

# Iowa Veterans Home Application/Admission Information Checklist

## Items required to be submitted with Iowa Veterans Home application:

- ☐ Completed IVH Application for Admission (Veterans must use form 475-0409; Spouses and surviving spouses of veterans must use form 475-0410; Gold star parents must use form 475-2044)
- ☐ Signatures on the bottom of page three (3) to include applicant/legal representative; one (1) signature from Director/Administrator/Veteran Service Officer or a Commissioner of Veteran Affairs in the county of legal residence and a notary verifying the authentic signature of the County representative.
- ☐ Complete History and Physical dated and signed within three months of the receipt of application with current medication list and current immunization list from the medical provider. ***(If currently at a hospital or other nursing care facility, also provide the following: MDS; MAR w/PRN's; PASRR; Facesheet.)***
- ☐ Signed "Consent to Release of Information" (Form 475-0859) for all current medical providers and facilities of residence, if applicable
- ☐ Completed Personal Functional Assessment (Form 475-0837)
- ☐ Copy of DD 214 (Honorable Discharge from the military: Spouses and Gold Star parents must supply Veteran's)
- ☐ Completed Financial Affidavit (Form 475-0839) and Supplement to Application (Form 475-0843)
- ☐ Copy of marriage certificate must be provided by all current and surviving spouses\*
- ☐ Copy of death certificate of spouse or child must be provided by all surviving spouses and gold star parents\*
- ☐ Copy of all Powers of Attorney for Healthcare and/or Finance and/or the Judge's Order and Letters of Appointment for Guardianship and/or Conservatorship, if these exist

## Items needed once accepted for admission:

- ☐ Copy of birth certificate\*
- ☐ Copy of marriage certificate/divorce decree/legal separation/spouse's death certificate (Whichever is applicable for **all** marriages.) \*
- ☐ Verification of all income and assets including a copy of all pages of statements from all banking and other asset accounts for the most recent three (3) months
- ☐ Copy of previous calendar year's year end statements (W-2's & 1099's) from all incomes
- ☐ Total of previous calendar year's unreimbursed medical expenses, including insurance premiums
- ☐ Copies of Private medical insurance card, Medicare card, Prescription Drug card (Medicare Part D), Medicaid card (Title 19) and DVA card. Please provide front and back of cards)
- ☐ Copy of Social Security card and State-issued photo identification, if available
- ☐ Copies of facesheet for all life insurance policies, if applicable
- ☐ Copy of Long-Term Care (Nursing Home) insurance policy, if applicable
- ☐ Copy of prepaid burial, if applicable
- ☐ Copy of deed for burial lot(s), if applicable

*\*NOTE: You may need to provide certified copies of birth certificate; marriage certificate; divorce decree or legal separation (whichever is applicable) for all marriages. You will be notified if this is necessary.*

- ☆ **Please mail this information to: Jason Matteson, Admissions Coordinator, Iowa Veterans Home, 1301 Summit Street, Marshalltown, IA 50158. Information may be faxed to 641-844-6303, Attn: Jason Matteson or sent via email to [jason.matteson@ivh.state.ia.us](mailto:jason.matteson@ivh.state.ia.us).**
- ☆ **Contact Jason Matteson, Admissions Coordinator, at 641-753-4325 with any questions related to admission.**
- ☆ **Contact Kathy Kopsa, Admissions Supervisor, at 641-753-4514 with any questions related to financial information or cost of care.**
- ☆ **Note: The items needed once accepted must be provided in order to move forward with the admission process. The applicant will not be considered for placement until these items are submitted. Please contact Kathy Kopsa with any questions.**