

### Purpose of form

Form 02AS003E is used to:

- document an applicant's request for adult day services;
- determine financial eligibility or ineligibility; and
- inform the applicant of his or her responsibilities.

### Instructions

- A. **Participant information:** Enter applicant's and spouse's (if applicable) identifying information and OKDHS case number, if applicant is receiving services.
- B. **Authorized representative information:** Enter the information of the applicant's authorized representative.
- C. **Income documentation:** Record the applicant's and spouse's gross monthly income from all sources, and record the documentation used to verify each source of income.
- D. **Income computation:** This section is completed by the county office only. Applicants already receiving OKDHS assistance are predetermined eligible.

**Adult Day Services participant and authorized representative responsibilities:** The applicant reads, signs, and dates page 4 to indicate that his or her responsibilities have been explained. By signing page 4, the applicant indicates that he or she understands and agrees to his or her responsibilities. If the applicant cannot read or write, the authorized representative may sign the application.

### Routing

The adult day services center mails or delivers the form, with the income documentation attached, to Aging Services Division, Attention: Adult Day Services. A copy is given to the applicant. If the adult day services center generated the application, a copy is maintained by the center. The original form is imaged to the participant's record at OKDHS.