



Management and Budget
Grants Coordination
Ryan White Program
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May 16, 2023

Dear Ryan White Part A/MAI Program Subrecipients and Stakeholders:

Attached please find updated, local documents supporting the statewide client eligibility reciprocity and extended eligibility period processes for Ryan White Part A and B Programs in Florida.

The following documents are included in this communication:

1) Florida Department of Health's (**FDOH**) related **Memorandum** dated October 17, 2022

- We adopted the guidance from this memo for the local Ryan White Part A/Minority AIDS Initiative Program. Here are some highlights:
 - The intent of these process changes is to reduce the burden on new and existing clients of providing eligibility documentation to multiple Ryan White Program entities.
 - The eligibility period changed from 6 months (183 days) to 1 year (366 days).
 - This change applies to new enrollments or eligibility recertifications on or after November 1, 2022.
 - The Provide® Enterprise Miami data management system (PE Miami) was programmed to automatically calculate the eligibility expiration date accordingly.
 - At the end of the 366-day period, clients may self-attest to no changes in their financial and residency eligibility. (NOTE: a Self-Attestation form is being developed for use by the Part A and B partners statewide).
 - At the end of the second 366-day period, clients must again provide all documentation to support program eligibility; then a new Notice of Eligibility can be issued.

2) A **Notice of Eligibility (NOE) form** (see attached)

- This form was developed by FDOH and the Florida Part A Recipients to support the statewide eligibility reciprocity and the extended eligibility period processes.
- A valid (not expired) NOE serves as the documentation of minimum program eligibility (proof of HIV positivity, address, household size and income).

- When receiving a NOE from an entity outside of Miami-Dade County to enroll a client in local Part A or MAI services, subrecipient staff will be required to collect additional allowable documentation that proves the client resides in our county.
 - No other documentation is required to accompany the NOE.
 - Eligibility review staff (medical case managers, eligibility specialists, etc.) who issue a NOE must be confident that the documentation provided by the client is complete and accurate (see updated Eligibility Checklist attached), subject to review and disallowance/repayment if the documentation is found to be inappropriate.
- FDOH’s logo will appear in the top left corner of the NOE. If a subrecipient organization in a Part A jurisdiction issues the NOE, their county logo will appear in the top right corner of this form. The exception is Hillsborough County whose NOE will have “Tampa – St. Petersburg EMA” typed in a text box in the top right corner of the form.
 - This document and process are being programmed in PE Miami, so that the information can be populated from the Client Profile and the eligibility expiration date can be calculated and included on the NOE.
 - Until the programming is complete by Groupware Technologies, LLC, a copy of the NOE should be saved in each eligibility placeholder (Proof of HIV, Proof of Residency, and Proof of Income) in the Client Profile, Scanned Documents, in PE Miami.

3) Miami-Dade County Ryan White Program Client Eligibility Documentation Checklist
(Summary and Detail).

- Groupware will be updating the lists in PE Miami to match this updated checklist. The updates should be in production by June 1, 2023.

Also of important note, while access to a **viral load test result** helps our programs track client health outcomes related to retention in care and viral suppression, the FDOH and Part A Programs do **not** require a current viral load test result to complete enrollment or recertification for the purpose of determining eligibility for our programs. A viral load test result can be requested (but not required) for clients using our local Out of Network Referral process. A viral load test result and other labs may be needed for clients who are accessing oral health care services so the dental team can better assess their current health and ability to receive some dental services.

We appreciate your patience, understanding and cooperation with these changes. If you have questions, please email me at carla.valleschwenk@miamidade.gov. Thank you.

Sincerely,



Carla Valle-Schwenk
Program Administrator