



Department of Health

KATHY HOCHUL
Governor

MARY T. BASSETT, M.D., M.P.H.
Commissioner

KRISTIN M. PROUD
Acting Executive Deputy Commissioner

November 18, 2022

DAL: DACF #22-40
Subject: Programmatic Requirements for
Special Needs Assisted Living
Voucher Demonstration Program

Dear Adult Care Facility Administrator:

The purpose of this letter is to inform Administrators and Operators of Special Needs Assisted Living Residences ("SNALR") who participate in the Special Needs Assisted Living Voucher Demonstration Program, of their need to review the program's attestation form and resubmit the attestation to the Department of Health ("Department") by forwarding to ALTCteam@health.ny.gov.

This letter also serves as a reminder that SNALR Administrators are required to notify the Department as soon as possible if and when a voucher recipient exceeds the retention standards for a SNALR or leaves the residence for any reason. Notification should be sent to ALTCteam@health.ny.gov.

Additionally, the Department requests that SNALR facilities in receipt of SNALR Voucher payments, submit a monthly roster for each SNALR Voucher recipient along with updated facility contact information for the SNALR.

Up to date SNALR Voucher Demonstration attestations must be submitted to the Department **no later than December 5, 2022**, and monthly rosters must be submitted by the first Monday of each month, following an initial monthly roster submission on December 5, 2022. All SNALR Voucher Demonstration Program documentation and questions should be sent to ALTCteam@health.ny.gov.

Sincerely,

A handwritten signature in blue ink that reads "Heidi Hayes".

Heidi L. Hayes, Acting Director
Division of Adult Care Facility
and Assisted Living Surveillance

Enclosure

cc: ALTCteam@health.ny.gov