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HIV, STD, Viral Hepatitis Program Policy Notice

Effective Date: July 1, 2014

SUBJECT: Residency Verification for Ryan White Part B Programs

- Purpose of This Notice:** The purpose of the Ryan White Part B Policy on Residency Verification is to establish consistent criteria across Providers for documenting client eligibility.
- Audience:** Providers of service, clients.
- Background:** The Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB), which administers federal funds for the Ryan White Program, requires residency verification as part of semiannual eligibility screening.
- Policy:** Residency must be documented, at minimum, at each Semiannual Certification. Self-attestation of no change of residency is acceptable once per year as long as residency verification has been provided during the calendar year.
- Implementation:** Clients who fail to provide verification of residency within 30 days of request must be discharged until such time as residency is verified.

Acceptable verifying documents include:

- A lease, rental agreement, or signed statement from a landlord with the client's name on it that shows a Maine address
- A valid, unexpired driver's license or state ID from Maine
- Valid, unexpired Maine vehicle registration
- Proof that the client is registered to vote in Maine

- Utility bills with the client's name and a Maine address
- Proof of mail delivered to the client at a Maine address (address must be on envelope with a postmark)
- Letter from a homeless shelter employee on letterhead stating that the client is living in a Maine shelter

If no other verifying documents from the list above can be secured, a case manager's verification letter will suffice.

- 6. Related Policies:** Contract Rider E, Section F: Client Eligibility; HIV/AIDS Bureau Policy Notice 13-02: Clarifications on Ryan White Program Client Eligibility Determinations and Recertifications Requirements (See <http://hab.hrsa.gov/manageyourgrant/policiesletters.html> for copies of policy notices)
- 7. For more information on policy:** Jamie Cotnoir, Ryan White Part B Program Coordinator, jamie.cotnoir@maine.gov, 207-287-5539