



**LIVING WELL FOUNDATION
RESIDENT INSTRUCTIONS
FINANCIAL ASSISTANCE APPLICATION**

1. The Community Executive Director (ED), with assistance from the Business Manager (BM), is the staff member that should discuss the details of this program with the resident.

2. Before an Application Packet is submitted, the resident must meet the following eligibility criteria:

- ✓ Must be a current resident in good standing for at least:

Independent Living Entrance Fee Residents: two years

Healthcare Residents: three years

Independent Living Renter Residents: four years

- ✓ Must have a demonstrated financial need as determined by the Foundation Board.
- ✓ Sources of income / assets have incurred substantial interruption prior to temporary LWF assistance.

3. The ED / BM should review the Packet with the resident and answer any initial questions. The resident should be reminded that the program is strictly for residents with demonstrated financial need, and ask the resident to explain their situation. The resident must be informed that Applications are reviewed on a quarterly basis.

4. The completed application along with requested documentation (see attached documentation list on the application), should be delivered to the Community Business Office (ED / BM), who will forward the materials to the Foundation Board chairperson.

4. When the Foundation Board has received the resident application, the Foundation Board will send a letter or email to the resident informing them of the receipt of the Application and that the application will be reviewed at the next quarterly meeting.

A copy of the Application will be provided to each Foundation Board Member. The Foundation Board will review the Application and if needed request any additional information or documentation from the resident or resident family members.

5. The Foundation Board will send a decision letter to the resident and a copy to the Community Business Office.

If the resident received a negative decision, they have 14 business days to make an official written request to the Foundation Board for a reconsideration based upon additional information provided along with the written request.

6. If financial assistance is accepted, the Foundation Board will contact the Community ED / BM to confirm the assistance amount, frequency and term of payment and any other details concerning payment. An initial check will be produced payable to the Community and sent directly to the ED / BM on behalf of the approved resident. Any on-going payments will be scheduled and generated on the scheduled due date.



LIVING WELL FOUNDATION
RESIDENT
FINANCIAL ASSISTANCE APPLICATION

Applicant(s):

Applicant Address:

City State Zip

Phone Email

Community Name:

Resident Move-in Date:

Co-Applicant(s):

Co-Applicant Address: (If different)

City State Zip

Phone Email

Relationship

Residence Type:

- Independent Living Entrance Fee: minimum two year residency
Independent Living Renter: minimum four year residency
Healthcare: minimum three year residency

Requested Amount: \$ Frequency Term Up to one year

I understand that in cases of demonstrated financial need, Living Well Foundation may elect to pay all or any portion of my residence or medical expenses for a period of up to one year.

I understand that the Living Well Foundation requires the information listed below to assess my eligibility for this program, and that it may need to request additional financial information.

I certify that I have provided this information voluntarily, and that the provided information comprises a true and complete representation of my current financial condition.

Applicant Signature Date

Co-Applicant Signature Date



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Attached Documentation:

- Copy of the signed Application.**
- Explanation of the need for assistance.**
- Any other relevant information.**

Attached Financial Information:

- Copies of Federal income tax returns for the previous three years.**
- Copies of bank statements for the current and previous three months.**
- Copies of statements for brokerage, savings and other accounts reflecting financial information.**
- Current listing of assets and liabilities / financial statement.**
- Current listing of monthly income and expenses.**