

265—24.4(16) Application. Applications for the HCBS rent subsidy program may be obtained on the authority's website at www.iowafinanceauthority.gov/HCBS. Applications shall be submitted to the Iowa finance authority as directed on the application.

24.4(1) Application process. An applicant shall complete the application for HCBS rent subsidy and provide all required documentation as specified in the application.

24.4(2) Date of application. The date of the application shall be the date the completed application, including all required documentation, is received by the authority.

24.4(3) Eligibility determination. The applicant shall be notified of the amount of monthly rent subsidy within 30 business days of the authority's approval of a complete application. In addition, the applicant may elect to have any of the following notified: legal guardian, case manager or representative payee.

24.4(4) Waiting list. The authority shall maintain and administer a statewide waiting list for funding of HCBS rent subsidy as follows:

a. When an application is received, the applicant will be placed on the established waiting list according to the order in which the completed application and all required supporting documents were received by the authority.

b. Waiting list priority shall be given to an applicant:

- (1) Who is an approved MFP participant.
- (2) Who is transitioning from an out-of-state institutional placement.
- (3) Who is transitioning from an institutional setting within Iowa.
- (4) Whose rent subsidy has been terminated due to lack of available funds under subrule 24.7(3).

c. When funding allows additional applicants to be added to the HCBS rent subsidy program, their names shall be taken from the statewide waiting list, updated information will be requested, and each applicant's eligibility shall be determined at that time based upon receipt of the requested updated documentation. If the completed application and verification of eligibility are not received by the deadline specified by the authority, the applicant's name may be removed from the waiting list.

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