

Homeowner Consent Form Update June 30, 2023

Overview:

This QRG is to provide an overview of the update to the Homeowner Consent Form used for both home adaptation requests and for HADME requests and to underscore the importance of getting the homeowner signature during the in-person annual assessment visit and providing it timely when the request is made. If the homeowner consent form is not provided timely, this will result in a denial for lack of information.

Background:

Recently OLTL reached out and has asked for us to update our process as it pertains for proof of homeownership in that we cannot move forward with a determination until we have POHO/homeowner consent form. If we do not based on the RFI due date, it is necessary to deny for lack of information. This new direction was motivated by the requirement in our contract to execute on the task of sending to our provider within 7 business days from the date the written notice is mailed. When POHO/homeowner consent form is not received timely, the requirement is not met.

Process:

- When a participant requests a home adaptation or makes a HADME request the homeowner consent form is required. This new homeowner consent form will be available on our PHW website as of June 30th, 2023, under providers/service coordination entities/resources.
- What has changed is the onus is on the homeowner who may or may not also be the participant to sign the attestation acknowledging the following:
 - I am the owner of the property located at the address specified above.
 - I will let PA Health & Wellness (PHW) make changes to the house at the above address.
 - I understand PHW will not return the home back to how it was.
 - If the renter/participant passes away, I understand that PHW will bring the construction to appropriate completion ensuring safety of the premises. If the renter/participant enters a hospital or nursing home, PHW will finish contracted work. PHW will not remove any work already done.
 - As a landlord, I understand that I cannot increase rent because of the changes.
 - I attest that the property is current on all taxes and/or a payment plan in effect and is not in a foreclosure.

- While previously we had a homeowner consent form signed when it was not the participant, this now streamlines the process having the participant/homeowner attesting to the proof of home ownership. PHW will no longer be researching this on the front end.
- It is critical that this document is signed by the homeowner when you are in the home doing the assessment and that you submit this back to PHW timely to prevent denials for lack of information.
- HADME still requires Rx/clinical along with the homeowner consent form.
 - HADME includes metal accessibility ramps, wheelchair lifts, stair glides and ceiling track lifts.
- Please be aware that the RFI for HA requests is 30 days and 14 days for HADME.
- Be aware that attesting to current taxes and that the home is not in foreclosure is based on a requirement within the Waiver 1915C.

“Adaptations will not be approved if the home is in foreclosure, delinquent tax status, is not structurally sound, or the adaptation presents a safety concern based on applicable state and local building codes.”

- **Please remove and discard all old forms prior to this date.**