

Ryan White Part B/ADAP (AIDS Drug Assistance Program) Eligibility Checklist

Client/Applicant Name: _____ DOB: _____

Checklist Completed By: _____ Date Completed: _____

This checklist must be completed by case managers at Ryan White Part B funded agencies during eligibility renewal periods. Ryan White Part B funded Agencies completing this form must keep this checklist and all documentation on file for Ryan White Part B monitoring. This checklist should not be sent to POMCS with ADAP applications.

Program(s):

- Ryan White Part B Only (Not ADAP)
- Ryan White Part B and ADAP

1. Proof of Income is required for the applicant and all countable family members (individuals related to the applicant by blood, marriage or adoption, live in the same household and share a financial responsibility).

Preferred documentation:

- Most recent paycheck stub (showing year to date income and deductions) and copy of Income Tax Return for the previous year

Other acceptable forms of documentation include:

- Most recent paycheck stub (showing year to date income and deductions) and last paycheck stub (showing year to date income and deductions) for previous year
- Most recent paycheck stub (showing year to date income and deductions) and Form W-2 for previous year
- Most recent paycheck stub (showing year to date income and deductions) and Form 1099 for previous year (or most recent earning period if 1099 is not yearly)
- Most recent Social Security income letter
- Documentation of other sources of income (e.g. Unemployment)

Individual reports no income:

- Ryan White Part B/ADAP "Verification of No/Low Income" sheet

Individual reports low income (defined as at or below 125% of the Federal Poverty Guidelines):

- Ryan White Part B/ADAP "Verification of No/Low Income" sheet (For ADAP Applicants only)

Individual reports income but proof of income is not available:

- Ryan White Part B/ADAP Income Signature Card

2. Proof of North Carolina Residency is required for all applicants whose current name and address are not included on their proof of income.

Preferred documentation:

- Copy of valid NC Driver's License or government-issued identification card with name and home address

Other acceptable forms of documentation:

- Copy of a utility bill or lease with applicant's name and current address

Last resort for documentation:

- Anything with applicant name and home address or the Ryan White Part B & ADAP Declaration of Residency (clients will be expected to provide a preferred or other acceptable documentation of residency by the next renewal period)

3. Proof of Insurance or Medicare/Medicaid:

- Copy of insurance card(s)
- If there is an insurance cap, letter/summary from insurance company or specific proof from the insurance policy
- Copy of Medicare card (If income is at or below 150% of the Federal Poverty Guidelines, client must apply for Social Security's low income subsidy (LIS) also known as "extra help")
- Copy of Medicare Part D plan card (this is different from the Medicare card)
- Copy of Medicaid card
- Efforts to "Vigorously Pursue" other sources of health coverage have been documented