



TO: Connecticut Home Care Program for the Elderly (CHCPE) Providers, Personal Care Assistance (PCA) Waiver Adult Family Living Service Providers and Access Agencies
RE: Adult Family Living Residency Requirements

The purpose of this provider bulletin is to clarify and enhance the policy on Adult Family Living residency requirements. Several situations in which the caregiver does not live in the same home as the client have been brought to attention of the Department of Social Services (DSS).

To qualify for Adult Family Living, the caregiver must live with the participant in the same home as the client and be able to provide proof of residency. The provider is responsible for verifying residency.

Acceptable documents include:

- Computer-generated bill or statement from a bank or mortgage company, utility company, or other creditor delivered to that address by the U. S. Postal Service
- Current valid homeowner's, renters or motor vehicle insurance policy dated within the last year
- Current motor vehicle loan statement for a motor vehicle registered in your name
- Motor vehicle registration
- Driver's license
- Residential mortgage, lease or rental contract showing signatures from all parties needed to execute the agreement and dated within the last year

Providers may not approve any Adult Family Living arrangement in which the caregiver does not live with the client. The provider must

check that the residency requirement continues to be met if a client moves.

Providers who fail to verify residency and DSS substantiates that the caregiver is living in a separate residence from the client may be subject to audit and recoupments.

For questions about this policy, contact Kathy Bruni at (860) 424-5177.