

# ARKANSAS DEPARTMENT OF HUMAN SERVICES LONG TERM CARE APPLICATION FOR ASSISTANCE

What services are you requesting?

Si necesita este formulario en Español, llame al 1-800-482-8988 y pida la versión en Español

**Nursing Facility**     **ALF**     **ARChoices**     **PACE**     **DDS Waiver**

If you need this material in a different format, such as large print contact your DHS county office.

1. I am a resident of Arkansas: Yes  No     2. I am: 65 years of age or older  Blind  Disabled

3. My full name is: \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_  
Last                      First                      Middle

4. My current address is: \_\_\_\_\_  
Physical Address                      City                      State                      Zip                      County

\_\_\_\_\_ Mailing Address (P.O. Box)                      City                      State                      Zip                      County

My former address was: \_\_\_\_\_  
Mailing Address                      City                      State                      Zip                      County

I have lived at my current address for: \_\_\_\_\_ years.

5. My telephone number is: \_\_\_\_\_    6. I was born on: \_\_\_\_\_  
Month                      Day                      Year

7. \_\_\_\_\_    I was born in: \_\_\_\_\_  
Social Security Number                      Medicare Number                      City or County

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Railroad Ret. Number                      VA Claim Number                      State or Country

8. I am a U.S. Citizen: Yes  No     9. I am a lawfully admitted Alien: Yes  No

10. I am:    Married     Separated     Widowed     Divorced     Single

**Complete Questions 11 – 15 ONLY if you have a Spouse**

11. My spouse's name is: \_\_\_\_\_  
Last                      First                      Middle

12. My spouse's address is: \_\_\_\_\_  
Street or Route No.                      City                      State                      Zip                      County

13. My spouse's telephone number is: \_\_\_\_\_    14. My spouse was born on: \_\_\_\_\_  
Month                      Day                      Year

15. \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Spouse's Soc. Sec. No                      Spouse's Medicare No.                      Spouse's Railroad Ret. No.                      Spouse's VA Claim No.

16. I and my spouse have income from the following: Check Yes or No. If yes enter the amount and how often the income is received).

SOURCE OF INCOME	MYSELF				MY SPOUSE			
	YES	NO	AMOUNT	HOW OFTEN	YES	NO	AMOUNT	HOW OFTEN
Retirement Benefits								
Social Security Benefits								
SSI								
Veteran's Benefits								
Railroad Retirement								
Civil Service Benefits								
Interest/Dividends								
Insurance								
Money From Trusts								
Mineral Rights/Oil Leases								
Rental								
Cash Contributions								
Unemployment Benefits								
Worker's Compensation								
Employment/Work								
Farming/Self Employment								
Deposits by Others for Me								
Other								

17. I or my spouse have received SSI in the past: Yes  No  If Yes, when \_\_\_\_\_

18. I or my spouse expect a change in income: Yes  No  If Yes, explain. \_\_\_\_\_

19. I or my spouse own a home. Yes  No   
 If yes, my home is occupied by my spouse and/or dependent relatives. Yes  No

Address of Home \_\_\_\_\_ Equity Value \_\_\_\_\_

I or my spouse formerly owned homes in: \_\_\_\_\_  
 City, County and State \_\_\_\_\_

City, County and State \_\_\_\_\_

20. I or my spouse own real property, (land or buildings), other than my home. Yes  No   
 If yes, complete the following:

Address of Property \_\_\_\_\_ Equity Value \_\_\_\_\_

Address of Property \_\_\_\_\_ Equity Value \_\_\_\_\_

I or my spouse formerly owned real property other than my home in:

City, \_\_\_\_\_ County and State \_\_\_\_\_

21. I or my spouse have sold/deeded/given away a home or other real property: \_\_\_\_\_  
 To Whom \_\_\_\_\_

22. I or my spouse retain life estate, dower, curtesy, inheritance or other interest in a home or other property:

Location of Property (City, County, State) \_\_\_\_\_ Type of Interest \_\_\_\_\_ Value \_\_\_\_\_

23. I or my spouse own personal property such as cars, trucks, tractors or farm machinery, trailers, boats, etc.: (If more than three, please list on a separate sheet)

Item (Make, Model, and Year) \_\_\_\_\_ Equity Value \_\_\_\_\_

Item (Make, Model, and Year) \_\_\_\_\_ Equity Value \_\_\_\_\_

Item (Make, Model, and Year) \_\_\_\_\_ Equity Value \_\_\_\_\_

24. I or my spouse own livestock (cattle, poultry, catfish, minnows, crickets, worms, etc.)

Yes  No  If yes, complete the following:

Type of Livestock and Number Owned

Value

25. I or my spouse have the following assets. (Check (✓) Yes or No. If yes, enter the amount/value, location of the asset, and name of joint owner, if any.)

TYPE	YES	NO	AMT/VALUE	LOCATION OF ASSET	NAME OF JOINT OWNER
Cash					
Checking Account					
Savings Account					
Other Savings (Certificates, etc.)					
Promissory Notes					
Stocks					
Bonds					
Patient Fund Account					
Mortgage					
Burial Plot/Crypt					
Burial Funds/Insurance					
Life Insurance					
Trusts					
Other					

26. I or my spouse have additional income and/or property (real or personal) that I was unable to list under items 16 through 23.

Yes  No  If yes, record your answer(s) on a separate sheet.

27. I or my spouse have other resources (real or personal property) that are being held for me by another individual.

Yes  No  If yes, complete the following:

Type of Resource	Location of Resource	Amt/Value
Type of Resource	Location of Resource	Amt/Value

Type of Resource	Location of Resource	Amt/Value
Type of Resource	Location of Resource	Amt/Value

28. I or my spouse have hospital/medical insurance coverage. Yes  No  If yes, complete the following:

Name and Address of Insurance Company

Policy No.

29. I have unpaid medical expenses from the past three (3) months. Yes  No

30. I, or someone in my household, would like to learn to read, or to read better. Yes  No

31. Do you have Long Term Care Insurance? Yes  No

**RIGHTS AND RESPONSIBILITIES**

- I understand that I must help establish my eligibility by providing as much of the requested information as I can.
- I authorize the Department of Human Services to make any investigation concerning me and/or my spouse necessary to establish my eligibility for assistance.
- I understand that no person may be denied long term care assistance or other Medicaid assistance on the grounds of race, color, sex, national origin or disability.
- I understand that I may request a hearing before the state agency representative if a decision is not reached on my case within the appropriate time limit or if I disagree with the decision reached.
- I agree to notify the Department of Human Services within 10 days if I or my spouse receive additional income, acquire or dispose of property or if any other changes occur in my circumstances.

- I authorize the Department of Human Services to examine all records of mine, or records of those receiving or having received Medicaid benefits through me, for the purpose of investigating whether or not any person may have committed Medicaid fraud or for use in any legal, administrative or judicial proceeding.
- I understand that I must provide my Social Security Number as a condition of my eligibility; and I understand that this number may be used by the Agency without my express permission in a computer match to obtain information relative to my eligibility for assistance from the Social Security Administration, Department of Workforce Services, Internal Revenue Services, or other agencies.
- **ASSIGNMENT OF MEDICAL SUPPORT.** I authorize any holder of medical or other information about me to release information needed for a Medicaid claim to DHS. I further authorize release of any information to other parties who may be liable for my medical expenses. As an eligibility condition I automatically assign my right to any settlement, judgment, or award which may be obtained against any third party to DHS to the full extent of any amount which is paid by DHS on my behalf. I authorize and request that funds, settlement or other payments made by or on behalf of third parties, including tortfeasors or insurers arising out of a Medicaid claim, be paid directly to DHS. My application for Medicaid benefits shall in itself constitute an assignment by operation of law and shall be considered a statutory lien of any settlement, judgment, or award received by me from a third party. A third party is any person, entity, institution, organization or other source which may be liable for injury, disease, disability or death sustained by me or others named herein, including estates of said individuals. I also assign all rights in any settlement made by me or on my behalf arising out of any claim to the extent of medical expenses paid by DHS, whether or not a portion of such settlement is designated for medical expenses. Any such funds received by me shall be paid to DHS. A copy of this authorization may be used in place of the original.
- I understand the requirement to disclose, in my application for Long Term Care services, information regarding any interest that I or my community spouse may have in an annuity.
- I understand the requirement to name the state as a remainder beneficiary in which I or my spouse is the annuitant.
- If you have questions or problems regarding your application or care, please call your State Long Term Care Ombudsman at 501-682-8952.
- **IMPORTANT ESTATE RECOVERY NOTICE:**  
If you receive Medicaid in a nursing facility, ICF/MR facility, or under a home and community based waiver program, the total amount of the Medicaid benefits paid on your behalf will be a debt to DHS and may be recovered from your estate or from the grantee of a beneficiary deed after your death. Your estate is the property you own at the time of your death. DHS will not make a claim against your estate while you are living. DHS will not make a claim against your estate after your death if your spouse is still living, or if you have dependent children under age 21 or blind or children with disabilities. DHS will collect the debt, if any, by filing a claim in your estate. Collection may not be made if it is not cost effective to DHS or if your heirs apply for a hardship waiver after your death. A hardship may exist if the estate property is the only source of income for your heirs, if that income is limited, or if there are other compelling circumstances.

**CERTIFICATION: I HAVE READ THE ABOVE STATEMENTS AND I AGREE TO THEIR PROVISIONS.**

- **FOR LONG TERM CARE FACILITY RECIPIENTS/APPLICANTS ONLY:** After reviewing the alternatives to nursing facility placement available through the Department of Human Services, I understand that I am choosing to be served in a nursing facility.
- I understand that if I am admitted to a nursing facility based on conditional Medicaid approval and my Medicaid case is denied, I, or my family, will be responsible for any indebtedness while in the nursing facility.
- I understand that this form is signed subject to penalties for perjury, I understand that if I receive assistance to which I am not entitled as a result of withholding information or providing inaccurate information, such assistance will be subject to recovery by the Department of Human Services and I may be subject to prosecution for fraud and fined and/or imprisoned.

Witness (if signed by mark)/Date	Applicant, Guardian, or Authorized Rep's Signature	
Address of Witness/Telephone Number	Date	Telephone Number
Name of Person Who Helped Complete Form/Date	Guardian or Authorized Rep.'s Address	

This completes the application process for Long Term Care and Waivers. Federal law requires that each state provide the opportunity to register to vote with every application for public assistance. The remaining pages of this packet are the Arkansas Voter Registration Application. Please answer the following question regarding voter registration:

**Would you like to register to vote or change your voter registration address?  Yes  No**

If you marked **Yes**, please complete and sign the Voter Registration Application that is attached.  
If you marked **No**, submit your completed Medicaid application to your local Department of Human Services County Office.

# ARKANSAS VOTER REGISTRATION APPLICATION

Check all that apply: <input type="checkbox"/> This is a new registration. <input type="checkbox"/> This is a name change. <input type="checkbox"/> This is an address change. <input type="checkbox"/> This is a party change.			Office Use Only		
			Assigned ID		
<b>1</b>	Mr. Mrs. Miss Ms.	Last Name	Jr. Sr. II. III. IV.	First Name	Middle Name
<b>2</b>	Address Where You Live (See Section "C" Below) (Rural addresses must draw map.)		Apt. or Lot #	City/Town	County
<b>3</b>	Address Where You Receive Mail If Different From Above		Apt. or Lot #	City/Town	County
<b>4</b>	Date of Birth _____ / _____ / _____ Month Day Year		<b>5</b>	Home & Work Phone Numbers (Optional) (H) (W)	
<b>7</b>	E-mail Address (Optional)			<b>8</b>	Party Affiliation (Optional)
			Have you ever voted in a federal election in this State? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>9</b>	ID Number - Check the applicable box and provide the appropriate number. <input type="checkbox"/> Arkansas Driver's license number _____ <input type="checkbox"/> <b>If you do not have a driver's license provide the last 4 digits of social security number</b> _____ <input type="checkbox"/> I have neither a driver's license nor social security number.			Signature of elector - Please sign full name or put mark.	
<b>10</b>	(A) Are you a citizen of the United States of America and an Arkansas resident? <input type="checkbox"/> Yes <input type="checkbox"/> No (B) Will you be eighteen (18) years of age or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No (C) Are you presently adjudged mentally incompetent by a court of competent jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No (D) Have you ever been convicted of a felony without your sentence having been discharged or pardoned? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked <b>No</b> in response to either questions A or B, do not complete this form. If you checked <b>Yes</b> in response to either questions C or D, do not complete this form.			The information I have provided is true to the best of my knowledge. I do not claim the right to vote in another county or state. If I have provided false information, I may be subject to a fine of up to \$10,000 and/or imprisonment of up to 10 years under state and federal laws.	
			<b>11</b>	Date: _____ / _____ / _____ Month Day Year If applicant is <b>unable to sign his/her name</b> , provide name, address and phone number of the person providing assistance: Name: _____ Address: _____ City: _____ State: _____ Phone#: _____	

**Please complete the sections below if: *MAIL REGISTRANTS: PLEASE SEE SECTION D.***

- You were previously registered in another county or state, or
- You wish to change the name or address on your current registration.

Agency Code (For Official Use Only)
PA 04

<b>A</b>	Mr. Mrs. Miss Ms.	Previous Last Name	Jr. Sr. II. III. IV.	First Name	Middle Name(s)
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Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

<b>B</b>	Previous House Number and Street Name	Apt. or Lot #	City or Town	State	Zip Code
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**If you live in a rural area but do not have a house or street number, or if you have no address, please show on the map where you live.**

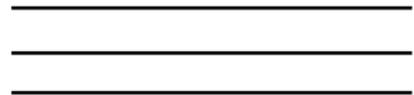
<b>C</b>	<ul style="list-style-type: none"> <li>• Write in the names of the crossroads (or streets) nearest where you live.</li> <li>• Draw an "X" to show where you live.</li> <li>• Use a dot to show any schools, churches, stores or other landmarks near where you live and write the name of the landmark.</li> </ul>				
Example	North ↑ • Grocery Store				
• Public School	X				

**IDENTIFICATION REQUIREMENTS**

**D** **IMPORTANT:** If your voter registration application form is submitted by mail and you are registering for the first time, and you do not have a **valid Arkansas driver's license number** or **social security number**, in order to avoid the additional identification requirements upon voting for the first time you must submit with the mailed registration form: **(a)** a current and valid photo identification; or **(b)** a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

Arkansas Secretary of State  
ATTN: Voter Registration  
P.O. Box 8111  
Little Rock, Arkansas 72203-8111

First  
Class  
Postage  
Required



From:

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**Deadline Information**

To qualify to vote in the next election, you must apply to register to vote 30 days before the election. If you mail this form, it must be postmarked by that date. You may also present it to a voter registration agency representative by that date. If you miss the deadline you will not be registered in time to vote in that election. *Please don't delay. Make sure your vote counts.*

If you are qualified and the information on your form is complete, you will be notified of your voting precinct by your local County Clerk.

**To Mail**

Fold form on middle perforation, tape the form closed, stamp and mail.

Questions?

Call your local County Clerk

Or

Arkansas Secretary of State

Mark Martin

Elections Division – Voter Services

1-800-482-1127

Contact your County Clerk if you have not received confirmation of this application within two weeks.

## ARKANSAS VOTER REGISTRATION INFORMATION

Section 7 of the National Voter Registration Act (NVRA) of 1993 requires that each state provide the opportunity to register to vote with every application for public assistance and every recertification, renewal and change of address. This Voter Registration packet is an opportunity for you to register to vote or change your voter registration address. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration application form in private.

No information relating to a declination to register to vote in connection with an application may be used for any purpose other than voter registration.

If you believe that someone has interfered with your right to: 1) Register to vote; 2) Decline to register to vote; 3) Privacy in deciding whether to register or in applying to register to vote; or 4) Choose your own political party or other political preference,

You may file a complaint with:

Secretary of State  
Room 256 State Capitol  
Little Rock, Arkansas 72201  
1-800-482-1127

### Mailing Instructions for Voter Registration

You have two options to submit your Voter Registration form.

1. You can submit the registration form in person or mail the registration form along with your SNAP or Medicaid application to your local county DHS office. The address for your county office can be found on the last page of this packet. Some applications (DCO-151 & DCO-152) must be mailed to the Jefferson County DHS office. If you are using one of these forms, you can mail the Voter Registration form with your application to that office. Upon receipt at any county office, that office will mail the form to the Secretary of State's office for you.
2. You may also mail the Voter Registration form directly to the Secretary of State's Office. To mail the form directly to the Secretary of State's office, separate the form from your application/renewal, fold the form along the middle perforation, seal the bottom with tape or staple, and mail to the address on the form. A stamp or stamped envelope is required for mailing.

### DHS County Office Mailing Addresses

County	Address	City	Zip	County	Address	City	Zip	County	Address	City	Zip
Arkansas	100 Court Square	DeWitt	72042	Grant	PO Box 158	Sheridan	72150	Ouachita	PO Box 718	Camden	71711
Arkansas	PO Box 1008	Stuttgart	72160	Greene	809 Goldsmith Rd	Paragould	72450	Perry	213 Houston Ave	Perryville	72126
Ashley	PO Box 190	Hamburg	71646	Hempstead	116 N. Laurel	Hope	71802	Phillips	PO Box 277	Helena	72342
Baxter	PO Box 408	Mt. Home	72654	Hot Spring	2505 Pine Bluff St	Malvern	72104	Pike	PO Box 200	Murfreesboro	71958
Benton	900 SE 13 <sup>th</sup> Court	Bentonville	72712	Howard	PO Box 1740	Nashville	71852	Poinsett	PO Box 526	Harrisburg	72432
Boone	PO Box 1096	Harrison	72602	Independence	100 Weaver Ave	Batesville	72501	Polk	PO Box 1808	Mena	71953
Bradley	PO Box 509	Warren	71671	Izard	PO Box 65	Melbourne	72556	Pope	701 N Denver	Russellville	72801
Calhoun	PO Box 1068	Hampton	71744	Jackson	PO Box 610	Newport	72112	Prairie	PO Box 356	DeValls Bluff	72041
Carroll	PO Box 425	Berryville	72616	Jefferson	PO Box 5670	Pine Bluff	71611	Pulaski East	PO Box 8083	Little Rock	72203
Chicot	PO Box 71	Lake Village	71653	Johnson	PO Box 1636	Clarksville	72830	Pulaski Jax.	PO Box 626	Jacksonville	72078
Clark	PO Box 969	Arkadelphia	71923	Lafayette	2612 Spruce St.	Lewisville	71845	Pulaski No.	PO Box 5791	N. Little Rock	72119
Clay	PO Box 366	Piggott	72454	Lawrence	PO Box 69	Walnut Ridge	72476	Pulaski So.	PO Box 2620	Little Rock	72203
Cleburne	PO Box 1140	Heber Springs.	72543	Lee	PO Box 309	Marianna	72360	Pulaski Sw.	PO Box 8916	Little Rock	72219
Cleveland	PO Box 465	Rison	71665	Lincoln	101 W. Wiley St.	Star City	71667	Randolph	1408 Pace Rd	Pocahontas	72455
Columbia	PO Box 1109	Magnolia	71754	Little River	90 Waddell St.	Ashdown	71822	Saline	PO Box 608	Benton	72018
Conway	PO Box 228	Morrilton	72110	Logan-1	#17 W. McKeen	Paris	72855	Scott	PO Box 840	Waldron	72958
Craighead	PO Box 16840	Jonesboro	72403	Logan-2	398 East 2 <sup>nd</sup> St.	Booneville	72927	Searcy	106 School St	Marshall	72650
Crawford	704 Cloverleaf Circle	Van Buren	72956	Lonoke	PO Box 260	Lonoke	72086	Sebastian	616 Garrison Ave	Ft. Smith	72901
Crittenden	401 S. College Blvd	W. Memphis	72301	Madison	PO Box 128	Huntsville	72740	Sevier	PO Box 670	DeQueen	71832
Cross	803 Hwy 64E	Wynne	72396	Marion	PO Box 447	Yellville	72687	Sharp	1467 Hwy 62/412 Ste. B	Cherokee Village	75229
Dallas	1202 W. 3 <sup>rd</sup> St.	Fordyce	71742	Miller	3809 Airport Plaza	Texarkana	71854	St Francis	PO Box 899	Forrest City	72336
Desha	PO Box 1009	McGehee	71654	Mississippi 1	1104 Byrum Rd.	Blytheville	72315	Stone	1821 E Main	Mountain View	72560
Drew	PO Box 1350	Monticello	71657	Mississippi 2	437 S Country Club	Osceola	72370	Union	123 W 18 <sup>th</sup> St.	El Dorado	71730
Faulkner	1000 East Siebenmorgan Road	Conway	72032	Monroe-1	PO Box 354	Clarendon	72029	Van Buren	449 Ingram Street	Clinton	72031
Franklin	800 W Commercial	Ozark	72949	Monroe-2	301½ N New Orleans	Brinkley	72021	Washington	4044 Frontage	Fayetteville	72703
Fulton	PO Box 650	Salem	72576	Montgomery	PO Box 445	Mount Ida	71957	White	608 Rodgers Drive	Searcy	72143
Garland	115 Stover Lane	Hot Springs	71913	Nevada	PO Box 292	Prescott	71857	Woodruff	PO Box 493	Augusta	72006
				Newton	PO Box 452	Jasper	72641	Yell	PO Box 277	Danville	72833

**\*If you live in Pulaski County please check the zip code listing below to ensure that you mail or return your application to the appropriate Pulaski County DHS Office.**

**Pulaski East :** 72016, 72053, 72126, 72135, 72201, 72202, 72203, 72205, 72207, 72212, 72223, 72227

**Pulaski North:** 72046 (England), 72113, 72114, 72115, 72117, 72118, 72119, 72142 (Scott), 72190, 72231

**Pulaski Jacksonville:** 72023 (Cabot), 72076, 72078, 72099, 72106, 72116, 72120, 72124

**Pulaski South:** 72204, 72206 (Shared with Southwest)

**Pulaski Southwest:** 72002, 72065, 72103, 72208, 72209, 72210, 72211, 72164, 72180, 72183, 72206 (Shared with South)