

**SA-3220 BUDGETING PRINCIPLES**

**REVISED 04/1/2013**

**I. INTRODUCTION**

A fixed methodology for determining Special Assistance (SA) eligibility and payment amount is applied for each applicant and recipient, whether they are eligible for the SA facility Basic rate or the SA facility Special Care Unit (SCU) rate. The methodology assures fair, impartial, and consistent execution of every application and review. A budget will be computed once an a/r meets all eligibility criteria. This may result in a full, partial or open/shut payment. Only consider the income of the applicant/recipient regardless of marital status.

**NOTE:** SA is always a budget unit of one. Count only the income of the SA applicant/recipient.

**II. BUDGETING PROCEDURES FOR SPECIAL ASSISTANCE RECIPIENTS**

**A. SA Basic Rate**

The SA facility Basic rate is established by the General Assembly and is reviewed annually. The Division of Aging and Adult Services issues an administrative letter to each county DSS whenever the rate is changed. The SA rate is the maximum monthly amount that an SA facility may charge an SA recipient. The current SA Basic rate, effective October 1, 2009 is \$1,182. A facility may choose to offer a lower rate to SA recipients. Should this occur, the actual rate charged to the recipient, rather than the legislative established SA facility rate, is used in the calculations addressed in this chapter.

**B. SA Special Care Unit (SCU) Rate**

The SA facility SCU rate was established by the General Assembly effective October 2005. The rate is the maximum monthly amount that an SA facility may charge SA recipient in a licensed SA Special Care Unit for recipients with a diagnosis of Alzheimer's or related disorders. The current rate is \$1,515.

A facility may choose to offer a lower rate to SA recipients. Should this occur, the actual rate charged to the recipient, rather than the legislative established SA SCU rate, is used in the calculations addressed in this chapter.

**C. Personal Needs Allowance**

A \$46 personal needs allowance is added to the monthly rate for all SA recipients in SA facilities. These funds (and where applicable the \$20 General Income Exclusion) are available to meet the costs of certain expenses not covered by the monthly rate such as personal articles, Medicaid co-payments (Refer to [MA-2905, Medicaid Covered Services](#), for co-payment amounts), clothing, etc. The amount of the monthly personal needs allowance is subject to change by legislative action.

**D. Maintenance Amount**

- The maintenance amount is the sum of the SA facility rate and the personal needs allowance. This is the amount keyed into EIS in the Maintenance field.

Example #1: Facility charges the SA facility Basic rate.

Maximum SA facility Basic Rate	\$1,182.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$1,228.00

Example #2: Facility charges the SA facility SCU rate.

Maximum SA facility SCU Rate	\$1,515.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$1,561.00

Example #3: Facility charges a rate less than the SA facility rate.

Rate charged by home	\$ 850.25
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 896.25

- The maintenance amount for ambulation capacity code “M” recipients can vary, depending on the total amount of verified Medical Care Special (MCS) costs per recipient. The **variable maintenance amount for “M” recipients** in EIS should always equal the total of the TCMI + the SA payment. See the [DAAS-8190S Attachment A](#) or [DAAS-8190NS Attachment A](#) for complete budgeting instructions.

**Note:** Only SAB cases that were active with Services for the Blind prior to September 1, 2010, and transferred to the SA Program in September 2010, can have MCS.

Example #1: Facility charges the established SA facility Basic rate

Maximum SA facility Basic Rate	\$1,182.00
Personal Needs Allowance	46.00
Medical Care Special Costs	+ 125.00
Variable Maintenance Amount	\$1,353.00

Example #2: Facility charges the SA facility SCU rate

Maximum SA facility SCU rate	\$1,515.00
Personal Needs Allowance	46.00
Medical Care Special Costs	+ 125.00
Variable Maintenance Amount	\$1,686.00

Example #3: Facility charges a rate less than the SA facility rate.

Rate charged by home	\$ 850.25
Personal Needs Allowance	46.00
Medical Care Special Costs	+ <u>125.00</u>
Maintenance Amount	\$ 1021.25

**E. Income Limits**

1. Compute Total Countable Monthly Income (TCMI) after all deductions according to instructions in [SA-3210, Income](#).
2. The \$20 general income exclusion, when applicable, is applied when calculating the TCMI. Do not apply this exclusion again when calculating the SA payment.
3. For the SA facility Basic rate, if the a/r's TCMI is \$1,227.51 or more, the a/r is not eligible for Special Assistance.
4. For the SA facility SCU rate, if the a/r's TCMI is \$1,560.51 or more, the a/r is not eligible for Special Assistance.
5. SA recipients with ambulation code "E" are Basic SA cases that were SA eligible effective September 30, 2009. The SA rate was reduced October 1, 2009 from \$1, 207 to \$1,182. Those SA applicant/recipients eligible as of September 30, 2009 are allowed to remain on SA with a \$1.00 payment, and also receive full Medicaid until their income goes over the old SA income limit of \$1252.50.

The maintenance amount for "E" cases is the sum of the TCMI plus the payment amount of \$1.00. These cases should all be \$0.00 money payment cases, as SA does not send checks for less than \$5.00.

6. Recipients with ambulation code "M" may have income higher than the Basic or SCU rate if they also have Medical Care Special costs being paid by SA.

**III. CALCULATING FULL MONTHLY SPECIAL ASSISTANCE PAYMENTS**

**A. Determine the monthly SA payment**

1. Determine the Maintenance Amount. See II.D.
2. Determine the TCMI.
3. The monthly SA payment amount is determined by deducting the TCMI from the Maintenance Amount. Refer to [EIS-2264](#).
4. When determining the SA payment amount, always round to the nearest dollar: Reduce values \$0.01 through \$0.49 to the next lower whole dollar amount.

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Raise values \$0.50 through \$0.99 to the next higher whole dollar amount.

**B. Full Monthly SA Payment Examples**

**Example #1:** Facility charges the SA facility Basic rate.

Maximum SA facility Basic Rate	\$ 1,182.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 1,228.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- 714.47
Difference (Round to the nearest dollar.)	\$ 513.53
<b>SA Payment</b>	<b>\$ 514.00</b>

**Example #2: "M" Recipient -** Facility charges the SA facility Basic rate.

Maximum SA facility Basic Rate	\$ 1,182.00
Personal Needs Allowance	46.00
Medical Care Special Costs	+ 125.00
<b>Variable Maintenance Amount</b>	\$ 1,353.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- 714.47
Difference (Round to the nearest dollar.)	\$ 638.53
<b>SA Payment</b>	<b>\$ 639.00</b>

**Note:** Only SAB cases that were active with Services for the Blind prior to September 1, 2010, and transferred to the SA Program in September 2010, can have MCS.

**Example #3: "E" Recipient -** Facility charges the SA facility Basic rate

The SA 'E' recipient has TCMI of \$1,228.51. There is no SA recoupment. In order to allow this recipient to show a \$1.00 SA payment in EIS, add \$1.00 to the TCMI, and round the total, **making his/her variable SA 'E' maintenance amount \$1,230.00.**

See the payment calculation below.

TCMI	\$1,228.51
Add the \$1.00 SA Payment	+ 1.00
Round to Obtain Maintenance Amount	\$ 1,229.51
<b>Variable Maintenance Amount</b>	<b>\$ 1,230.00</b>

**Note:** If an exempt 'E' recipient's SA is terminated or transferred to another aid program/category, exempt "E" status ends. If the client later reapplies for SA, he/she must meet the current SA Basic or SA/SCU eligibility requirements.

**Example #4:** Facility charges the SA facility SCU rate.

Maximum SA facility SCU Rate	\$ 1,515.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 1,561.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- <u>714.47</u>
Difference (Round to the nearest dollar.)	\$ 846.53
<b>SA Payment</b>	<b>\$ 847.00</b>

**Example #5: "M" Recipient -** Facility charges the SA facility SCU rate.

Maximum SA facility SCU Rate	\$ 1,515.00
Personal Needs Allowance	46.00
Medical Care Special Costs	+ <u>125.00</u>
<b>Variable Maintenance Amount</b>	<b>\$ 1,686.00</b>
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- <u>714.47</u>
Difference (Round to the nearest dollar.)	\$ 971.53
<b>SA Payment</b>	<b>\$ 972.00</b>

**Note:** Only SAB cases that were active with Services for the Blind prior to September 1, 2010, and transferred to the SA Program in September 2010, can have MCS.

**Example #6:** Facility charges less than the SA facility Basic rate.

Rate charged by home	\$ 850.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 896.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- <u>714.47</u>
Difference (Round to the nearest dollar.)	\$ 181.53
<b>SA payment</b>	<b>\$ 182.00</b>

**Example #7: "M" Recipient -** Facility charges less than the SA facility Basic rate.

Rate charged by home	\$ 850.00
Personal Needs Allowance	46.00
Medical Care Special Costs	+ <u>125.00</u>
<b>Variable Maintenance Amount</b>	<b>\$ 1021.00</b>
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- <u>714.47</u>
Difference (Round to the nearest dollar.)	\$ 306.53
<b>SA payment</b>	<b>\$ 307.00</b>

**C. Minimum Payment**

The minimum financial payment amount is \$5.00. Individuals eligible for SA in the amounts of \$1.00 to \$4.00 are not issued a monthly SA check. While these individuals are eligible for Special Assistance and Medicaid, their status is referred to as zero-pay.

**D. Ineligible for SA due to Income**

If an individual's SA payment is calculated at \$0.49 or less and the amount is rounded to the nearest lower whole dollar, or \$0.00, the individual is not eligible for Special Assistance.

Example #1: SA Facility charges the SA facility Basic rate.

Maximum SA facility Basic Rate	\$ 1,182.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 1,228.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- 1,227.51
Difference	\$ 0.49
<b>SA Payment</b> (after rounding to nearest dollar)	<b>\$ 0</b>
<b>[Ineligible for SA]</b>	

Example #2: ACH charges the SA facility SCU rate.

Maximum SA facility SCU Rate	\$1,515.00
Personal Needs Allowance	+ 46.00
Maintenance Amount	\$ 1,561.00
Total Countable Monthly Income (after applicable deductions and exclusions including \$20 general income exclusion)	- 1,560.51
Difference	\$ 0.49
<b>SA Payment</b> (after rounding to nearest dollar)	<b>\$ 0</b>
<b>[Ineligible for SA]</b>	

**IV. PARTIAL MONTH PAYMENTS**

- A.** Request a partial month payment for the first month when an applicant enters an adult care home after the first day of the month, meets all elements of eligibility, and remains in the facility for the remainder of the month.

Request a partial month payment if the applicant is in an SA private pay room and is not financially eligible for SA Basic pay solely due to income, but moves to an SCU after the first of the month, and becomes eligible for SA SCU, due to the higher SCU rate and SA income limit. Also request a partial month payment if the applicant is in the facility on the first day of the month but is not eligible for payment until a later date in the month due to state residence or FL-2 requirements.

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1. The applicant's income for the month of entry is not counted if he/she enters the facility or meets all eligibility criteria after the first day of the month.
  - a. Determine number of days in the month of entry (28, 29, 30, and 31).
  - b. Determine date of entry (using day 2 through day 31.)
  - c. Determine number of days for which payment is needed by subtracting date of entry from number of days in the month of entry and adding 1.
  - d. Determine monthly SA rate.
  - e. Divide the monthly SA rate by the number of days in the month of entry to determine per diem rate (Round to the nearest hundredth).
  - f. Multiply cost of care per diem times the number of days of care in the month to compute the cost of care.
  - g. Add personal needs allowance (\$46.00) to the adult care home rate
  - h. Round amount to the nearest dollar for partial month payment.

**B. Partial Payment for SA/ACH Basic Rate**

Example: Mr. Smith enters the SA facility on October 5. Since he entered after the first day of the month, he is entitled to a partial month payment. His October income is not counted in determining his partial payment amount. The SA facility Basic rate is \$1,182 a month. The personal needs allowance is \$46 a month. The example is calculated below.

ACH charges the SA facility Basic rate.

Number of days in month of entry: 28, 29, 30, 31	31
Subtract Date of entry from number of days in the month	<u>- 5</u>
Result plus one = Number of eligible SA days	= 26 + 1 = 27
SA facility Basic Rate	\$1,182.00
Divide by number of days in month	÷ <u>31</u>
Result equals the Per Diem Rate (Round to nearest hundredth)	= 38.13
Multiply by number of eligible days	<u>x 27</u>
Result is total room and board for eligible days	= \$1029.51
Add the Personal needs allowance	<u>+ 46.00</u>
Total SA Partial Payment (Round to nearest dollar.)	= 1,075.51
<b>Partial SA Payment</b>	<b>\$ 1,076.00</b>



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- C.** Partial Payment for SA facility SCU Rate  
 Example: Mr. Bailey entered the SA facility on October 5. Since he entered after the first day of the month, he is entitled to a partial month payment. His October income is not counted in determining his partial payment amount. The SA facility SCU rate is \$1,515 a month. The personal needs allowance is \$46 a month. The example is calculated below.

Number of days in month of entry: 28, 29, 30, 31	31
Date of entry - Enter the <b>DAY</b> of entry (from 2 through 31)	- 5
Result plus one = Number of eligible SA days	= 26 + 1 = 27
SA facility SCU Rate	\$1,515.00
Divide by number of days in month	÷ 31
Result equals Per Diem Rate (Round to nearest hundredth)	= 48.870 = 48.87
Multiply by number of SA eligible days	x 27
Result is total room and board for eligible days	= \$1,319.49
Add the Personal needs allowance	+ 46.00
Total SA payment (Round to nearest dollar.)	= 1,365.49
<b>Partial Payment</b>	<b>\$ 1,365.00</b>

- D.** Partial Payment When an SA facility Private Pay a/r in Basic Care Becomes Financially Eligible for SA due to Moving to a Licensed SCU After the First Day of the Month.

Example: Mr. Bailey entered the SA facility on October 1. He was placed in a section of the SA facility that was for those needing SA facility Basic care. His current FL-2 showed a diagnosis of Dementia. He applied for SA facility Basic assistance. However, due to his income he was ineligible for the SA facility Basic rate.

On October 5 he moved to the SCU of the facility. His countable income was then within the SA facility SCU limits. Since he became eligible for SA after the first day of the month, he is entitled to a partial month payment. His October income is not counted in determining his partial payment amount. The SA facility SCU rate is \$1,515 a month. The personal needs allowance is \$46 a month. The example is calculated below.

Number of days in month of entry: 28, 29, 30, 31	31
Date of entry - Enter the <b>DAY</b> of entry (from 2 through 31)	- 5
Result plus one = Number of eligible SA days	= 26 + 1 = 27
SA facility SCU Rate	\$1,515.00
Divide by number of days in month	÷ 31
Result equals Per Diem Rate (Round to nearest hundredth)	= 48.870 = 48.87
Multiply by number of SA eligible days	x 27
Result is total room and board for eligible days	= \$1,319.49
Add the Personal needs allowance	+ 46.00
Total SA payment (Round to nearest dollar.)	= 1,365.49
<b>Partial Payment</b>	<b>\$ 1,365.00</b>



**V. SUPPLEMENTAL PAYMENTS - MOVING FROM SA BASIC FACILITY TO SA SCU FACILITY**

**A.** Calculate a partial month supplement when the recipient has been issued a full month payment at the SA facility Basic rate then moves to SA facility SCU after the first day of the month

1. Request a partial month supplement for the first month when recipient moves into an SCU after the first day of the month and remains in the SCU for the remainder of the month.

Verify all SA facility SCU eligibility factors are in place. Verify date of move from an SA facility Basic to an SA facility SCU.

- a. Determine number of days in the month of entry (28; 29; 30; 31).
- b. Determine date of entry into an SA facility SCU (using day 2 through day 31).
- c. Determine number of days for which an SA facility SCU supplement payment is needed by subtracting date of entry into an SA facility SCU from number of days in the month of entry and adding 1.
- d. Establish the difference in the SA/ACH Basic rate and the SA facility SCU rate by subtracting the SA facility Basic rate from the SA facility SCU rate.
- e. Divide the difference in the monthly rates by the number of days in the month of entry to determine the additional daily (per diem) rate.
- f. Multiply the additional per diem rate by # of SA facility SCU eligible days.
- g. Round result to nearest dollar for partial month SA facility SCU supplemental payment.

**Example:** Mr. Smith resides in the SA facility in October. The IMC verifies he moved to the SA facility's SCU on October 5<sup>th</sup>, and met all SCU eligibility requirements. Since he entered the SCU after the first day of the month, he is entitled to a partial month supplement. His SA facility Basic rate is \$1,182 a month. The personal needs allowance is \$46 a month. The example below shows how to determine his new monthly SCU payment.

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Number of days in month of entry into SCU: 28, 29, 30, 31	31
Date of move - Enter the DAY of move (day 2 through 31)	- 5
Number of days for which additional SA facility SCU payment is needed (A. - B.) + 1 (to account for the day of mover into SCU)	26 <u>+ 1</u> 27

SA facility SCU Rate per Month: \$1,515

SA facility Basic Rate per Month: \$1,182

**Calculate payment supplement**

<b>Calculate rate difference per month</b>	
SA facility SCU rate =	\$1515
SA facility Basic rate =	- \$1182
Difference in the two rates =	\$ 333
Divide result by number of days in month	<u>/ 31 days =</u> 10.741
Daily rate (per diem)	Round results 10.74
Daily rate (per diem)	10.74
Multiplied by number of SCU days	<u>x 27 days</u>
Results	\$289.98
Round to nearest dollar amount	\$290
<b>Supplemental SA facility SCU Payment</b>	<b>\$290.00</b>

**VI. OPEN/SHUT PAYMENTS**

**A.** An open/shut payment can occur only when the applicant resides in an SA facility for some portion of the application processing period, but is discharged prior to disposition of application. To determine open/shut payment(s), apply the appropriate budgeting procedures below.

1. The applicant is admitted after the first day of the month and discharged prior to the end of the month:

NOTE: The applicant's income for the month of entry is not counted if he/she enters the facility after the first day of the month.

- a. Determine date of discharge.
- b. Determine date of entry (using day 2 through day 31.)

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- c. Determine number of days for which payment is needed by subtracting date of entry from the date of discharge and adding 1.
  - d. Determine SA payment.
  - e. Determine number of days in the month of entry (28, 29, 30, 31).
  - f. Divide monthly SA payment by the number of days in the month of entry to determine cost of care per diem (Round to nearest hundredth).
  - g. Multiply cost of care per diem times the actual number of days of care in the month to compute the cost of care.
  - h. Add personal needs allowance (\$46) to the cost of care.
  - i. Round amount to nearest dollar for open/shut payment amount.
2. Basic Rate Open/Shut Example

Mr. Smith is admitted to the SA facility on January 8. He applied for SA on January 9. Mr. Smith decided he didn't like the food and left the facility on January 14. He was discharged the same day. Mr. Smith's application was still pending when he moved out of the SA facility. The application was completed, and it was determined that he met all eligibility criteria. Mr. Smith is eligible for an open/shut payment for January 8 through January 14. The SA facility Basic Rate is \$1,182 and personal needs allowance is \$46 a month

Date of Discharge	14
Date of Entry	<u>- 8</u>
Number of days for which payment is needed	6 + 1 = 7
SA facility Basic Rate	\$1,182.00
Number of days in month	÷ <u>31</u>
Per Diem Rate	= 38.129 = 38.13
Actual number of days of care	<u>x 7</u>
Cost of Care (7 days)	\$ 266.91
Personal Needs Allowance	<u>+ 46.00</u>
SA Open/Shut Payment	\$ 312.91
<b>SA Open/Shut Payment (Rounded)</b>	<b>\$ 313.00</b>

3. SA facility SCU Rate Open/Shut Example

Mr. Bailey is admitted to the SA facility SCU for Alzheimer's/dementia on January 8. He applied for SA on January 9. Mr. Bailey's daughter, also the POA, decided to take him to live out of state on January 14. He was discharged the same day. Mr. Bailey's application was still pending when he moved out of the SA facility. The application was completed, and it was determined that he met all eligibility criteria. Mr. Bailey is eligible for an open/shut payment for January 8 through January 14. The SA facility SCU Rate is \$1,515. The personal needs allowance is \$46 a month

Date of Discharge	14
Date of Entry	- 8
Number of days for which payment is needed	6 + 1 = 7
SA facility SCU Rate	\$1,515.00
Number of days in month	÷ 31
Per Diem Rate	= 48.870 = 48.87
Actual number of days of care	x 7
Cost of Care (7 days)	\$ 342.09
Personal Needs Allowance	+ 46.00
SCU Open/Shut Payment (Round to the nearest dollar)	\$ 388.09
<b>SCU Open/Shut Payment</b>	<b>\$ 388.00</b>

4. The applicant is admitted or residing in the SA facility on the first day of the month and is discharged prior to end of the month:

- a. Determine SA rate.
- b. Subtract total countable monthly income from maximum SA rate.
- c. Divide SA portion of cost of care by number of days in month (28, 29, 30, 31).
- d. Multiple SA portion of cost of care per diem by date of discharge.
- e. Add personal needs allowance (\$46.00) to SA portion of cost of care.
- f. Round to nearest dollar for open/shut payment.

**Example 1:** Ms. Ray is admitted to the SA facility on July 1. She applied for SA on July 3. Her total countable monthly income is **\$690.00**. Ms. Ray died on July 13<sup>th</sup> and was officially discharged the same day. Ms. Ray's application was still pending at her death. The application was completed and it was determined that she met all eligibility criteria. Ms. Ray is eligible for an open/shut payment for July 1 through July 13. The SA facility Basic rate is \$1,182 and personal needs allowance is \$46 a month. The budget for this example is calculated below.

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SA-facility Basic Rate	\$1,182.00
Total Countable monthly income	<u>- 690.00</u>
SA Portion of Cost of Care (Personal Needs not included)	\$ 492.00
Number of days in the month	<u>÷ 31</u>
SA Portion of Cost of Care Per Diem Amount	\$15.870 = \$15.87
Date of Discharge	<u>x 13</u>
SA Portion of Cost of Care (13 days)	\$ 206.31
Personal Needs Allowance	<u>+ 46.00</u>
SA Open/Shut Payment (Round to the nearest dollar)	\$ 252.31
<b>SA Open/Shut Payment</b>	<b>\$ 252.00</b>

**Example 2:** Mr. Bailey is admitted to the SA facility SCU for Alzheimer's/dementia on July 1. He applied for SA on July 3. His net countable income is \$800.00. Mr. Bailey died on July 13 and was officially discharged the same day. Mr. Bailey's application was still pending at his death. The application was completed and it was determined that he met all eligibility criteria. Mr. Bailey is eligible for an open/shut payment for July 1 through July 13. The SA facility SCU rate is \$1,515 and personal needs allowance is \$46 a month. The budget for this example is calculated below.

SA facility SCU Rate	\$1,515.00
Total Countable monthly income	<u>- 800.00</u>
SA Portion of Cost of Care (Personal Needs not included)	\$ 715.00
Number of days in the month	<u>÷ 31</u>
SA Portion of Cost of Care Per Diem Amount	\$ 23.06
Date of Discharge	<u>x 13</u>
SA Portion of Cost of Care (13 days)	\$ 299.78
Personal Needs Allowance	<u>+ 46.00</u>
SCU Open/Shut Payment (round to the nearest dollar)	\$ 345.78
<b>SCU Open/Shut Payment</b>	<b>\$ 346.00</b>

**B. Example of a Combination of Partial, Full and Open/Shut Payments:**

**NOTE:** Although the example given is for the SA facility Basic rate, the same budgeting principles apply to the SA facility SCU rate.

- a. Partial Payment: The applicant enters the facility after the first day of the month and remains the rest of the month. Applies for SA.
- b. Full Payment: The applicant still resides in the facility for the full following month.

- c. Open /Shut Payment: The applicant is in SA facility on the first day of the third month and discharged prior to end of the month while the application is still pending.

**Example:** Ms. Jackson is admitted to the SA facility on September 10. She applied for SA on September 29th. Ms. Jackson had a stroke and was admitted to a nursing facility on November 3rd. Ms. Jackson’s SA application was still pending upon her transfer to a higher level of care. The application was completed and it was determined that she met all eligibility criteria.

Ms. Jackson’s application was processed as an open/shut case. Ms. Jackson is eligible for a partial payment from September 10 through September 30, a full month payment for October, and an open/shut payment for November 1 through November 3. The SA facility rate is \$1,182 and the personal needs allowance is \$46 a month. The budgeting for this example is calculated below.

**Step 1.** September (Partial Payment Month)

Number of days in month of entry: 28, 29, 30, 31	30
Date of entry - Enter the <b>DAY</b> of entry (from 2 through 31)	<u>10</u>
Number of eligible days	= 20 + 1 = 21
Monthly SA facility Basic Rate	\$1,182.00
Divided by Number of days in month	÷ <u>30</u>
Per Diem Rate (Round to the nearest hundredth)	= \$ 39.40
Multiplied by number of eligible days	x <u>21</u>
SA facility Basic rate	= 827.40
Add personal needs allowance	+ <u>46.00</u>
Total needs (Round to nearest dollar.)	= 873.40
<b>Partial Payment</b>	<b>\$ 873.00</b>

**Step 2.** October (Full payment month)

SA facility Basic Rate	\$1,182.00
Personal Needs Allowance	+ <u>46.00</u>
Maintenance Amount	\$ 1,228.00
Applicant's Gross Countable Monthly Income	<b>\$ 730.00</b>
General Income Exclusion	<u>- 20.00</u>
Total Countable Monthly Income	<b>\$ 710.00</b>
Maintenance Amount	<b>\$ 1,228.00</b>
Total Countable Monthly Income	<u>- 710.00</u>
Difference	<b>\$ 518.00</b>
<b>SA Payment (Rounded)</b>	<b>\$ 518.00</b>

**Step 3. November (Open/Shut Payment)**

SA facility Basic Rate	\$1,182.00
Total Countable monthly income	<u>- 710.00</u>
SA Portion of room and board (Personal Needs not included)	<u>\$472.00</u>
Number of days in the month	<u>÷ 30</u>
SA Portion of room and board Per Diem Amount	<u>\$ 15.733 = 15.73</u>
Date of Discharge	<u>x 3</u>
SA Portion of room and board (3 days)	<u>\$ 47.19</u>
Personal Needs Allowance	<u>+ 46.00</u>
SA Open/Shut Payment	<u>\$ 93.19</u>
<b>SA Open/Shut Payment (Rounded )</b>	<b>\$ 93.00</b>

**VIII. BUDGET DOCUMENTATION REQUIREMENTS**

Record budget information on the [DAAS-8190-S, SA Workbook for SSI recipients](#); or [DAAS-8190-NS, SA Workbook for Non-SSI recipients](#); or other county approved budget form