

## **Ryan White Verifications Checklist**

### **HIV – client must be HIV-positive to access Ryan White services**

- New client, status verified through confidential test results, detectable viral load, medical records, or statement from health care provider
- Existing client, no change in HIV status, most recent labs attached
- Existing client, new documentation of AIDS status, most recent labs attached

### **Residency – client must be a resident of Maine to access Ryan White services**

- Lease, rental agreement, etc. for Maine address
- Valid, unexpired Maine driver's license or state ID
- Valid, unexpired Maine vehicle registration
- Maine voter registration
- Maine utility bills in client's name
- Proof of mail delivered in Maine (client name and address on envelope with cancelled postmark)
- MIHMS portal printout
- Maine DHHS benefits statement
- Letter from Maine homeless shelter employee on letterhead
- Self-attestation of no change in last six months (must have verifying document on file within the last year)

### **Income – client's household must have income at or below 500% FPL to access Ryan White Services**

- Social Security award letter
- Copy of Social Security check
- W2 tax forms
- Year-end 1099 forms
- Federal income tax return
- Pay stubs (must be 4 consecutive weeks)
- Bank statement
- DHHS benefits statement
- Signed statement that client has no income
- Self-attestation of no change in last six months (must have verifying documents on file within the last year)

**Insurance**

- Insurance cards reviewed and information copied to semiannual certification
- Copies of insurance cards
- MIHMS portal printout
- Self-attestation of no change in last six months (must have verifying document on file within the last year)