

## .01 Maintaining Institutions in HEAplus

**REVISION 49**  
(01/01/21 – 12/31/21)

To be added to the [PST Institution List](#) (for internal use only), institutions must be approved by the [Policy Support Team \(PST\)](#). When a participant resides in an institution not listed on the PST Institution List, staff must elevate a completed Request to Verify Eligibility of an Institution (FAA-1789A) form to PST via email by the end of the workday.

NOTE Only facilities which meet the definition of an [institution\(g\)](#) should be elevated to PST.

The institutions on the PST Institution List include the following:

- [Domestic Violence Shelters](#)
- [Group Living Arrangement facilities](#)
- Public or private nonprofit [shelters for homeless persons](#)
- [Drug and Alcohol Treatment Centers](#)
- [Federally Subsidizing Housing Facilities for the Elderly](#)

PST completes the following within five calendar days of receiving the request:

- Determine whether the participant in the institution is potentially eligible for NA benefits
- Return the email to inform staff whether the participant's residence is an institution which is eligible to be added to the PST Institution List. When the institution is eligible to be added to the PST Institution List, the participant is potentially eligible to receive NA benefits.

It is the responsibility of the PST to make sure the institutions listed on the PST Institution List meet all qualification requirements. Qualification requirements are reviewed by PST at least once every 12 months.