



STATE OF DELAWARE

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MEDICAID & MEDICAL ASSISTANCE
POLICY & PLANNING UNIT**

ADMINISTRATIVE NOTICE A-06-2025

TO: DSS and DMMA Staff
DATE: January 04, 2025
PROGRAM(S): Long Term Care (LTC) Medicaid
SUBJECT: 2025 Personal Needs Allowance (PNA) Increase

BACKGROUND

The current personal needs allowance (PNA) is \$50/month for individuals and \$100/month for couples and was set in 2016. DMMA recognizes that the cost-of-living has increased since 2016, so an increase in the PNA has been approved to offset some of the increased costs of personal care for recipients.

DISCUSSION

Effective January 1, 2025, Delaware Medicaid will increase the PNA for members residing in long-term care facilities who are subject to a patient pay liability or patient pay amount. (PPA). The increase is \$75/month for members, and \$150/month for couples.

This PNA is identified in ASSIST Worker Web (AWW) as the “Standard” PNA.”

ASSIST Worker Web (AWW) Updates how the Personal Needs are entered:

Updates to the *Institution Details screen* in AWW were implemented for PNA amounts. PNAs are separated into four types: Assisted Living, Other, SSI, or Standard.

Assisted Living, SSI, and Standard PNA’s are set amounts for an eligible member or a couple.

Details

Date of Admission Verified By

Vendor Payment Start Vendor Payment Stop

Date of Discharge

Intend to Return Home

Review by Medical Review Team Verified By

Do you have a Miller Trust Fund? Verified By

Income deposited into Miller Trust each month? Verified By

Standard Personalized Needs Amount *

Personal Needs Allowance

Is applicant otherwise eligible?

Otherwise Eligible Date

Assisted Living, Couple
Assisted Living, Single
Other
SSI Only, Couple
SSI Only, Single
Standard, Couple
Standard, Single

Case Comment +Add New Save < Previous Next >

Select the *Standard Personal Needs Amount* dropdown and choose the appropriate PNA type:

- Assisted Living: Home and Community Based Services (HCBS) members in an Assisted Living Facility.
- SSI: Institutional members with SSI income *only*.
- Standard: Institutional members who are subject to a patient liability or PPA.
- Other: Member’s whose PNA’s do not match one of the types listed above:
 - Who is not subject to a patient liability or PPA;
 - Who has allowable Guardianship fees;
 - Who regularly attends a rehab/educational program off the grounds of his or her long-term care facility;
 - Who has mandatory payroll deductions; or
 - Who has a monthly earnings average of more than \$400 per month in a calendar year;

Staff will enter the PNA amount for members whose PNA needs to be calculated and entered as “Other” in the *Personal Needs Allowance* field.

Standard Personalized Needs Amount * Other

Personal Needs Allowance * \$0.00

For the Assisted Living, SSI, and Standard PNA types, the *Personal Needs Allowance* field will be grayed out and staff will not be able to change the amount in this field. The corresponding amounts will be able to be viewed by selecting the appropriate PNA type.

The correct corresponding PNA amount will show on the PNA field and on the Income Budget Details screen.

Institution Details screen:

Standard Personalized Needs Amount * Standard, Single ▼
 Personal Needs Allowance \$75.00

Income Budget Details screen:

Patient Pay Calculation	
Gross Income Used for Eligibility	
Unearned Income used only for Patient Pay	\$0.00
Personal/Daily Needs Allowance	\$75.00

PNA amounts should be as follows:

	January 1, 2024	January 1, 2025
Assisted Living, Couple	\$298.00	\$305.00
Assisted Living, Single	\$169.00	\$173.00
SSI, Couple	\$60.00	\$60.00
SSI, Single	\$30.00	\$30.00
Standard, Couple	\$100.00	\$150.00
Standard, Single	\$50.00	\$75.00

Note: There is a change request in progress to update the Assisted Living PNA. *Until this is complete staff must use "Other" and enter the correct amounts for 2025 listed above for Assisted Living (single/couple).* See Administrative Notice [A-14-2024 2025 Adult Foster & Residential Care Payment Levels](#).

ACTION REQUIRED

Staff should follow the policy in the Delaware Social Services Manual (DSSM) under the following sections:

- [20620 Patient Pay Amount Deductions](#)
- [20620.1 Personal Needs Allowance](#)
- [20810 Treatment of Income and Resources of Couples](#)
- [20995.1 Post - Eligibility Deductions](#)
- [20995.1.1 Personal Needs Allowance for the Institutional Spouse](#)

Staff **must** check the PNA on the *Income Budget Details* screen for accuracy prior to confirming a case.

Staff **must** review the client notice to ensure the PNA amount is accurate.

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Staff **must** case comment on how the PNA is calculated for any PNA entered and calculated as “other”.

DIRECT INQUIRIES TO

DHSS_DMMA_PPU@delaware.gov

2/7/2025 | 2:07 PM EST

Date

DocuSigned by:

Andrew Wilson

Andrew Wilson, Director
Division of Medicaid & Medical Assistance