



**Department of Health and Social Services**  
**Division of Alaska Pioneer Homes**  
**WAIT LIST APPLICATION INSTRUCTIONS**

**Eligibility Requirements for the Alaska Pioneer Homes Inactive and Active Waitlists**

- Minimum Age: 60 years old
- Alaska resident for one year immediately preceding application & maintain residency while on waitlist  
\*\*Per 7AAC 74.035, applicants must be physically present in Alaska for at least 185 days each year with intent to remain in state indefinitely and to make a home in the state. There are certain exceptions to these requirements, contact the Alaska Pioneer Homes Central Office at 907-465-4416 for details.\*\*

*The State of Alaska and its Pioneer Homes follow an equal opportunity policy and does not discriminate in regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, physical or mental ability, veteran status, military obligations, and marital status when determining eligibility. (7 MC 74.015)*

**Waitlist Preference**

Applicants may choose to be on either the Active or Inactive waitlist.

- Inactive waitlist: For individuals who are not ready to live in a Pioneer Home yet, but want to establish an application date.
- Active waitlist: For individuals prepared to move into a Pioneer Home within 30 days of being offered a room.

**Waitlist Application Documentation**

Documentation required to be placed on the waitlist is dependent upon desired waitlist branch. All forms are available at any Pioneer Home, the Central Office or through the website at <http://dhss.alaska.gov/daph/forms>.

- Inactive Application:
  - a) *Waitlist Application*
  - b) *Proof of Age* – A copy of one of the following: I.D. card, driver’s license, passport, birth certificate or other government issued document that list date of birth. (Expired I.D.s are acceptable)
  - c) *Power of Attorney documents (only if applicable)*
- Active Application:
  - a) *Waitlist Application*
  - b) *Proof of Age* – A copy of one of the following: I.D. card, driver’s license, passport, birth certificate or other government issued document that list date of birth. (Expired I.D.s are acceptable)
  - c) *Certificate of Need form* – A self-assessment completed by the applicant or representative
  - d) *History & Physical form* – Completed by a health practitioner; OR a copy of the doctor’s notes from a visit within the last six months is an accepted alternative
  - e) *Power of Attorney documents (only if applicable)*

*\* Veterans choosing to be on the active waitlist for the Alaska Veterans and Pioneers Home will also need to provide a copy of their DD214 or other military discharge paperwork, complete a new VA 10-10EZ form and an Alaska Pioneer Homes’ VA Addendum form*

### **Tips for Completing the Waitlist Application**

- Waitlist Preference – As the same application is used to apply for both the Active and Inactive waitlists, specify which waitlist the application is for by selecting the “Active Waitlist” or “Inactive Waitlist” box.
- Pioneer Home Preference: Applicants may choose to be on the waitlist for more than one home. Numerically rank the desired home(s) (1, 2, 3, etc.), but only rank those that applicant is willing to live in.
- Eligibility & Verification – List the contact information for two adults who can be contacted as an alternate means to reach the applicant and to verify residency if needed.
- Witness (special cases) – A witness is required only for those applicants who sign the application with an “X”.

### **Transferring from the Inactive to the Active Waitlist**

Individuals on the inactive waitlist may transfer to the active waitlist by completing the following: 1) Waitlist Transfer/ Change Request form, 2) Certificate of Need form and 3) a health practitioner fills out the History & Physical form (or obtaining the doctor’s notes from a visit within the last six months).

### **Admission into a Pioneer Home**

Applicants on the active waitlist are admitted into a Pioneer Home on a space-available basis as determined by the date their application was received, the level of service vacancy and gender. The Pioneer Homes will conduct a New Resident Pre-Admissions Assessment prior to admission to determine the applicant’s appropriate level of service. Before admission into a Pioneer Home individuals must have, or have applied for, Medicare parts A, B & D or the equivalent and agree to pay the monthly fees as established by the Department of Health & Social Services (7 AAC 74.015). Individuals requiring a responsible party for payment of the monthly rates and fees must also provide a valid Financial Power of Attorney, at the time of admission.

### **Transferring from the Active to the Inactive Waitlist**

Applicants will be transferred from the active to the inactive waitlist in the following situations:

- Applicant requests transfer via the Waitlist Transfer/Change form
- Applicant does not respond to a request from the Pioneer Home for an updated History & Physical form or Certificate of Need form within 60 days of the request
- Applicant does not respond to an invitation for assessment within 15 days of documented contact by the Pioneer Home
- Applicant declines an offer for an assessment
- Applicant declines a room offer (comes with a 180 day required stay on the inactive waitlist)

An applicant’s original application date is retained throughout their time on the waitlist, regardless of transfers between the Active and Inactive waitlists.

### **Maintaining Waitlist Status**

All applicants are required to respond to the annual Eligibility Verification letter that is mailed to them from Central Office on the anniversary of their application date. Failure to respond to the letter verifying eligibility will result in the individual being suspended from the waitlist and losing their original application date. They will be required to reapply and receive a new application date.

**If you have questions regarding the application or process, please contact the Division of Alaska Pioneer Homes:**

**Mail:** PO Box 110690 Juneau, AK 99811    **Phone:** (907) 465- 4416    **Email:** [alaskapioneerhomes@alaska.gov](mailto:alaskapioneerhomes@alaska.gov)

*Submitting an application for admission does not automatically mean approval.*