

ADMISSIONS CHECKLIST

All Admission candidates must provide Vista on 5th with the following documents requested below. Please note that the application will not be processed unless all mandatory documents are attached upon receipt.

Identification of applicant:

- Application for Admission, completed in full.
- Verification of Citizenship or permanent legal residence in the U.S.A. including a copy of one of the following: Birth Certificate, Naturalization Certificate, or current U.S. Passport.
- Current New York State ID

Financial Information:

- Verification of Income: Social Security, Pension, SSI, SSP Annuities, Royalties
- Verification of Resources: Bank and Money Market statements, Life Insurance cash value, annuities, CD's
- Insurance Cards: Medicare, Medicaid, Social Security, other health insurance or prescription coverage
- Medicaid Documents: Nursing Home Budget/Approval, other verification of coverage (if applicable)
- Divorce Decree or Death Certificate of Spouse (if applicable)
- Pooled Trust Binder Agreement & Deposit Ledger (if applicable)

Medical Clearance:

- Attached Medical Evaluation (DSS-449C) and Mental Health Evaluation signed by a physician, within 30 days of admission
- PPD form signed by a physician, within 30 days of admission
- Current Psychiatry notes (if applicable)
- COVID-19 Vaccine Card or Declination Statement

Please be advised a check covering the first month of rent is due upon admission.

- Financial Review & Approval: Signature: _____ Date: _____
- Medicaid # _____ DOB _____
- Medicare # _____
- Private Pay _____
- SS # _____
- Age: _____ Financial Questionnaire: _____
- Apartment assigned: _____
- Date of prescreen: _____

