

To: All Part A Ryan White HIV/AIDS Treatment Extension Act Eligibility Determination Staff  
Subject: Ryan White HIV/AIDS Treatment Extension Act – Eligibility Determination Process

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Purpose The Ryan White HIV/AIDS Program is intended to provide primary health care and support services to low-income persons living with HIV disease, based on availability, accessibility and funding of the program. It is the Palm Beach County Department of Community Services' responsibility, as the Grantee of the Ryan White Part A Program, to establish eligibility requirements to ensure services are provided to the individuals intended.

Authority Health Resources & Services Administration (HRSA) - Ryan White HIV/AIDS Treatment Extension Act. Referencing: *Specific Authority 381.0011(13) FS. Law Implemented 381.001(1), 381.003(1)(c), 381.0011(5) FS. History—New 1-23-07.*

#### Procedures

##### **Eligibility and Documentation Requirements.**

The applicant eligibility and documentation requirements to receive allowable services from the Part A Ryan White HIV/AIDS Program include the following:

- (1) Must have documentation of a medical diagnosis of HIV disease with documentation confirming HIV infection.
- (2) Must be living in Palm Beach County.
- (3) Cannot be receiving services or be eligible to participate in local, state or federal programs where the same type service is provided or available (unless otherwise noted in the Part A Eligibility Grid). This requirement does not preclude an individual from receiving allowable services not provided or available by other local, state or federal programs, or pending a determination of eligibility from other local, state or federal programs.
- (4) Must have low-income (at or below 400% FPL) for most of the available services. The Local Eligibility Grid requirements specify the FPL requirements for specific funded services.
- (5) Must be willing to cooperate with eligibility staff during the eligibility process and sign and comply with the Rights and Responsibilities established in the application and according to agency requirements.
- (6) Must submit a completed application in accordance with the application instructions.
- (7) Must include all requested information and documentation with the application or during the eligibility process. Failure to provide the requested information may delay or prevent a determination of eligibility.

February 2013

Referencing: Palm Beach County Part A Eligibility Procedures Manual, *Specific Authority 381.0011(13) FS. Law Implemented 381.001(1), 381.003(1)(c), 381.0011(5) FS. History–New 1-23-07, Amended 10-27-08.*

**Determined Eligible or Ineligible.**

- (1) Eligibility staff is required to complete verification and make a determination of eligibility of an applicant's status within 30 days from the receipt of the application and requested information. The time-limit can be extended for unusual circumstances with supervisory approval.
- (2) If determined eligible, the applicant is provided a written confirmation of the eligibility determination and referrals are made to the appropriate programs for allowable services.
- (3) If determined ineligible, the applicant is provided a written explanation (NOI) as to why he/she is ineligible.

Referencing: Palm Beach County Part A Eligibility Procedures Manual, *Specific Authority 381.0011(13) FS. Law Implemented 381.001(1), 381.003(1)(c), 381.0011(5) FS. History– New 1-23-07.*

**Re-Determination and Continued Eligibility.**

- (1) Eligibility of an existing client is re-determined every six months or at shorter intervals if the client's income and other eligibility factors change before the 6-month period.
- (2) The client must report any change in his/her situation, which will impact his/her eligibility status to the eligibility staff as soon as it is known.
- (3) A client can be determined ineligible to receive services for the following reasons:
  - (a) A client is no longer living in Palm Beach County.
  - (b) A client is eligible to receive services or is participating in local, state or federal programs where the same type service is provided or available.
  - (c) A client is no longer considered low-income.
  - (d) A client has not complied with the Rights and Responsibilities in the application.

Referencing: Palm Beach County Part A Eligibility Procedures Manual, *Specific Authority 381.0011(13) FS. Law Implemented 381.001(1), 381.003(1)(c), 381.0011(5) FS. History–New 1-23-07.*

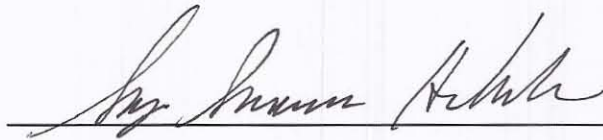
**Rights and Responsibilities.**

- (1) The applicant or client must comply with the rights and responsibilities established in the application throughout the eligibility process and during participation in the Ryan White HIV/AIDS Program.
- (2) Failure to comply with the rights and responsibilities established in the application at any time during the initial eligibility and re-determination process or while receiving services from the Ryan White

HIV/AIDS Program will result in a written notification to the applicant or client with the following information:

- (a) A written explanation of the specific violation cited;
- (b) A written explanation of how to remedy the problem by a specified time;
- (c) Notification that time-limited suspension or final termination from the Ryan White HIV/AIDS Program will result if the applicant or client fails to remedy the specified problem within a designated time frame.

Referencing: Palm Beach County Part A Eligibility Procedures Manual, *Specific Authority 381.0011(13) FS. Law Implemented 381.001(1), 381.003(1)(c), 381.0011(5) FS. History—New 1-23-07.*



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