

## .01 Maintaining Institutions

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

To be added to the [PST Institution List](#) (for internal use only), institutions must be reviewed 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\(g\)](#) must be elevated to PST.

The institutions on the PST Institution List include the following:

- [Domestic Violence Shelters](#)
- [Group Living Arrangement facilities](#)
- [Shelters for homeless persons](#)
- [Drug and Alcohol Treatment Centers](#)
- [Federally Subsidizing Housing Facilities for the Elderly](#)
- Other facilities which provide a majority of meals

PST completes the following within ten workdays of receiving the request:

- Determines whether the elevated institution meets the requirements to become an approved institution
- Determines whether the participant residing in the institution is potentially eligible for NA benefits
- Sends an email response to inform staff of the findings
- Adds the facility to the PST Institution List, indicating if the facility is approved

It is the responsibility of the PST to ensure the institutions listed on the PST Institution List as approved meet all qualification requirements.