

LIVE-IN ATTENDANT / AIDE POLICY

A qualified resident or his/her legal guardian must notify Management immediately when a live-in attendant or aide has been employed to assist the resident in living independently. Management is then required to verify the necessity for a live-in attendant or aide through their health care provider (doctor, nurse, therapist, counselor, etc.) by using an RS-9 form.

Attendants or aides will be permitted to work and reside in the resident's apartment under the following conditions:

- when prescribed in writing by a physician or agency stating that the attendant or aide is **essential** to the resident's care and well-being (use form RS-10);
- when the above has been determined, the person chosen to be the attendant must be able to prove that he/she is living in the unit only to provide support services and that the resident is not financially dependent on him/her. Home health care agencies, etc. will usually verify this information. Whether the attendant or aide chosen is a family member, friend or someone hired by the resident's family, form TC-48 "Live-in Attendant/Aide Affidavit" must be completed;
- the attendant or aide will reside in the apartment **only** to provide supportive services to the resident;
- the attendant or aide **only** qualifies for occupancy as long as they are providing service to the qualified resident living in the apartment;
- the attendant or aide **does not** have any rights under HUD, USDA-RD or Housing Credit rules to qualify for continued occupancy as a "remaining family member" if the resident being served discontinues residency for any reason, even if the attendant or aide is a relative;
- the attendant or aide is required to meet certain criteria as to past behavior as a resident by means of police record checks prior to being accepted as a live-in attendant or aide;
- the attendant or aide is **required** to comply with all provisions of the Rental Agreement (resident's lease) and house rules;
- that Management has the right to evict the attendant or aide for violating any part of the Rental Agreement (lease), house rules, or other policies that the resident being served must abide by;

- the income, assets, etc. of the attendant or aide will **not** be counted towards the total household income in determining the rental rate. However, the attendant or aide can be counted when determining the unit size; and
- the attendant or aide, resident or legal guardian, and Management must sign a lease addendum (use form RA-13) and all relevant paperwork (use forms RS-9, RS-10 and TC-8). Copies will then be distributed appropriately.

If the resident being served discontinues residency for any reason, the attendant or aide must vacate the unit within seven (7) days.