



Marlow Manor Assisted Living Admissions Policy

Thank you for your interest in residing at Marlow Manor Assisted Living. Please complete the enclosed packet for admissions in its entirety to ensure the most expedited process. If space is not available at the time of application or you are not interested in a move-in yet, the date upon which you turn in your application will be used to determine your location on the waiting list. The MMALF waiting list is based on a "first come, first served" basis. As space becomes available the next person on the list is notified via telephone and given at least 72 hours to respond. If no response is received within the 72 hours the next person will be notified and the previous person remains in their position on the list. If for any reason no one from the waiting list responds or desires placement the list will remain intact and new applications will be considered.

Residents whom receive Medicaid Home and Community Based CHOICE Waiver services (HCBWS) are eligible for a studio apartment under this program, unless they choose to pay the difference in cost for a larger size apartment. Occasionally a resident may be allowed to move into a larger apartment if that is all that is available and there are no other applicants with the understanding that as soon as a studio apartment is available, they agree to transfer to that apartment unless other arrangements are made to pay the cost difference. Regardless of size of apartment the basic room and board requirement for ALL HCBWS residents is the total of their income (received from income verification worksheet) MINUS the \$100.00 per month residents personal needs allowance. The maximum R&B is \$1296.00 and the minimum is \$579.00. If a resident on the HCBWS program is considered "over resourced" and their income exceeds the \$1396.00 they will have to make the legal arrangements dictated by the State's regulations

governing the program. Please consult the care coordinator or other agents of the state whom you are working with to determine what needs to be done for your situation. Employees of MMALF can only give you general information regarding these programs and their requirements.

Marlow Manor ALF strives to provide the best assisted living experience possible so therefore also requires a medical records review and nursing assessment to determine if an individual is appropriate for this environment. Completing the application alone does not guarantee an applicant will be appropriate/accepted to reside here. This is in the best interest of the potential resident as well as the population currently residing here. If it is determined we cannot meet the potential residents' needs either through the pre-screening questionnaire or the nursing assessment you will be informed as soon as this determination is made. If requested, a letter of denial can be sent.

Please keep in mind that although we employ nurses in supervisory positions, we are licensed as assisted living and therefore do not provide skilled nursing services. If you have concerns that the potential applicant may need this level of care and would like to speak to a nurse for a brief consultation before completing all the required application documents you may ask to do so. If the nurse is not available to speak to you immediately they will contact you as soon as possible to discuss your concerns prior to submitting the application.

During any part of the process we expect that information provided will be truthful and forthcoming to the best of your knowledge. Again this is to ensure the best experience possible. If it is determined that information is knowingly false or kept to persuade the results of the admission process the applicant may be denied.