

RYAN WHITE PROGRAM Part A

RECORD URN #: _____

Client Eligibility Requirements

1. **DISEASE STATUS:** Must ID client and provide evidence that the client is HIV +
 - Positive ELISA with confirming Western Blot
 - Either RNA-PCR or Branched DNA (BDNA) test showing detectable viral load of HIV virus

2. **RESIDENCY:** Proof of residency via one of the following
 - Utility bill in the client's name
 - Voter's registration
 - Lease and/or rental agreement
 - Rent receipts noting address and Landlord's name
 - Notarized letter from resident providing housing for client stating that client resides at that address
 - Drivers License
 - ID card issued by State Department of Motor Vehicles
 - Statement from a homeless services provider
 - A Letter of Award from Social Security, Food stamps, TANF, VA, or SSI
 - When dealing with clients who are undocumented aliens, a statement by the case manager/eligibility worker, and signed by the client stating that the client does not have a valid state ID due to his/her undocumented immigration status and does not possess any documents that could otherwise be used to verify residency

3. **INCOME:** To verify client's income level
 - Bank Statements
 - SSI/SSD, TANF, Food Stamp or VA Award Letters
 - Wage and Tax Statements (W2 form)
 - Income Tax return
 - Paycheck stubs
 - A signed letter of "No Income Statement". Content of letter to include the person providing the support, his/her relationship to the client, where they reside, confirmation that client has no income, whether any funds are provided by the supporting person to the client and how long that support is expected to last. Statement must be signed and dated by client.
 - A third Party Query System (TPQY) from the Social Security Office and Employment Security Commission.
 - When dealing with clients who are undocumented aliens, a statement signed by the case manager or eligibility worker and the client, stating that the client does not hold a valid work permit from INS, and that the client is not receiving any federal, state or country entitlements and that this has been verified by the agency.