background  
100.2 Purpose  
100.3 Requirements

200  **APPLICATION**

200.1 Application Process  
200.2 Application Form  
200.3 Face-to-Face Interview  
200.4 Verification of Information  
200.5 Medical Assistance  
200.6 Medicare Part B Coverage  
200.7 Assistance Unit  
200.8 Non-Discrimination  
200.9 Confidential Nature of Records  
200.10 Information Release Without Consent  
200.11 Case Transfer

300  **TECHNICAL ELIGIBILITY**

300.1 Eligibility Criteria  
300.2 Residency  
300.3 Persons in Institutions  
300.4 Application for SSI/SSDI  
300.5 Interim Reimbursement Agreement  
300.6 Living in Assisted Living, CARE Home, or Rehabilitative Residence

400  **ALLOWABLE NEEDS**

400.1 Allowable Needs

500  **FINANCIAL ELIGIBILITY**

500.1 Assets and Income -General  
500.2 Asset Limit  
500.3 Countable Assets  
500.4 Excluded Assets  
500.5 Transfer of Assets

*Revised February 2010*
TABLE OF CONTENTS

500.6 Ownership of Home
500.7 Lump Sum
500.8 Countable Income
500.9 Excluded Income
500.10 Determining Available Income
500.11 Income Disregards

600 PAYEE OF GRANT
600.1 Payee of PAA Grant
600.2 The Representative Payee

700 REDETERMINATION, INTERIM CHANGE AND ADVERSE ACTION
700.1 Eligibility Determination
700.2 The Redetermination Process
700.3 Interim Change
700.4 Interim Change Process
700.5 Anticipated Changes
700.6 Adverse Action
700.7 Adequate and Timely Notice

800 FRAUD, PAYMENT IRREGULARITIES AND APPEALS
800.1 Fraud
800.2 PAA Customers and Fraud
800.3 Payment Irregularities- Overpayments and Underpayments
800.4 Underpayments Process
800.5 Overpayment Process
800.6 Appeals
800.7 Appeal Procedures

900 CALCULATION OF BENEFITS
900.1 Assisted Living
900.2 CARE Home (Project Home)
900.3 Rehabilitative Residence