



**Austin/Travis County Health and Human Services Department
HIV Resources Administration Unit
P.O. Box 1088
Austin, Texas 78767**

**POLICY CLARIFICATION NOTICE (PCN) #0.3-0.1
Relates to Client Eligibility Verification Policy 0.3, including Attachments**

HIV Resources Administration Unit	
Title: Policy Clarification Notice (PCN) #0.3-0.1	Type: Eligibility
Approved: Unit/Program Manager <i>Gregory L. Boeds</i>	Date Approved: 06/15/2015
Attachments: <ol style="list-style-type: none"> 1. Client Eligibility Verification Policy 0.3 2. Affidavit of Self-Disclosed Income or No Income 3. Ryan White Client Eligibility Verification 30-Day Extension Request 	
Effective Date: July 1, 2015	

PURPOSE:

- To provide clarification on documenting Client Eligibility

BACKGROUND:

The City of Austin’s HIV Resources Administration Unit issued Client Eligibility Verification Policy Number 0.3 to Service Providers dated 06/05/12. The purpose of the policy was to ensure standardization of documentation and procedures for providing funded services based on eligibility.

The goal of the policy is to ensure that clients funded through Ryan White meet all eligibility requirements as outlined in HRSA’s National Monitoring Standards:

“Documentation of eligibility determination required in client records, with copies of documents, e.g., proof of HIV status, proof of residence, proof of income eligibility based on the income limit established by the EMA, TGA, State/territory jurisdiction or ADAP (for Part A can be established by the grantee or the planning council), proof of insurance, uninsured or underinsured, using approved documentation as required by the jurisdiction.”

REVISIONS:

The Client Eligibility Policy will be revised to incorporate all of the following clarifications.

1. Verification of Household Income

The required documentation is changed from “2 months current, consecutive paystubs or earning statements for all jobs” to:

“Most recent payroll check stubs or earning statements to document last thirty (30) days of household income”

2. Affidavit of Self-Disclosed Income or No Income Form

The form has been changed to incorporate a No Income Statement.

The required documentation is changed from (valid for only 60 days from the start of services at the agency) to:

(valid for 6 months from the start of services at the agency; must be recertified every 6 months or whenever there is a change in the client’s income)

3. Income Eligibility for Psychosocial Support Services

The income requirement for Psychosocial Services is changed from 300% of FPL to:
No income restriction

4. Eligibility Documentation Deadline

Provider will have 30 business days to collect all initial eligibility documentation and recertification documentation prior to deactivating a client. Notes must be placed in the client file documenting attempts to get the client to bring in the required documentation. Clients cannot receive Ryan White funded services after the 30 day period. Clients can be reactivated after all documentation is provided.

There are no exceptions for HIV+ diagnosis documentation. For other types of documentation (Identity, Residency, Insurance/Medical Coverage, and Household Income) one 30-day extension can be requested by completing the **Ryan White Client Eligibility Verification 30-Day Extension Request** form and submitting it to the provider’s contract manager for approval. An approved signed copy of this form must be placed in the client’s chart or file.

5. Date Received Documentation

All initial eligibility documentation and recertification documentation must be dated with the date received by the agency.