




**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**  
**Division of Medical Assistance**  
600 Washington Street  
Boston, MA 02111  
[www.mass.gov/dma](http://www.mass.gov/dma)

**MassHealth**  
**Long Term Care Facility Bulletin 79**  
**May 2002**

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

**FROM:** Wendy E. Warring, Commissioner 

**RE:** **Annual Accounting for Personal Needs Allowance Funds**

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**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.

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**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, 2002.

Division of Medical Assistance  
ATTN: David Telegen  
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, 2002. Attach to the form a copy of the bank statement and reconciliation for the aggregate trustee bank account as of April 30, 2002, 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.

**Providers must use the PNA-1. The Division will not accept substitute forms.**

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***June 1 Deadline  
for PNA-1  
Submissions  
(cont.)***

If a facility does not submit the PNA-1 by June 1, 2002, 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.

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***Questions***

If you have any questions about this bulletin, contact David Telegen at 617-210-5325.

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