

**ALLOWABLE DOCUMENTATION TO SUPPORT CLIENT ELIGIBILITY**

**Article VII**

**Reporting, Record-keeping and Evaluation Studies**

- 7.1 The SERVICE PROVIDER shall keep adequate records of clients served and the services provided to those clients as required by the COUNTY and by the U.S. Department of Health and Human Services. Furthermore, the SERVICE PROVIDER shall maintain, and shall require that its sub-contractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth herewith in the Scope of Services (Exhibit A). The SERVICE PROVIDER and its sub-contractors and suppliers, shall retain such records, and all other documents relevant to the services furnished under this Agreement for a period of five (5) years from the expiration date of this Agreement and any extension thereof, unless State of Florida laws and/or the COUNTY'S record retention schedule require a lengthier retention period.
- A. At a minimum, the following records shall be kept:
- (1) Documentation of the client having HIV or AIDS. Said documentation shall include a copy of one (1) or more of the following: lab results (Western Blot, ELISA with Western Blot, or a detectable viral load or culture); a positive HIV viral culture or test result; a detectable HIV viral load; or a certified referral form. If the client is referred by another Part A-funded service provider or other authorized service provider (e.g., Medicaid or PAC Waiver), a Ryan White Certified Referral Form or Out of Network Referral form (with a PAC Waiver Physician Certification form) indicating the type of documentation that is maintained on file at the referral site will be accepted as sufficient documentation of a client's HIV or AIDS status under this Agreement;
  - (2) Documentation of the client's economic status that establishes their gross household income. Said documentation shall include but not be limited to a copy of one (1) or more of the following: the client's paycheck stubs for the most current two (2) pay periods; Social Security Insurance (SSI) checks; Temporary Assistance for Needy Families (TANF) checks; other public assistance checks; W2 Forms; Tax Return Forms; SSI and TANF letters of Notification of Benefits; other letters of Notification of Benefits (i.e., Social Security Administration, Medicaid, Medicare, Food Stamps, etc.); notarized letter from head of household detailing the client's relationship to the head of household, the level of financial assistance provided to the client, and indicating that there is no co-mingling of income and/or assets; or a certified referral form. If the client is referred by another Part A-funded service provider or other authorized service provider (e.g., Medicaid or PAC Waiver), a Ryan White Certified Referral Form or Out of Network Referral form indicating the type of documentation that is maintained on file at the referral site will be accepted as sufficient documentation of a client's economic status under this Agreement;
  - (3) Documentation of the client's permanent physical residency in Miami-Dade County. Such documentation shall include but not be limited to a copy of one (1) of the following: the client's current and valid State of Florida driver's license; State of Florida Identification Card; rental lease, mortgage or rent receipts in the name of the client indicating a physical living address in Miami-Dade County; Declaration of Residence as issued by the Miami-Dade County Courthouse; Miami-Dade County utility bills in the client's name; screen print from Miami-Dade County's Property Search website indicating a Miami-Dade County address in the client or head of household's name; or a certified referral form. If the client is referred by another Part A-funded service provider or other authorized service provider (e.g., Medicaid or PAC Waiver), a Ryan White Certified Referral Form or Out of Network Referral form indicating the type of documentation that is maintained on file at the referral site will be accepted as sufficient documentation of a client's permanent physical residency in Miami-Dade County under this Agreement;
  - (4) Service eligibility determination must be made and documented based on the most current Ryan White Part A Service Delivery Guidelines and the Part A Cost and Eligibility Summary chart;