# Eligibility and Requirements

The following sections apply to all clients and all activities funded by the Louisiana Department of Health STD/HIV/Hepatitis Program (SHHP).

## General Ryan White Program Eligibility Requirements

1. Client must have a documented HIV diagnosis;
2. Client must be a Louisiana resident;
3. Income must not exceed 400% of the federal poverty level guidelines;
4. Client may not receive Case Management services from more than one Ryan White funded service provider(s).
5. Client must not be able to access this service from any other payer sources

No eligible person will be refused services. Services will be provided without regard to age, sex, gender, race, color, religion, national origin, sexual orientation, political affiliation or disability.

## General HOPWA Eligibility Requirements

1. Client must have a documented HIV diagnosis;
2. Client must be a Louisiana resident;
3. Client must be screened for other housing assistance programs including Section 8;
4. Income guidelines shall be in accordance with those established by HUD with client income not exceeding 80% of the HUD established median for the area.

No eligible person will be refused services. Services will be provided without regard to age, sex, gender, race, color, religion, national origin, sexual orientation, political affiliation or disability.

## Recertification

To maintain eligibility for RWHAP and HOPWA services, clients must be recertified at least every twelve months. Clients may be recertified by the end of the calendar month in which their recertification is required.

Self-attestation may be accepted during annual recertification and can be completed by phone, in person or via email. This process should reduce barriers to care by creating flexibility for clients while also ensuring eligibility compliance. **Client chart must include at least one proof for income and for residence which is verified independently at least once every 24 months. Self-attestation proofs can be used to reduce barriers to services, but should not be used two years in a row.**

## Required Documentation

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|  | **Initial Visit and Yearly Recertification** | **12 Month Recertification** | **Date Received** |
| **HIV Status** | LAHAP Proof of Positivity Form, Letter from MD, Medical Records, CERV from New Orleans EMA\*Documentation is not required after intake | No documentation necessary |  |
| **Income** | Pay Stubs, Disability Determination Letter, W2, benefit award letter, Certification of No Income/Cash Only Income, CERV from New Orleans EMA | Self-attestation of no change, Self-attestation of change with documentation, full documentation |  |
| **Residency** | Louisiana Driver’s License, Louisiana ID, utility bill, voter registration, Social Security Statement, CERV from New Orleans EMA  | Self-attestation of no change, Self-attestation of change with documentation, full documentation |  |
| **Insurance Status** | Medicaid card, Medicaid denial letter, private insurance card, private insurance termination notice, Medicare card, LAHAP application or approval, CERV from New Orleans EMA | Self-attestation of no change, Self-attestation of change with documentation, full documentation |  |