

### **477-000-052 – Non-MAGI Resource Verification Plan**

#### **Nebraska's Non-MAGI Resource Eligibility Verification Plan for Medicaid**

Verify those resources declared by the client or appearing on electronic data sources. Also consider the possibility of ownership of resources that are not declared. Review the past record. If there are resources listed, determine if they are still available.

The ABD program follows SSI rules; Title 477 regulations continue to require verification of all resources to determine initial and ongoing eligibility for clients with disabilities and aging adults and clients who are medically needy with a share of cost.

ALL resource ownership must be verified (initially or when reported) even if the resource is excluded. Information needed for each resource includes: Description (e.g., account number, policy number, or legal description), location, current value, ownership, and source of verification with the date verified.

- First identify the client's resource(s) entered on the application.
- Next, clarify and add any missing information with the client/representative, per phone contact or through mail if needed (verification request).

Please see the subsequent pages for definitions, verification sources, when to verify, potential exemptions, follow-up questions, and additional sources for the various resource types that a client may have.

**A. Accounts**

	<b>Cash on Hand</b>	<b>Bank Accounts</b>	<b>Nursing Home Accounts</b>
<b>Definition</b>	Funds not accounted for or deposited in any other resource.	Funds deposited and held by a financial institution. e.g., Checking, savings, credit union etc.	A special account for the resident's personal funds.
<b>Verification Source</b>	Client declaration is acceptable.	Request most recent monthly statement with ending monthly balance. Statement should include: • Client name • Financial institution/bank name • Date • Account number (at least the last 3 digits), if applicable • Account balance • If no statement is available, you may conference call the financial institution to obtain the balance	Request most recent monthly statement with ending monthly balance. Statement should include: • Client name • Nursing home / financial institution name • Date • Account number (at least the last 3 digits), if applicable • Account balance • If no statement is available, you may conference call the financial institution or nursing home to obtain the balance
<b>When to Verify</b>	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.
<b>Exemptions, Disregards and Comments</b>	N/A	If client requests retro, statements are needed for each month. • Enter ending account balance(s) from statement(s) • If the result is that the client has excess resources, then use the lowest daily account balance • If client has excess resources using the lowest daily balance, then you should encumber the account with any deposited income Note: For clients in a specified living arrangement, the deposited income can only be used as an encumbrance if obligations such as SOC or POS have not been paid for the month by the date of the lowest daily balance used.	The facility may not issue monthly statements and may need to be contacted for a current balance amount. •If client requests retro, statements are needed for each month. • Enter ending account balance(s) from statement(s) • If the result is that the client has excess resources, then use the lowest daily account balance • If client has excess resources using the lowest daily balance, then you should encumber the account with any deposited income Note: For clients in a specified living arrangement, the deposited income can only be used as an encumbrance if obligations such as SOC or POS have not been paid for the month by the date of the lowest daily balance used.
<b>Follow-up Questions</b>	N/A	Do you have any shared accounts – If so with whom? •Do you have separate accounts for farming, self-employment, or student loans? •Do you have a debit card for the deposit of benefits? •Do you have a payee? • Why is there a different address on your statement?	• Do you have any accounts with the facility that you reside in? • Is this account held at the nursing home or an outside financial institution? •Do you have any accounts in addition to your bank?
<b>Sources for More Information</b>	N/A	• Electronic interface for distributions, dividends, and/or interest received by client. •Check previous budgets, expert and scanned images. •Make a follow up call to the client. •477 NAC 4-001	•Check previous budgets, expert and scanned images. •Make a follow up call to the client or facility.

**Accounts Continued**

	<b>Direct Express Card and Relia Card</b>	<b>Guardian or Conservator Funds</b>
<b>Definition</b>	<ul style="list-style-type: none"> <li>• Direct Express Cards are electronic benefits cards issued by Social Security for deposit of benefits.</li> <li>• Relia Cards are State of Nebraska issued US Bank electronic benefits cards for unemployment, child support or AABD/ADC grant payments.</li> <li>•Note: Social Security requires the electronic deposit of benefits into either a bank account or on a Direct Express card. It is rare that a client will receive funds on a paper check.</li> </ul>	<p>Financial account that the guardian manages for the client; these are the clients funds.</p>
<b>Verification Source</b>	<p>Request most recent monthly statement with ending monthly balance.                      Statement should include:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Financial institution/bank name</li> <li>• Date</li> <li>• Account number (at least the last 3 digits), if applicable</li> <li>• Account balance</li> <li>• If no statement is available, you may conference call the financial institution to obtain the balance</li> </ul>	<p>Request most recent monthly statement with ending monthly balance.                      Statement should include:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Financial institution/bank name</li> <li>• Date</li> <li>• Account number (at least the last 3 digits), if applicable</li> <li>• Account balance</li> <li>• If no statement is available, you may conference call the financial institution to obtain the balance</li> </ul>
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that effects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>•To obtain a statement the client can call the number on the back of the card.</li> <li>•If client requests retro, statements are needed for each month.</li> <li>• Enter ending account balance(s) from statement(s)</li> <li>• If the result is that the client has excess resources, then use the lowest daily account balance</li> <li>• If client has excess resources using the lowest daily balance, then you should encumber the account with any deposited income</li> </ul> <p>Note: For clients in a specified living arrangement, the deposited income can only be used as an encumbrance if obligations such as SOC or POS have not been paid for the month by the date of the lowest daily balance used.</p>	<ul style="list-style-type: none"> <li>•These are funds that are considered available to the client.</li> <li>•This may be an account that has the word "trustee" on the statement.</li> <li>•If client requests retro, statements are needed for each month.</li> <li>• Enter ending account balance(s) from statement(s)</li> <li>• If the result is that the client has excess resources, then use the lowest daily account balance</li> <li>• If client has excess resources using the lowest daily balance, then you should encumber the account with any deposited income</li> </ul> <p>Note: For clients in a specified living arrangement, the deposited income can only be used as an encumbrance if obligations such as SOC or POS have not been paid for the month by the date of the lowest daily balance used.</p> <ul style="list-style-type: none"> <li>• The Guardian/Conservator's Report to the Court can be accepted as verification of the account, if concurrent with the client's Medicaid renewal (within 30 days).</li> </ul>
<b>Follow-up Questions</b>	<ul style="list-style-type: none"> <li>• Do you have a debit card that your benefits are deposited onto?</li> <li>• Do you have a payee?</li> <li>• Do you have a debit card that you receive child support, unemployment, AABD or ADC grant payments deposited onto?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you have any accounts in addition to your bank?</li> <li>• Does anyone manage your funds or assets for you?</li> </ul>
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>• Check previous budgets, expert and scanned images.</li> <li>• Make a follow up call to the client.</li> <li>• Check interfaces: IUC and CHARTS.</li> </ul>	<ul style="list-style-type: none"> <li>• Check previous budgets, expert and scanned images.</li> <li>• Make a follow up call to the client or guardian/conservator.</li> </ul>

**B. Burial Funds**

	<b>Irrevocable Pre-Need Burial Trust</b>	<b>Burial Insurance Policy</b>	<b>Burial Space Items Held in Contract</b>
<b>Definition</b>	Funds in a trust fund created for the purpose of a prearranged funeral plan.	Insurance whose terms specifically provide that the proceeds can be used only to pay the burial expenses of the insured.	Contract that must state the individual has purchased particular burial space items for a specified price. The contract may be revocable or irrevocable as long as the agreement itself represents the individual's ownership.
<b>Verification Source</b>	Request a signed copy of the complete Burial Trust contract. A copy of the burial worksheet from the mortuary is needed if the amount is above the specified maximum.	Request a copy of the Policy from the insurance company. A copy of the signed worksheet from the mortuary is needed if the amount is above the specified maximum.	Request Bill of Sale. A copy of the signed worksheet from the mortuary is needed if the amount is above the specified maximum.
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that effects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that effects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that effects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>• A burial trust must be irrevocable if it is for paying non-excluded burial expenses.</li> <li>• If the irrevocable burial trust exceeds the specified maximum for non-excluded burial expenses, the excess is considered an available resource.</li> <li>•Once a policy is verified as irrevocable it DOES NOT need to be verified again.</li> <li>•Changes include: Newly purchased trusts and insurance policies now assigned to fund a trust.</li> <li>•See desk guide for more information on disregards amounts and exemptions.</li> </ul>	<ul style="list-style-type: none"> <li>• If the client has irrevocably assigned more than the specified maximum for non-excluded burial expenses in the burial insurance policy, the excess may be a deprivation of resources.</li> <li>• If ownership of the burial insurance policy has been passed to the funeral home and the client is no longer the policy owner, then verification of an irrevocable beneficiary assignment is not needed.</li> <li>•Changes include: newly purchased policies or policies that have been signed over to funeral home.</li> </ul>	<ul style="list-style-type: none"> <li>•The contract may be funded by money set aside in a bank account or in a burial insurance policy.</li> <li>•Changes include: New contracts and insurance policies now assigned to fund a contract.</li> <li>•Once verified as assigned it DOES NOT need to be verified again.</li> <li>• See desk guide for more information on disregards and exemptions.</li> </ul>
<b>Follow-up Questions</b>	•Have you purchased any pre-arranged funeral plans?	•Do you have an insurance policies designated for burial or that have been assigned to a funeral home?	•Have you pre-purchased any items for your burial or service?
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client or funeral home.</li> <li>• 477 NAC 23-001.05A3a</li> <li>•Desk Aid and Pre-Need Burial Pamphlet.</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow up call to the client or funeral home.</li> <li>• 477 NAC 23-001.05A3c</li> <li>•Desk Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Check previous budgets, expert and scanned images.</li> <li>• Make a follow up call to the client or funeral home.</li> <li>• 477 NAC 23-001.05A3f</li> <li>•Desk Aid</li> </ul>

**Burial Funds Continued**

	<b>Money/Account Designated for Burial</b>	<b>Burial Spaces (Plot)</b>
<b>Definition</b>	A separate account from all other funds up to \$1500 to be set aside for the purpose of paying for burial arrangements.	Includes a crypt, mausoleum, urn, casket, marker, vault, or other repository for the remains of a deceased person. This also applies to markers, vaults, applicable sales tax, charges for opening and closing the grave. Does not include services, burial fees, etc.
<b>Verification Source</b>	Request most recent monthly statement with ending monthly balance.	You may accept a client's declaration of a plot only. If more than one plot is owned, then each plot must be designated for an immediate family member to be excluded.
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal.</li> <li>•Verify if client reports change that affects eligibility</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>•These accounts are RARE and only allowed if there are no other irrevocable burial arrangements.</li> <li>•Changes include a new account designated for burial funds, updated balances in an existing designated account, and closed accounts (previously in budgets).</li> <li>•If client requests retro, statements are needed for each month.</li> <li>• See desk guide for more information on disregards and exemptions.</li> </ul>	<ul style="list-style-type: none"> <li>•Changes include: Newly purchased or sold spaces.</li> <li>•Once it is verified it DOES NOT need to be verified again.</li> <li>•See desk guide for more information on disregards and exemptions.</li> </ul>
<b>Follow-up Questions</b>	Do you have any funds set aside in a separate account for burial?	Do you own any burial plots for yourself, spouse, or family members?
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>• Check previous budgets, expert, and scanned images.</li> <li>• Make a follow-up call to the client.</li> <li>• 477 NAC 23-001.05A3d</li> <li>•Desk Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Check previous budgets, expert, and scanned images.</li> <li>• Make a follow-up call to the client.</li> <li>• 477 NAC 23-001.05A3e</li> <li>•Desk Guide</li> </ul>

**3. Income Producing Resources**

	<b>Land Contract</b>	<b>Life Estate</b>	<b>Revocable, Assignable or Saleable Annuity</b>
<b>Definition</b>	Entered into when the seller of a property also finances the purchase.	Real property in which a client or spouse has a "life interest." It is a property that the client once owned and has now transferred the remaining interest to another party. A life estate is only a countable resource if sold.	A right to receive periodic payments, either for life or a term of years.
<b>Verification Source</b>	<ul style="list-style-type: none"> <li>•Request a copy of the agreement to sell/purchase.</li> <li>•Request Trustee deed and/or promissory note (if available).</li> </ul>	<ul style="list-style-type: none"> <li>•Request a copy of the recorded deed.</li> <li>•A life estate may be identified on the deed by the words: "life use" or "for use."</li> </ul>	<ul style="list-style-type: none"> <li>•Worker sends Annuity verification form to be completed by the issuer.</li> <li>•Request from the client the application for annuity, annuity issuance letter and related documents.</li> <li>•Once all documents have been returned they must be sent to Central Office staff for review.</li> </ul>
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	A land contract is not counted as a resource. However, it must be verified and payments are counted as unearned income.	<ul style="list-style-type: none"> <li>•If it is unclear what type of property contact policy after obtaining the recorded deed.</li> <li>•Usually a life estate cannot be sold; therefore generally not considered a resource. However, it must be verified.</li> <li>•The client often receives income from a life estate and it is counted as unearned income per income policies.</li> <li>•If sold refer to the life estate table and remainder table for percentage of net proceeds.</li> </ul>	<ul style="list-style-type: none"> <li>•N-Focus generates an Annuity Verification Request and/or Beneficiary Change form in the Medicaid program case window (Correspondence – New). This form is sent directly to the insurer.</li> <li>•TIAA Creff retirement annuities and Civil Service Annuities/Pensions are retirement pensions and do not need to be sent for review.</li> </ul>
<b>Follow-up Questions</b>	<ul style="list-style-type: none"> <li>•Do you own land in addition to the land your home is on?</li> <li>•Do you own any farmland or land not being used?</li> <li>•Are you owner financing the purchase of land that you own?</li> </ul>	<ul style="list-style-type: none"> <li>•Are you receiving income from a property you transferred or once owned?</li> </ul>	None
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>•477 NAC 23-001.05A2</li> <li>•Check previous budgets, expert and scanned images.</li> <li>• 477-000-031</li> </ul>	<ul style="list-style-type: none"> <li>•477 NAC 23-001.05B6</li> <li>•477-000-038</li> <li>•Check previous budgets, expert and scanned images.</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert and scanned images.</li> <li>•Make a follow up call to the client.</li> </ul>

**Income Producing Resources Continued**

	<b>Elective Share of a Spouse's Augmented Estate</b>	<b>Collectable Unpaid Notes or Loans</b>	<b>Promissory Notes</b>
<b>Definition</b>	This is the amount of the deceased spouse's estate that is available to the surviving Medicaid spouse.	An extended form of an IOU from one party to another that enables a payee to receive payments (possibly with interest) over a set period of time.	A financial instrument that contains a written promise by one party to pay another party a definite sum of money either on demand or at a specified future date.
<b>Verification Source</b>	<ul style="list-style-type: none"> <li>•Within 60 days the client must file and provide proof of the court filing.</li> <li>•When the probate is final they must provide proof of their augmented share.</li> </ul>	Request signed copy of the note and any attached agreement and legal documents.	Request signed copy of the note and any attached agreement and legal documents.
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	The death of a community spouse may effect eligibility.	<ul style="list-style-type: none"> <li>• If the client refuses payments that are owed to them, then those payments should be reviewed for deprivation.</li> </ul>	<ul style="list-style-type: none"> <li>• Promissory notes should be reviewed for deprivation if the client enters an alternate living arrangement.</li> </ul>
<b>Follow-up Questions</b>	None	•Are you collecting on any debt owed to you?	•Are you collecting on any debt owed to you?
<b>Sources for More Information</b>	None	None	None



**4. Investments**

	<b>CD</b>	<b>Publically Held Stocks and Mutual Funds</b>	<b>Bonds</b>
<b>Definition</b>	A time deposit that limits holders from withdrawing funds on demand without penalty. It is still possible to withdraw the money.	<ul style="list-style-type: none"> <li>•Stocks: Share of the value of a company which can be bought, sold or traded as an investment.</li> <li>•Mutual Fund: Collection of stocks and/or bonds.</li> </ul>	An investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate. e.g. savings bonds
<b>Verification Source</b>	Request most current quarterly or monthly (if available) statement.	Request most current quarterly or monthly (if available) statement.	Initially request copy of the bond(s). Once received Government issued savings bonds current value(s) can be verified online.
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application and renewal applications.</li> <li>•Verify if client reports change that effects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	These funds are considered an available resource even though there is a penalty for withdrawal.	Current stock exchange fair market value of the share(s) with verification of the amount of shares held by client may be used.	<ul style="list-style-type: none"> <li>•If the bond is less than 6 month old it does not have any cash value.</li> <li>•Bonds previously verified can be checked for increases on the bond website; new copies of bonds do not need to be requested at renewal.</li> </ul>
<b>Follow-up Questions</b>	•Do you have any investments that have not been cashed in?	•Do you have any investments that have not been cashed in?	•Do you have any investments that have not been cashed in?
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client.</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client.</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client.</li> <li>•<a href="#">Bond Value Website</a></li> </ul>



**Investments Continued**

	<b>IRA</b>	<b>401K</b>	<b>Other Investments</b>
<b>Definition</b>	Individual Retirement Account; There are four main types: Roth IRA- The client pays taxes during accumulation. o Traditional IRA- The client pays taxes upon withdrawal. o SIMPLE - Savings Incentive Match Plan for Employees. o SEP -Simplified Employee Pension IRAs for self-employed individuals or small business owners.	Established by employers for eligible employees to make salary deferral contributions on a post-tax and/or pretax basis. Employers offering a 401K plan may make matching or non-elective contributions to the plan on behalf of eligible employees.	An asset or item that is purchased with the hope that it will generate income or appreciate in the future. e.g., Shares of a business, oil and mineral rights.
<b>Verification Source</b>	Request most current quarterly or monthly (if available) statement. Statement should include: • Client name • Financial institution name • Date • Account number (at least the last 3 digits) • Account balance	Request most current quarterly or monthly (if available) statement. Statement should include: • Client name • Financial institution name • Date • Account number (at least the last 3 digits) • Account balance	Request any legal documentation of the agreement.
<b>When to Verify</b>	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.	•Verify both at initial and renewal applications. •Verify if client reports a change that affects eligibility.
<b>Exemptions, Disregards and Comments</b>	• These funds are considered an available resource even though there is a penalty for withdraw • An unavailable job-related retirement account held by the employer is excluded as a resource (477 NAC 23-001.06 #20)	• If funds are not accessible in an employer controlled 401K due to age, employment status restrictions etc. verification is needed from employer. • An unavailable job-related retirement account held by the employer is excluded as a resource (477 NAC 23-001.06 #20)	•Central office must review if the client owns shares that count as a resource. Once all documents have been returned forward for review. Examples may include: °Partnership interest or corporate shares- if the client or spouse are not full time employees of the business. °Mineral and oil rights are only considered a resource if there is a known buyer.
<b>Follow-up Questions</b>	•Do you have any investments that have not been cashed in?	•Do you have any investments that have not been cashed in? •Are the funds accessible? •At what age are funds able to be accessed? •Is the fund employer controlled?	•Do you own shares in any business or corporation?
<b>Sources for More Information</b>	•Check previous budgets, expert, and scanned images. •Make a follow-up call to the client.	•Check previous budgets, expert, and scanned images. •Make a follow-up call to the client.	•Check previous budgets, expert, and scanned images. •Make a follow-up call to the client.

### 5. Property

	<b>A Home</b>	<b>Real Property</b>	<b>Trailer/Manufactured House</b>
<b>Definition</b>	A property occupied now or previously by the client, spouse or other qualifying relative.	Additional pieces of property. i.e. Farm, agricultural land, rental property, saleable time shares	A housing unit constructed primarily off-site prior to being moved to a piece of property where it is set.
<b>Verification Source</b>	<ul style="list-style-type: none"> <li>•Home ownership can only be determined by viewing the deed. If there is a copy of the deed available through the register of deeds website, then the copy may be added to the case record and used for verification. If the website does not have a copy of the deed, then request a copy from the client. If a deed viewed on a website lists Et Al under owners, then a copy of the deed must be requested. This indicates that there are other owners who are not listed. Note: For some counties, the assessor and register of deeds have a joint website.</li> <li>•Equity value may also need to be requested in certain situations.</li> <li>•IM-1 may also need to be filled out.</li> </ul>	<ul style="list-style-type: none"> <li>•Ownership can only be determined by viewing the deed. If there is a copy of the deed available through the register of deeds website, then the copy may be added to the case record and used for verification. If a deed viewed on a website lists Et Al under owners, then a copy of the deed must be requested. This indicates that there are other owners who are not listed. Note: For some counties, the assessor and register of deeds have a joint website.</li> <li>•Equity value may also need to be requested in certain situations.</li> </ul>	<ul style="list-style-type: none"> <li>•Obtain a copy of the title; if this is not available you may need to request a copy from the client.</li> <li>•Equity value may also need to be requested in certain situations.</li> <li>•IM-1 may also need to be completed.</li> </ul> <p>Please see the IM-1 process at the end of this chapter.</p>
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application if the home is a countable asset.</li> <li>•Verify if client reports that they are no longer living in their home.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>• The clients home is exempt from consideration as a resource if the following circumstances exist:                             <ul style="list-style-type: none"> <li>◦ The client lives in the home.</li> <li>◦ A dependent relative of the client lives in the home.</li> <li>◦ Another qualifying relative is living in the home. (477 NAC 23-001.05B3e ).</li> <li>◦ The home is in the process of liquidation and form IM-1 has been signed (477 NAC 23-001.05B3e(1))</li> </ul> </li> <li>•Tax assessor records or receipt are not verification of ownership.</li> <li>•Moving from the home the client owns to an alternative living situation effects eligibility. (477 NAC 23-001.05B3e)</li> </ul>	<ul style="list-style-type: none"> <li>•Tax assessor records or receipt are not verification of ownership.</li> </ul>	<ul style="list-style-type: none"> <li>• The clients home is exempt from consideration as a resource if the following circumstances exist:                             <ul style="list-style-type: none"> <li>◦ The client lives in the home.</li> <li>◦ A dependent relative of the client lives in the home.</li> <li>◦ Another qualifying relative is living in the home (477 NAC 23-001.05B3e).</li> <li>◦ The home is in the process of liquidation and form IM-1 has been signed (477 NAC 23-001.05B3e(1)).</li> </ul> </li> <li>•Moving from a home the client owns to an alternative living situation effects eligibility. (477 NAC 23-001.05B3e)</li> </ul>
<b>Follow-up Questions</b>	<ul style="list-style-type: none"> <li>•Who is residing in the home?</li> <li>•Has the home been placed for sale?</li> <li>•Where was the client living prior to the application?</li> </ul>	<ul style="list-style-type: none"> <li>•Do you own properties other than the home you live in/own?</li> <li>•Do you own any farmland or land not being used?</li> </ul>	<ul style="list-style-type: none"> <li>•Who is residing in the home?</li> <li>•Has the home been placed for sale?</li> <li>•Where was the client living prior to the application?</li> </ul>
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>• County assessor Website</li> <li>• IRS interface for property sales.</li> <li>• Check previous budgets, expert and scanned images.</li> <li>• Deprivation may need to be considered (NAC 477 23-001.04A).</li> </ul>	<ul style="list-style-type: none"> <li>•County assessor Website</li> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client.</li> <li>•Deprivation may need to be considered (477 23-001.04A).</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert, and scanned images.</li> <li>•Make a follow-up call to the client.</li> <li>• 477 NAC 23-001.05B3c</li> </ul>

**Property Continued**

	<b>Motor Vehicles</b>	<b>Farm and Business Equipment</b>	<b>Land Leases</b>
<b>Definition</b>	Automobiles, motorcycles, boats, jet skis, motorhomes/recreational vehicles, trailers, etc.	Equipment used for the client's trade or business to produce goods for the client's own use or consumption.	Applicant-owned land being rented out.
<b>Verification Source</b>	<ul style="list-style-type: none"> <li>•Ownership of a motor vehicle is verified by the title, it legally determines ownership and percentage owned.</li> <li>•If the client's attested vehicle(s) are on DMV interface, do not request additional verification. Do request verification if the vehicle is NOT on DMV or the vehicle is registered/titled in another state.</li> <li>•Determine if there are loan(s) against the vehicle(s); Request verification as applicable.</li> </ul>	Request estimate from dealer, loan statement, or auctioneer.	<ul style="list-style-type: none"> <li>•Request a copy of the recorded deed.</li> <li>•Request the equity value of the property.</li> </ul>
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application and renewal applications.</li> <li>•Verify if client reports change that effects eligibility.</li> <li>• You may accept a client's declaration that a vehicle has been wrecked, junked, or sold.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> <li>E.g. End of employment.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>• Ownership records (title or loan documents) must be copied into case file if ownership is not verified through the DMV interface.</li> <li>• The verified value of all vehicles must be entered into the Expert system, the narrative must include how the value was verified. Only written statements (e.g. dealer, salvage yard, etc...) must be scanned.</li> <li>• Fair market value is determined by using the trade-in value listed in Kelly Blue Book. Use 12,000 per year to determine the mileage if the client has not declared the mileage amount.</li> <li>• Classic or restored vehicles fair market value is determined by retail value in NADA. If the vehicle is not listed or if the client disputes the value, an estimate of the value from a car dealer may be used.</li> <li>• For trade-value of vehicles NOT listed on either, an estimate of the value by the client may be accepted unless questionable. If so, further verification is required; i.e. Estimate from a dealer or an auto salvage yard.</li> <li>• For other vehicles values (ATV, boat etc.) if not available on KBB the value maybe obtained by a dealer statement.</li> <li>• If the vehicle is leased the client does not own the vehicle.</li> </ul>	Excluded resource if it is a part of the client's trade or business and a countable resource if it is not being used for this purpose.	The equity value of the land is a countable resource.
<b>Follow-up Questions</b>	<ul style="list-style-type: none"> <li>•Do you have any boats, jet skis, campers, RVs, trailers, or aircraft?</li> <li>•Do you have any vehicles in storage?</li> <li>•Do you have any leased vehicles or payments?</li> <li>•Do you have any vehicles licensed in another state?</li> <li>•Does anyone in your family have a car with your name listed on it?</li> <li>•Do you have any cars that are not running?</li> </ul>	Do you own any machinery or farm equipment?	<ul style="list-style-type: none"> <li>•Do you own land in addition to the land your home is on?</li> <li>•Are you leasing or renting land that you own to anyone?</li> </ul>
<b>Sources for More Information</b>	<ul style="list-style-type: none"> <li>• <u>Kelley Blue Book</u> Used vehicle guide; listings for used vehicles back to 1996.</li> <li>• <u>NADA Guide</u> for classic or restored vehicles</li> <li>• Check previous budgets, expert, and scanned images.</li> <li>• Review the Vehicle Verification Guide</li> </ul>	477 NAC 23-001.05B7	<ul style="list-style-type: none"> <li>• Check previous budgets, expert and scanned images.</li> </ul>

**6. Misc. Resources**

	<b>Trust</b>	<b>Life Insurance</b>	<b>Livestock/Poultry and Crops</b>
<b>Definition</b>	<p>An arrangement in which a client's property or money is legally held or managed by another party.</p> <p>There are several types of trusts that a client may have; irrevocable, revocable, special needs, guardianship, testamentary, and pooled.</p>	<p>Whole life: Insurance with level premiums that has both an insurance and an investment component. The insurance pays a stated amount upon death of the insured. The investment accumulates a cash value that the policyholder can withdraw or borrow against.</p> <p>Term Life: A form of life insurance that generally furnishes insurance protection for only a specified or limited period of time. May still accrue a cash value.</p>	<p>Livestock/Poultry: Domesticated animals raised to produce food, labor or profit.                      e.g.Cows, chickens, pigs etc.</p> <p>Crops: Products that can be grown and harvested extensively for profit.</p>
<b>Verification Source</b>	<ul style="list-style-type: none"> <li>•Request all legal documents for the trust.</li> <li>•Once all documents have been returned they must be sent to Central Office staff for review.</li> </ul>	<ul style="list-style-type: none"> <li>•Request most recent statement that verifies ownership, name and address of the insurance company, the policy number, beneficiary, date of purchase, original face value, cash surrender value, and value of any loans against the policy(s) and dividend information.</li> <li>•If the client is unable to provide the information, the worker will request verification from the insurance company.</li> </ul>	<p>Livestock/Poultry: Request estimate from the operating loan, sale barn, or auctioneer.</p> <p>Crops: Market price from grain elevator.</p>
<b>When to Verify</b>	<ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal applications if changes have occurred.</li> <li>•Verify if client reports change that affects eligibility.</li> </ul>	<p>Whole Life policies:</p> <ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that effects eligibility.</li> </ul> <p>Term Life policies:</p> <ul style="list-style-type: none"> <li>•Verify at initial application.</li> <li>•Verify at renewal unless original documentation from the insurance company verifies that the insurance policy will not accrue a cash value.</li> <li>•Verify if client reports a change that effects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	<ul style="list-style-type: none"> <li>•Documentation of a trust is not a bank account statement that has the word trustee on it.</li> <li>•ALL trust documents must be sent to Central office for review.</li> </ul>	<ul style="list-style-type: none"> <li>•N-Focus generates Life Insurance Verification Request form in the Medicaid program case window (Correspondence – New). The form is sent directly to the insurer.</li> <li>•Once verified as Term it does NOT need to be requested again.</li> <li>•Do not use the cash surrender value tables, they are only projections of value.</li> <li>•Changes at redetermination include: Updated cash value (whole life), policies that were cashed out (previously in budgets), newly purchased, newly assigned policies, and cancelled policies.</li> </ul>	<p>Excluded resource if it is part of the client's trade or business and a countable resource if it is not being used for this purpose.</p>
<b>Follow-up Questions</b>	None	<ul style="list-style-type: none"> <li>•Does the policy hold cash value or continue to gain value?</li> </ul>	None
<b>Sources for More Information</b>	Refer trusts to Central Office Staff after legal documents have been received.	<ul style="list-style-type: none"> <li>•Check previous budgets, expert and scanned images.</li> <li>•Make a follow up call to the client.</li> <li>• 477 NAC 23-001.05Ad</li> </ul>	<ul style="list-style-type: none"> <li>•Check previous budgets, expert and scanned images.</li> <li>•Make a follow up call to the client.</li> <li>• 477 NAC 23-001.05B7</li> </ul>

**Misc. Resources Continued**

	<b>Household Goods and other Personal Effects</b>	<b>Contents of Safe Deposit Box</b>	<b>Tax Refund</b>
<b>Definition</b>	Household goods and personal effects of moderate value used in the home. e.g. Furnishings and equipment used in the operation, maintenance and occupancy of the home. Items for comfort and accommodation; personal belongings, clothing, jewelry, items for personal care, etc.	Usually located inside a bank to store valuables. Items such as documents and jewelry are often stored.	The return of excess amounts of income tax a taxpayer paid to the state or federal government.
<b>Verification Source</b>	None- exempt	Take client declaration	<ul style="list-style-type: none"> <li>•Excluded in the month received.</li> <li>•If retained in the month(s) following, verification must be provided; e.g. bank statement.</li> </ul>
<b>When to Verify</b>	N/A	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that effects eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>•Verify both at initial and renewal applications.</li> <li>•Verify if client reports a change that affects eligibility.</li> </ul>
<b>Exemptions, Disregards and Comments</b>	Excluded while the home is occupied, counted if items are sold or auctioned.	<ul style="list-style-type: none"> <li>•Some items may already be listed as a resource and verified per their resource category.</li> <li>•If items included are part of a collection and have substantial value then a written appraisal is required. e.g. coin collection</li> </ul>	Count the remainder the following month of receipt as a resource; the balance may be in another resource such as a bank account, separate verification is not needed.
<b>Follow-up Questions</b>	None	•Do you have any items stored at the bank?	None
<b>Sources for More Information</b>	477 NAC 23-001.05B8	None	None

### **Agreement to Sell Real Property (IM-1)**

1. Determine legal ownership through the Register of Deeds or County Clerk.
2. Determine if client has legal authority to sell.
3. Determine if client has equity value in the real property. If none, exclude.
4. If joint ownership, review policy found at 469 NAC 2-009.07B4b(2).
5. If client is a legal owner with equity, start the Agreement to Sell Real Property (IM-1) process.
6. Enter address and/or legal description of the actual property on the form.
7. Enter the liquidation period.
8. Issue a Verification Request for the client to sign and return.
9. If client refuses to sign, s/he is immediately ineligible due to excess resources.
10. If signed, client has six calendar months to liquidate the property. The six months begins the month after the month the IM-1 has been signed. If the client has excess resources because of real property other than the home, s/he is ineligible until the month the Agreement to Sell Real Property is signed.
11. If not sold in six months, the client can request an extension by providing verification of which actions were taken to sell the property (as approved by supervisor).
12. Six months clock continues to run even if case is closed.
13. If after signed client goes current pay SSI the form is void.
14. Current pay SSI stops, new form is needed and new period established.
15. If client returns home and moves back out again only remaining months of the original IM-1 period are allowed.