March 20, 2017

Q: Recently, a question was raised with regard to a facility having to pay for a person wanting to take the CNA Training Course...is reimbursement possible?

A: This issue is not discussed in the IDPH regulations; however, it is addressed in the HFS regulations under Section 140.539 (click here). This HFS regulation allows for long term care centers to be reimbursed for the reasonable costs of nurse aide training. Upon successful completion of a nurse aide course approved by IDPH, the facility may claim reimbursement for the following costs, provided that they are actually incurred:

- tuition, up to the prevailing community college rate in the health service area for a six credit hour course;
- instructional materials, up to $25.00; and
- salary and fringe benefits (fringe benefits are payroll taxes, unemployment insurance, worker's compensation, health insurance and meals if provided) up to the prevailing entry level for the health service area.

HFS will reimburse on a pro rata basis according to the percentage of Medicaid residents in the facility at the time the request for reimbursement is submitted to HFS. Also, it is important to note that no individual who is employed by, or who has received an offer of employment from, a facility on the date on which the individual begins a Basic Nursing Assistant, Developmental Disabilities Aide, Basic Child Care Aide or Habilitation Aide training program may be charged for any portion of the program (including any fees for textbooks or other required course materials). This provision applies whether or not the facility requests Medicaid reimbursement for the training, the individual fails the competency exam or the individual subsequently leaves employment.

Click here for the directions and click here for the forms for the CNA Training Reimbursement through HFS. Please note that HFS stresses that accuracy in completing the forms is key to reimbursement.