

Purpose of Form

This form is prepared by the administrator of the facility to notify the local county office of the accounting of the recipient's personal funds and property. It must be completed at the time of the annual financial eligibility redetermination, each utilization review, when the recipient moves, when deceased and for disbursement of funds and property.

Instructions for Preparation of Form

The form is prepared in duplicate and may be typewritten, printed or legibly handwritten.

Routing of Form

The original is routed to the local county office at the time of the financial eligibility redetermination, utilization review or within five (5) days from the last day the recipient was in residence in the facility. One copy is to be retained in the facility record.