

ACT HAF / CAF

2016 - 2017

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Ryan White CARE Act passed Congress in:

- 1988
- 2004
- 1991
- 1990

BONUS – What does CARE stand for?

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Client Assistance & Housing Funds



Two key operating principles...

1990 Ryan White CARE Act

Ryan White Funding is intended to address the emergency needs of people living with HIV, and must be the funding of last resort. **This is not an entitlement. It is not meant for ongoing financial issues.**



Written documentation is required per HRSA and the City of Hartford.

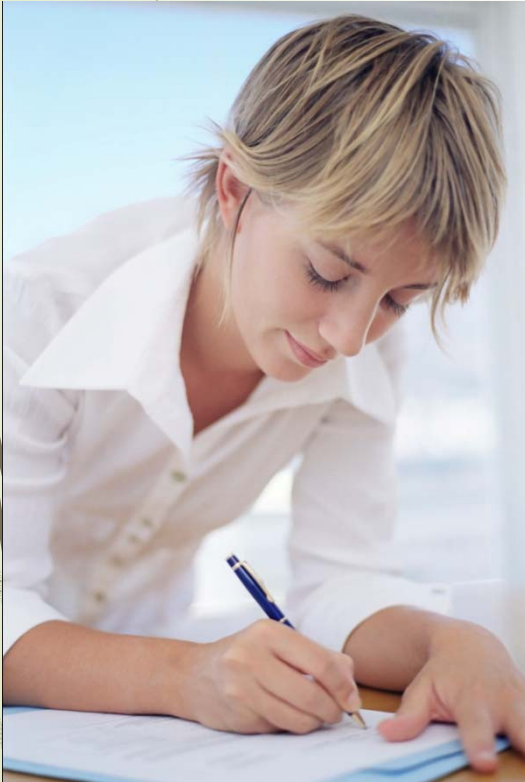
Who was Ryan White?

- Michael Jackson's BFF
- A person with HIV
- A Hoosier
- Jeanne White's son



Client Assistance & Housing Funds

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General Ryan White Eligibility:

- Documentation of HIV status, including CD4/VL done within the past six months.
- Federal income cap of 300% of the Federal Poverty Level (by family size) using **gross income**.
- In cases where the client is affected rather than infected, the service(s) must be intended to provide direct benefit for the infected individual (s).
- Must be a resident(s) of the Greater Hartford Transitional Grant Area (TGA) – Hartford, Middlesex and Tolland Counties.

Client Assistance & Housing Funds

Services:

➤ EFA

Medical Fee for Service
Over the counter medications
Lab Fees
Utility Assistance
One-time Housing

➤ HIP

Co-pays after insurance
Health Insurance Premiums

➤ Food Vouchers

➤ Medical Transportation

➤ Housing



ACT no longer can pay for durable medical equipment (except eye glasses).

For dental services, please contact the Hartford Gay and Lesbian Health Collective, and CRT for Mental Health FFS.

Client Assistance & Housing Funds

Case Manager Partnership

- Case managers are crucial to the success of the Client Assistance Funds Program.
- Incumbent upon case managers to coordinate efforts to access a wide range of client-centered services.
- Provide any budgeting assistance to ensure client self-sufficiency and success.
- The cover sheet/checklist should provide you and your supervisor with another tool to ensure completeness.
- **All new forms are on our website – use them.**

Client Assistance & Housing Funds

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There are **SEPARATE CAF and HAF Checklists** on our website – use them.

Please note: Release of Information, RW Consent and CW Consent all need to be updated every **18 months** – previously six months.

The ACT Bill of Rights, and CD4/VL and Rental Verification Form need to be updated every six months.

Ryan White Eligibility contains three key components. Choose the one that is NOT included:

- HIV diagnosis
- Income of 300% or less of the Federal Poverty Level
- Resident of Hartford
- Resident of Hartford, Tolland or Middlesex Counties



Client Assistance & Housing Funds

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EFA Medical fee for service, lab fees, medication and one-time housing.

- ▶ Up to \$150 for single vision lenses and \$250 for bi-focal or tri-focal lenses. Sunglasses, progressive and contact lenses are not included.
- ▶ Medications not covered by insurance (OTC).
- ▶ **Required:** Bills or detailed invoices, documentation from medical provider, eye prescription.
- ▶ **Documentation** of denial/cap/ineligibility from other sources.



Cap of \$350/client/contract period for MFFS/Lab Fees.

Cap of \$200/client/contract period for EFA meds

Cap of \$800 for one-time housing assistance



Which of these medications do we cover?

- Medical Marijuana
- Oxycodone
- Viagra
- Vitamin F

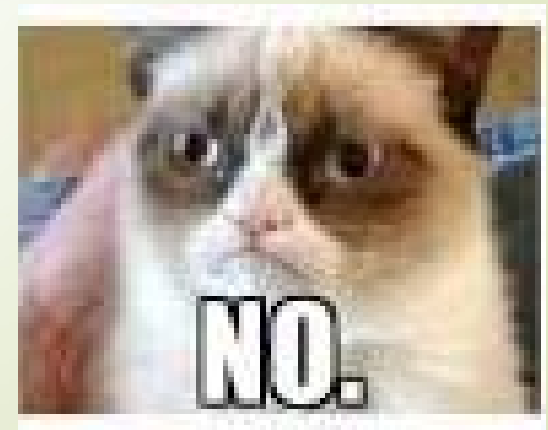
Client Assistance & Housing Funds

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Health Insurance Premium and Cost Sharing Assistance

- Assistance to clients in paying for health insurance premiums
- Co-pays for medication and medical bills
- We cannot pay for Viagra, other erectile dysfunction medications, durable medical equipment or smoking cessation medications.
- Charges incurred **OUTSIDE** of the contract period may not be covered.

Cap of \$1,200



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Utility Assistance

- Electricity
- Heating oil and gas payments and
- **Basic** phone service (limited to \$40)
- *Internet/Cable TV bills are not eligible for assistance.*
- **Utility cap of \$375.**

Additional Required Documentation:

Current past due balance.

Documentation of applications/denials to other utility assistance.



Client Assistance & Housing Funds

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Food Voucher Program is intended to be an emergency assistance program for income strapped clients. The cap for this program is a one-time, \$30 Stop and Shop gift card.



Client Assistance & Housing Funds

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Transportation

- 10 ride, 1 day, or 31 day bus passes
- Cab fare with Ace Taxi for clients **East of the River**



Transportation Request Form filled out with clearly defined dates for medically related appointments and the **number of bus passes requested**. This should be reflected within the client's case notes.

Clients who are on **Medicaid are not eligible** for this program. Clients can *either* receive transportation assistance through ACT **OR** LCS.

- Case managers must email cafhaf@aids-ct.org to arrange a pick up time. Passes not picked up must be returned to ACT.



Client Assistance & Housing Funds

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Determination Process

- Fax (860.761.6711) requests to **ACT's secure fax – email is NOT secure.**
- **ACT's Administrative Assistant**, reviews, dates and documents on our tracking form twice daily.
- **ACT** reviews applications twice a week, on Tuesdays and Wednesdays but generally, more often.
- **Pending** - email sent within five business days of receipt of the request to the applying CM and **one other designated agency staff person** detailing what is needed. If, after ten days, the application is incomplete, the **request will be denied.**
- **It is the express responsibility of the applying MCM to follow up and complete a pending application within the ten business days. Failure to do so will result in a denial.**
- **Denied** – email sent to applying CM and the other designated agency staff person with a detailed explanation.
- **Approved** – email approval within five business days and checks sent within ten business days.
- **Medication reimbursement** – Medication requests are reviewed multiple times a day. The pharmacy is contacted and informed by fax of denial or approval. **Checks will never be made out to, or mailed to clients under any circumstances.**

What was ACT UP's first action in 1986?

- Shut down the Brooklyn Bridge
- Put a condom on Jesse Helms house
- Throw the ashes of loved ones who died of AIDS over the White House fence
- Occupy Wall Street

BONUS - what is ACT UP

Client Assistance & Housing Funds

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Payments for emergency requests may be made within 2 business days.

Requests must come directly from case managers and detail specifically why the request is deemed an emergency.

Failure to plan on the part of the client or the case manager does not qualify as an emergency.



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Application sent with missing information -

Email sent to applying CM and one other designee within **FIVE DAYS**. If, after **TEN DAYS ACT** doesn't receive a completed application, it will be **DENIED**. Case manager may re-apply at any time.

Complete Application Sent.

Approved with a confirmatory email within **FIVE DAYS of receipt**. Checks will be cut within 10 business days of the approval.

Housing Assistance Funds

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Bailey House, NYC, the first AIDS housing program, opened in:

- 1981
- 1990
- 1983
- 1988

Housing Assistance Funds

Unstable Housing Criteria

- **Simply having a place to live isn't the same as stable housing!**
- Loss of a rent subsidy/income.
- No income, living with family/friends.
- Living with family or friends.
- No lease within 60 days prior to requesting assistance.
- Moved two or more times in 60 days.



Housing Assistance Funds

Criteria for assistance with accompanying documentation

- ▶ Paying 40% - 80% income to rent. Gross income for people on entitlements and net for people who are employed.
- ▶ **Eviction** - notice to quit with documentation justifying reasons.
- ▶ Sudden and temporary **documented loss of income** due to illness.
- ▶ Sudden and temporary expenses exceeding income with justifying reasons and **documentation**.
- ▶ Clients **MUST** have applied for other housing assistance programs and **document on the Use of Funds Form**.
- ▶ CMs **MUST document a plan/long-term strategy**.

Housing Assistance Funds

What funds may be used for:

- **First month's rent.** (Copy of Security Deposit Receipt)
- **Ongoing assistance for \$150.**
- **One-time assistance cannot exceed \$800** (Ledger of rent received/arrearage owed).
- **Updated Rent Verification forms and RW Eligibility are required every six months** for short-term rental assistance to continue.
 - Applying CMs must provide documentation that the tenant is **CURRENT** with their rent. (This is **ALL** that is required as long as everything else is up to date.) Clients in arrearage will **NOT** be eligible for continued ongoing assistance.
 - Up to two years of assistance for those in the 40 – 70% income/rent category.

Housing Assistance Funds

Application is the same as CAF, but must include:

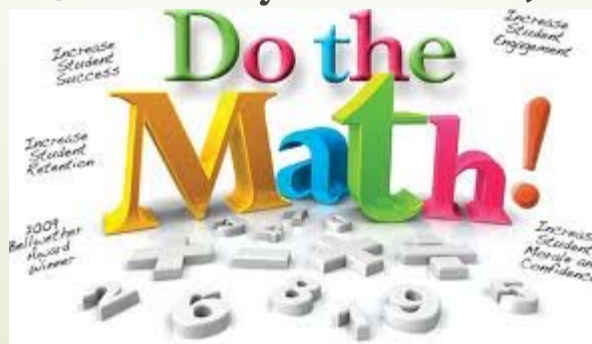
- The two page housing assistance/use of funds form;
- Rental Verification/Arrearage form; and
- Completed landlord W-9.
- Ryan White eligibility is based on **GROSS (before taxes) income**, and housing rent/income is based on **NET income (after taxes)**.
- Checks for ongoing rental assistance will be cut and sent to the landlord at least 7 days before the start of each month.

Housing Assistance Funds

How to calculate NET income to determine income/rent ratio

To Calculate income using weekly paychecks	To calculate income using bi-weekly paychecks.
Add NET INCOME from 4 consecutive, recent pay stubs	Add together NET INCOME from 2 consecutive, recent pay stubs
Divide by 4 to find average weekly amount	Divide by 2 to find average bi-weekly amount
Multiply by 52 (weeks/pay periods), then divide by 12 (months)	Multiply by 26 (pay periods), then divide by 12 (months)
Result is monthly income	Result is monthly income

Rent \$750 / monthly income \$1,100 = 68%



If I make \$100 per week, what is my monthly income?

- \$444
- \$400
- \$404
- \$433



Housing Assistance Funds

- Checks will be made out to the landlord/vendor.
- The memo section of each check will contain the address for which rent is intended.
- Checks do not have ACT's name on them.
- Agencies paying for emergency housing for an applicant will not be reimbursed by ACT without **prior written approval from the ACT Deputy Director.**

Ryan White HIV/AIDS Program Grantees on Tax Credits

RW grantees and their sub-grantees who use program funds to purchase health insurance in the Marketplace are expected to:

- Ensure RW funds are used as a payer of last resort
- Establish appropriate mechanisms to vigorously pursue any excess premium tax credit clients receive from the IRS upon submission of the client's tax return
- Maintain policies regarding the required process for the reconciliation of advance premium tax credit for clients receiving premium assistance
- Document the steps during their reconciliation process for all clients

Client Assistance & Housing Funds

ALL correspondence for Client and Housing Assistance should be faxed to 860.761.6711, and emails with questions (**NOT APPLICATIONS**) sent to cafhaf@aids-ct.org.
Emailing an application can only happen under rare circumstances.

Any questions or issues should be directed to myself or Melanie Alvarez.

Other Housing Resources

ACT HAF/CAF Program

<http://www.aids-ct.org/assistance.html>

<http://www.aids-ct.org/pdf/assistance/presentation-2016.pdf>

CT AIDS Housing Directory

<http://www.aids-ct.org/guide.html>

<http://www.aids-ct.org/members.html>

Coordinated Access Networks – 211 - press 3, and then 1 to be connected with a housing specialist.

Mutual Housing of Greater Hartford

<http://mutualhousing.org/>

For more information:

Shawn M. Lang

Deputy Director

ACT

860.247.2437 x 319

cafhaf@aids-ct.org