

INSTRUCTIONS
DHS 1167 (Rev. 12/16)

STATEMENT OF INTENT TO RETURN HOME
(For Individuals Receiving Long-Term Care Services In A Medical Facility, Nursing Facility Or
In The Community Not In Their Own Home)

PURPOSE:

The DHS 1167 "Statement Of Intent To Return Home (For Individuals Receiving Long-Term Care Services In A Medical Facility, Nursing Facility Or In The Community Not In Their Own Home)" form shall be used by the EB Staff to facilitate obtaining an applicant's or beneficiary's statement of intent to return home for the purpose of claiming the home property exemption.

GENERAL INSTRUCTIONS:

EB staff shall use the DHS 1167 for an applicant or beneficiary receiving LTC services not in their own home who intends to return home when he or she is able to do so. EB staff shall explain to the LTC individual or the authorized representative that the home property can continue to be exempt even if that individual is not residing on their home property if he or she states intent to return home. The DHS 1167 statement of intent is not required if the long-term care individual has a spouse or a dependent relative residing in the home. An authorized representative is an individual with authority to act on behalf of the LTC individual (i.e., spouse, guardian, person with Power of Attorney, a designated Authorized Representative, or a responsible relative) and may state the intent of the LTC individual to return home when he or she is able to do so.

SPECIFIC INSTRUCTIONS:

If the spouse or the dependent relative of a LTC beneficiary no longer resides in the home, the LTC beneficiary, spouse, or authorized representative must notify EB of this change and the DHS 1167 must be completed for the home property exemption to apply.

A new form is to be completed annually at every eligibility determination and when the spouse or dependent family member no longer resides in the home. EB staff shall have the applicant, beneficiary, authorized representative complete the top portion of the DHS 1167 form.

FILING /DISTRIBUTION INSTRUCTIONS:

Original copy filed in case record.