

NURSING HOME ALERT

May 15, 2012

<p>NURSING HOME ELIGIBILITY DIVISION (NHED) DEFERRAL PROCESS & REQUEST FOR AN EXTENSION</p>
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Effective June 1, 2012 deferral timeframes for Nursing Home applications, conversions and renewal submissions will be modified. As always, Nursing Home submitters are requested to forward a complete application, conversion or renewal package at time of initial submission when possible. The new deferral process is applicable to EDITS and Manual submissions.

Application/Conversion:

A **Deferral** is made by the Agency to request missing information (forms and documents). The Nursing Home submitter is required to provide all missing information within 15 business days from the date of the deferral notice.

The Agency recognizes that there may be situations when all required information is not readily available. To that end, an **Extension** for additional time to obtain missing information beyond the deferral due date may be requested.

The Nursing Home submitter may be given **one Extension** of up to 15 additional business days to obtain requested information. A request for an extension must be formally made in writing with the consumer's first and last name, social security number, the reason for the request, and a list of the information to be submitted.

Renewal:

If a renewal application is missing any information, the case can only be deferred for ten (10) business days from the date of the deferral notice.

Reconsideration requests will no longer be accepted after June 15, 2012. You may request a Fair Hearing or Agency Conference if you wish to have the determination of the Agency reviewed.

Forms may be downloaded from MARC website at: <http://www.nyc.gov/marc>

PLEASE SHARE THIS ALERT WITH ALL APPROPRIATE STAFF