



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Division of Medical Assistance
600 Washington Street
Boston, MA 02111

MassHealth
Long Term Care Facility Bulletin 72
March 2000

TO: Nursing Facilities, Chronic Disease and Rehabilitation Inpatient Hospitals, and Psychiatric Inpatient Hospitals Participating in MassHealth

FROM: Mark E. Reynolds, Acting Commissioner

RE: ANNUAL ACCOUNTING FOR PERSONAL NEEDS ALLOWANCE FUNDS

Accounting Requirement

The Division's regulations at 130 CMR 456.615 require that long-term-care facilities make an accounting to the Division of the balances of the Personal Needs Allowance (PNA) funds for each MassHealth member for whom the facility handles funds. This accounting must be made as of April 30 of each year, and is due to the Division by June 1 of each year.

June 1 Deadline for PNA-1 Submissions

To comply with these regulations, long-term-care facilities must use the PNA-1. This form must be dated and signed by the facility administrator and sent to the following address by June 1, 2000.

Division of Medical Assistance
ATTN: Cynthia Ramey
Office of Financial Compliance
600 Washington Street
Boston, MA 02111

On the PNA-1, state the PNA balance for each MassHealth member as of April 30, 2000. Attach to the form a copy of the bank statement and reconciliation for the aggregate trustee bank account as of April 30, 2000, and submit the documents to the Division at the above address.

If a facility does not handle PNA funds for any members, the facility must state this on the PNA-1. The form must then be dated and signed by the facility administrator, and sent to the above address. The PNA-1 form must be used. Substitute forms will not be accepted.

If a facility does not submit the PNA-1 by June 1, 2000, or if the form is incomplete, the facility may be subject to administrative sanction by the Division.

A copy of the PNA-1 is enclosed with this bulletin. This form may be photocopied as needed.

Questions

If you have any questions about this bulletin, contact Cynthia Ramey at (617) 210-5182.
