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An Office of the Department of Health and Human Services
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**HIV, STD, Viral Hepatitis Program**
**Policy Notice**

**Effective Date:** July 1, 2014

**SUBJECT:** Income verification for Ryan White Part B Programs

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1. **Purpose of This Notice:** The purpose of the Ryan White Part B Policy on Income Verification is to establish consistent criteria across Providers for documenting client income eligibility.

2. **Audience:** Providers of service, clients.

3. **Background:** The Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB), which administers federal funds for the Ryan White Program, requires income verification as part of semiannual eligibility screening.

4. **Policy:** Ryan White Part B programs (including ADAP) define household as a family of two or more people related by birth, marriage, adoption, or other legally defined dependent relationship. This includes legally-married same-sex couples who were married in Maine or other states. All household size and income information entered in CAREWare must reflect the Ryan White Part B definition.

   Dependent household members are people whom the head of household has a legal responsibility to support, or for whom the head of household has voluntarily extended support. These relationships are defined as legal adoptions and guardianships. Guardianship status must be supported by court documents defining the guardian relationship/responsibility.

   Therefore, “Household Size” in all Program documentation should reflect the client and any legal dependents. The “Household Income” should reflect the income for all of the people counted in

"Household Size." Members of the legal household who do not have income must sign a no income statement. (Clients may sign on behalf of dependent children who receive no income.)

All income produced by all dependents must be declared as part of the household income. Verifying documents must be dated within one year.

Clients must report any changes in income within 10 days of the change.

5. **Implementation:** Any client whose household income exceeds 500% of the Federal Poverty Level must be discharged from medical case management and ADAP due to ineligibility for services. Any client whose household income exceeds 300% of the Federal Poverty Level is considered ineligible for financial assistance for dental care, housing, or food funded by the Ryan White Part B Program. Clients who fail to provide verification of income within 30 days of request must be discharged until such time as income is verified.

   Acceptable forms of verifying documentation include:
   - Social Security award letter
   - Copy of Social Security check
   - W2 tax forms
   - 1099 tax forms
   - Federal income tax return
   - 4 consecutive weeks of pay stubs
   - Bank statement
   - Benefits statement from DHHS

   Self-employed clients must submit verifying documents as follows:
   - Sole proprietor:
     - 1040 U.S. Individual income tax return
     - Schedule C (Form 1040), profit or loss from business
     - Form 4562, Depreciation and amortization, if filed
     - Form 8829, expenses for business use of your home, if filed
   - Farm (Sole proprietor):

- 1040 U.S. Individual income tax return
    - Schedule F (Form 1040), Profit or loss from business
    - Form 4562, Depreciation and amortization, if filed
- Rental real estate:
    - 1040 U.S. Individual income tax return
    - Schedule E (Form 1040), Supplemental income and loss
    - Form 4562, Depreciation and amortization, if filed
    - Form 8825, Rental real estate income and expenses of a partnership or S-Corporation, if filed
- Partnership:
    - 1040 U.S. Individual income tax return
    - Schedule E (Form 1040), Supplemental income and loss
    - Schedule K-1 (Form 1065), Partner's share of income, deductions, credits, etc.
    - Form 1065 (U.S. Return of partnership income)
- Farm (Partnership):
    - 1040 U.S. Individual income tax return
    - Schedule E (Form 1040), Supplemental income and loss
    - Schedule F (Form 1040), Partner's share of income, deductions, credits, etc.
    - Schedule K-1 (Form 1065) S-Corporation (including farm S-corps)
    - 1040 U.S. Individual income tax return
    - Schedule E (Form 1040) Supplemental income and loss
    - Schedule K-1 (Form 1120S), Partner's share of income, deductions, credits, etc.
    - Form 1120S (U.S. Income tax return for an S-Corporation)
- Farm rental:
    - 1040 U.S. Individual income tax return
    - Schedule E (Form 1040), Supplemental income and loss
    - Form 4835 Farm rental income and expenses
    - Form 4562 Depreciation and amortization, if filed

Clients with no income must sign a no income statement and update their case manager within 10 days of acquiring a source of income.

Clients with fluctuating or sporadic income should report their best guess for their annual income, based on previous year(s) or what they expect their workload to be for the year. If this changes at any time due to an increase/decrease in hours, change in pay rate, etc., the client must report the new estimated annual income for the year within 10 days of the change. In all cases, clients must provide documentation of income. Ideally, clients with fluctuating income will provide a document with an annual amount in it (i.e. tax documents), but any document from the list above is acceptable.

6. **Related Policies:** Contract Rider E, Section F: Client Eligibility; HIV/AIDS Bureau Policy Notice 13-02: Clarifications on Ryan White Program Client Eligibility Determinations and Recertifications Requirements (See http://hab.hrsa.gov/manageyourgrant/policiesletters.html for copies of policy notices)

7. **For more information on policy:** Jamie Cotnoir, Ryan White Part B Program Coordinator, jamie.cotnoir@maine.gov, 207-287-5539