

441—53.3(79GA, HF732) Application. Applications for the rent subsidy program may be obtained at any county office of the department. Applications shall be submitted to the Department of Human Services, Bureau of Long-Term Care, 1305 East Walnut, Hoover State Office Building, Des Moines, Iowa 50319-0114.

53.3(1) Application process. A person who wishes to apply shall complete Form 470-3302, Application for HCBS Rent Subsidy, and provide verification of the following:

a. The person's estimated monthly income for the 12 months following application, including written evidence from the income sources used to determine that income.

b. Written evidence from sources of local rental assistance available in the applicant's community that the applicant has applied for that rental assistance and that the applicant has been determined ineligible or placed on a waiting list for that rental assistance.

c. The amount of the person's rent payment.

d. Rescinded IAB 10/29/03, effective 1/1/04.

53.3(2) Date of application. The date of the application shall be the date the application, including written verification of income, written verification of application to other rental assistance programs, and written verification of risk of nursing facility placement is received by the bureau of long-term care.

53.3(3) Eligibility determination. The person or the person's legal guardian shall be notified within 15 working days of the date of application of the department's eligibility determination. The notice shall state the date payments shall begin, the amount of monthly payments and, if different, the amount of the first two payments.

53.3(4) Waiting list. After funds appropriated for this purpose are obligated, the department shall deny pending applications.

a. A denial shall require a notice of decision to be mailed within 15 working days. The notice shall state that the applicant meets eligibility requirements but no funds are available and that the applicant shall be placed on the waiting list, or that the applicant does not meet eligibility requirements.

b. Applicants not awarded funding who meet the eligibility requirements shall be placed on a statewide waiting list according to the order in which the completed applications and verification were received by the bureau of long-term care. In the event that more than one application is received at one time, the person shall be entered on the waiting list on the basis of the day of the month of the person's birthday, lowest number being first on the waiting list. Any subsequent tie shall be decided by the month of birth, January being month one and the lowest number.

c. When funding allows additional persons to be added to the rent subsidy program, they shall be taken from the statewide waiting list, and their eligibility shall be redetermined at that time. An application packet, which includes instructions and necessary forms for verification of continuing eligibility, shall be sent to these persons for completion and returned to the bureau of long-term care within timelines specified by the department. If the signed application and verification of continuing eligibility are not received by the timeline specified by the department, the person's name shall be dropped from consideration for receipt of the rent subsidy payment.