



## Participation in Public Assistance Programs

Vista Prairie Management, LLC, in support of charitable purposes, participates in certain public assistance programs that benefit its residents. Each Vista Prairie LLC has a defined percentage of the population in which the LLC is able to accommodate reduced monthly rent.

### POLICY

Prospective residents interested in residency at a Vista Prairie Community must complete a new resident application, including financial information for screening, and receive approval prior to signing a contract agreement.

### PROCEDURE

- Residency applications are given and collected at or prior to reserving an apartment.
- Once completed, your residency application, including the financial section, will be collected by the Sales & Community Marketing Manager or a team member assisting with the process.
- To ensure financial readiness, prospective residents are expected to have private funds sufficient to cover at least two years:
  - Applications demonstrating adequate income and assets will be approved automatically.
  - If further clarification is needed, our Executive Director will connect with you to review your financial information and ensure all sources of income and assets are accounted for. If it's determined that private pay isn't feasible for two years, we will discuss alternative options, including public assistance programs.
- Residents who have are approved are must to notify the Executive Director if their income and assets are expected fall below \$50,000. At that time, we'll schedule a meeting with you and your family to discuss next steps and create a plan for transitioning to available assistance programs.

### PROGRAMS

**Minnesota:** Vista Prairie Management, LLC Assisted Living is currently enrolled with the Minnesota Department of Human Services as a provider of Customized Living Services and participates with certain Managed Care Organizations (MCOs) that administer Home and Community Based Service (HCBS) waiver funds for eligible residents. Assisted Living currently participates in the Medical Assistance Elderly Waiver and CADI Waiver programs through the State of Minnesota.

**Iowa:** Vista Prairie Management, LLC Assisted Living is currently enrolled as a provider and participates with certain Managed Care Organizations (MCOs) that administer Home and Community Based Service (HCBS) waiver funds for eligible residents.

**Wisconsin:** Vista Prairie Management, LLC Assisted Living is currently enrolled as a provider of INCLUSA, Managed Care Organization (MCO) for eligible residents.

Payments to Vista Prairie Management, LLC Assisted Living for residents supported by public assistance programs are at rates substantially less than market rate charges for comparable facilities and services. The differences between the full costs of operation and payments received are charitable subsidies reflective of Vista Prairie's charitable purposes. However, in order to maintain the financial integrity and quality of facilities and services offered, Vista Prairie has determined that certain limits on and requirements for participation must be maintained. This Policy explains those limits and requirements.

### REDUCED RENT

- Residents eligible for public assistance programs are able to pay a designated amount per month for rent and raw food from their own resources. That amount is determined by the resident's State and County and is subject to change by the State and County from time to time based on the resident's financial resources.

- Vista Prairie Management, LLC will accept, as payment in full, the Reduced Rent Payment for a percentage of the population. Residents who utilize reduced rent payment will be asked to reside in the smallest apartments and may be asked to share an apartment. The Executive Director of Vista Prairie Management, LLC can provide further information on this.
- In the event that a reduced rent eligible resident lives in an apartment other than the designated apartment or shared apartment, Vista Prairie Management, LLC will accept, as payment in full, the Reduced Rent Payment plus the difference between the Reduced Rent Payment and the regular market rate rent for the Market Rate Apartment (“Market Rate Payment”); the Market Rate Payment must be paid from other resources of the resident or by a party other than the resident, such as families, friends or some other party, in order for the resident to continue to reside in a Market Rate Apartment.
- Residents occupying a Market Rate Apartment when they become eligible for the reduced rent program, the resident will be asked to relocate to an available Reduced Rent Apartment within thirty (30) days of the date of eligibility in order to be eligible for the Reduced Rent Payment if there is a reduced rent apartment available at the time. If a resident is unwilling to relocate to an available Reduced Rent Apartment, or if a Reduced Rent Apartment does not become available within sixty (60) days (because all Reduced Rent Apartments are currently occupied or reserved by current residents), Vista Prairie Management, LLC will make relocation assistance available to the resident as described below. If the resident is unwilling or unable to relocate pursuant to relocation assistance, the resident’s Residency Agreement will be terminated for nonpayment in accord with its provisions unless both the Reduced Rent Payment and the Market Rate Payment is paid. Vista Prairie Management, LLC will keep a waitlist of eligible individuals and notify individuals when a Reduced Rent Apartment becomes available. As noted above if the individual chooses not to relocate to the Reduced Rent Apartment they will be required to pay the difference up to the full market rent.
- Vista Prairie Management, LLC may ask family members or other third parties, as a condition of residency, to be financially responsible for items not included in rent (such as repairs of physical damages, security deposit, other non-included services, etc.) to the extent permitted by the program for which the resident is eligible.
- Family members or other third parties who agree to be financially responsible for any charges will sign appropriate documents to memorialize their commitment.
- Married couples:
  - 1) Living together in a Reduced Rent Apartment
    - a. Both residents are receiving Customized Living Services:  
Each resident must pay the resident’s Reduced Rent Payment up to a cumulative maximum of the market rate rent for the apartment.
    - b. Only one resident is receiving Customized Living Services:  
The eligible resident must pay the resident’s Reduced Rent Payment and the non eligible resident must pay the Market Rate Payment up to a cumulative maximum of the market rate rent for the apartment.
  - 2) Living together in a Market Rate Apartment
    - a. Both residents are receiving Customized Living Services:  
Each resident must pay the resident’s Reduced Rent Payment and, if necessary, the Market Rate Payment up to a cumulative maximum of the market rate rent for the apartment must be paid through other resources.
    - b. Only one resident is receiving Customized Living Services:  
The resident receiving Customized Living Services must pay the resident’s Reduced Rent Payment and the resident not receiving Customized Living Services must pay the Market Rate Payment up to a cumulative maximum of the market rate rent for the apartment.
  - 3) Living in separate apartments
    - a. Each resident will be treated as an unmarried resident for purposes of this Policy.
- If an eligible resident is absent due to a hospitalization, nursing facility stay, or vacation, the program will pay its share of the rent (up to the maximum monthly rate) for 18 days per leave. The resident and the resident’s representatives must continue to pay the Reduced Rent Payment during this same leave period. After 18 days of absence, the resident and the resident’s representatives may continue to secure the apartment by payment of

the full reduced monthly rate (i.e., paying both the resident's prior share and the program's prior share) through other resources for a total of an additional thirty (30) days. Thereafter, the resident and the resident's representatives must pay the full market rate rent for the apartment in order to continue to secure the apartment for the resident's return. If the resident and/or the resident's representatives are not able or willing to pay the rent due as described in this section after the leave period, the resident's Residency Agreement will be terminated for nonpayment in accord with its provisions so that it can be made available to other residents eligible for Reduced Rent Payment. Vista Prairie Management, LLC will make relocation assistance available to the resident as described below.

- If a resident receiving Customized Living Services who is not also supported by the HSP program is absent due to a hospitalization, nursing facility stay, or vacation, the resident and the resident's representatives must continue to pay the Reduced Rent Payment during the resident's absence in order to secure the apartment for the resident's return, and may continue to do so for up to 31 days of any one absence. However, after 31 days of such payment, the resident and the resident's representatives must pay the full market rate rent for the apartment in order to continue to secure the apartment for the resident's return. If the resident and/or the resident's representatives are not able or willing to pay the rent due as described in this section after the leave period, the resident's Residency Agreement will be terminated for nonpayment in accord with its provisions so that it can be made available to other residents eligible for Reduced Rent Payment. Vista Prairie Management, LLC will make relocation assistance available to the resident as described below.
- In the event of the death of resident, the deceased resident's contract will terminate in accord with its provisions and rent at the amount being paid prior to the resident's death will continue to be due until all personal property is removed from the apartment.
- If a resident becomes ineligible for reduced rate rent benefits for a period of time (e.g., due to a sudden increase in the resident's income or assets), the resident must begin pay the Market Rate Rent for the apartment in which the resident is living as of the first (1st) of the month following the date of the resident's ineligibility.

#### **CUSTOMIZED LIVING SERVICES THROUGH WAIVER PROGRAMS**

- Waiver-eligible individuals will have a Customized Living Service Plan established by their waiver program case managers. Vista Prairie Management, LLC Assisted Living will accept the amounts paid through a resident's MCO or the State for the services specified in the Service Plan.
- Residents receiving Customized Living Services must promptly pay Vista Prairie Management, LLC Assisted Living their individualized spend-down or waiver obligation amounts determined periodically by the State. These amounts change from time to time and residents and their representatives must promptly provide Vista Prairie Management, LLC Assisted Living with copies of all notices they receive of changes in their spend-down or waiver obligation amounts. Residents and their representatives are financially responsible for payment of those amounts even if Vista Prairie Management, LLC Assisted Living bills for them several months in arrears – Vista Prairie Management, LLC Assisted Living may be required to bill in arrears because prompt notice of changes was not provided by either the Resident or the State. Therefore, financial plans should be made accordingly.
- Family members or other third parties may pay for additional services not specified in a resident's Service Plan only to the extent permitted by the Customized Living program requirements. Family members or other third parties agreeing to financial responsibility will sign appropriate documents memorializing that commitment.
- At present, Vista Prairie Management, LLC Assisted Living participates with all MCOs in which waiver eligible Residents may enroll. However, Vista Prairie Management, LLC Assisted Living reserves the right to limit the MCOs with which it participates, due to changes in the particular MCOs policies and procedures. Vista Prairie Management, LLC Assisted Living will provide Residents advance notice concerning any MCOs with which Vista Prairie Management, LLC Assisted Living does not participate. A Resident desiring to continue receiving Assisted Living from Vista Prairie Management, LLC Assisted Living may enroll with a MCO with which Vista Prairie Management, LLC Assisted Living participates. Alternatively, the resident may find another health service provider who does participate with the Resident's MCO.

## **RELOCATION ASSISTANCE**

If a Reduced Rent Apartment is not available for a resident receiving Customized Living Services, Vista Prairie Management, LLC will provide assistance to the resident for relocation to another suitable Vista Prairie affiliated community, or in the absence of a suitable alternative within the Vista Prairie organization, to a suitable community operated by third parties. Residents of Vista Prairie affiliated communities seeking relocation assistance shall receive priority over any other individuals seeking residence at Vista Prairie affiliated communities, consistent with the programs, services, and policies of the respective communities.

## **WAITING LIST**

Residents may place their name on a waiting list to be eligible for a Reduced Rent Apartment as of the date they move into Vista Prairie Management, LLC. Contact the Executive Director to be placed on the waiting list.

Eligibility for a Reduced Rent Apartment is determined on the basis of the date a resident request to be placed on the waiting list, regardless of the date of the resident's move in. Residents who decline an offer for a Reduced Rent Apartment will continue to retain priority on the waiting list based on date the resident requested to be placed on the waiting list.

Vista Prairie Management, LLC reserves the right, in our sole discretion, to advance residents on the waiting list based on urgency of need, demonstrated personal health and safety needs, and lack of other suitable community options.

Individuals who are not currently residents of Vista Prairie Management, LLC will not be placed on the waiting list even if they are on a waiting list for occupancy at Vista Prairie Management, LLC.

## **PLANNING AHEAD WITH RESIDENTS AND FAMILIES**

Residents and/or responsible parties will be encouraged to notify the Executive Director when the resident has no more than \$50,000 in assets, or an amount equal to twelve months' monthly rental and charges for other services, so that staff can begin coordination with the resident, family, and county and assist the resident with planning in accordance with this Policy.

## **CHANGES IN POLICY**

Vista Prairie Management, LLC cannot and does not promise to maintain the same level of participation in public assistance programs through any resident's occupancy. The level of participation may change from time to time, depending on changes in the public assistance programs themselves and other financial considerations. Vista Prairie Management, LLC reserves the right to change the terms of this Policy in any way in its complete discretion provided this Policy continues to be consistent with its charitable mission to provide financial security to its residents. Residents should expect changes in the number of individuals Vista Prairie Management, LLC is able to benefit and should plan accordingly. Management will provide advance notice of any changes that are made to this Policy.

Due to the limitations of the public assistance programs and in our resources, a resident might never become eligible for a Reduced Rent Apartment or Customized Living Payment, and a resident's eligibility might be terminated by Vista Prairie Management, LLC at any time. A resident's eligibility for public assistance programs does not guarantee that such assistance will be available to a resident at Vista Prairie Management, LLC or at any other Vista Prairie community at the time of the resident's need. Although Vista Prairie Management, LLC is committed to providing financial security to its residents to the extent it can do so, Vista Prairie Management, LLC cannot and does not promise that a resident will continue to reside at Vista Prairie Management, LLC if resident is unable to pay for housing and/or Assisted Living costs from the resident's personal financial resources or those of family members, because of Vista Prairie Management, LLC need to maintain its financial integrity and the quality of its facilities and services.

Any exceptions to the terms of this Policy are at the discretion of Management.