

NOTICE

TO: All AICP Case Managers
FROM: Robert C. Sandrock, Jr., HIV/AIDS Program Director
DATE: 4/13/2007
RE: Changes to AICP Application and Program Qualification Procedures
CC: Suzanne Stevens, AICP Contract Manager

Due to the implementation of the Bureau of HIV/AIDS Patient Care Programs Eligibility Rule, the 2007 AICP Case Manager Manual has been updated to reflect the new program qualifications for AICP. The eligibility requirements for HIV/AIDS Patient Care Programs became effective January 23, 2007.

As a result of the new eligibility rule, AICP will no longer require income and residency determinations for program services at the time of program intake and recertification. AICP enrollment sites should now follow the procedures for determining client eligibility for HIV/AIDS Patient Care Programs prior to the submission of applications to AICP. Effective immediately, all AICP providers must now follow the procedures for determining eligibility for the Bureau of HIV/AIDS Patient Care Programs and qualifications for AICP.

New Clients:

1. Applicants who are being case managed by a Ryan White Part B (Title II) Provider are to send with the prospective AICP client at application the "Notice of Eligibility" for patient care programs. No additional documentation of residency, income or assets is required. A copy of the notice of eligibility must be included with the AICP application packet.
2. AICP enrollment sites providing AICP services to applicants who are not case managed by a Ryan White Part B (Title II) provider are to complete the application for determining eligibility for patient care programs. Once determined eligible, the AICP enrollment site is to include a copy of the notice of eligibility with the AICP application packet. Please do not send eligibility documentation to

AICP. **This is unnecessary duplication.** You may keep this information in the client's file.

3. All new clients are to be re-determined eligible for Ryan White Part B (Title II) services every six months in accordance with patient care programs eligibility criteria. A copy of the six month notice of eligibility must be faxed to the Health Council of South Florida, Inc.

Existing AICP Clients:

1. The new eligibility requirements will be implemented at the re-determination date for all existing clients. A copy of the re-determination notice of eligibility must be submitted to the Health Council of South Florida, Inc.
2. If the client is being case managed by another Ryan White Part B (Title II) provider, a copy of the re-determination notice of eligibility must be obtained from the provider and then submitted to the Health Council of South Florida, Inc.
3. AICP enrollment sites providing AICP services to applicants who are not case managed by a Ryan White Part B (Title II) provider are to complete the re-determination of eligibility for patient care programs. Once re-determined eligible, the AICP enrollment site is to fax a copy of the re-determination notice of eligibility to the Health Council of South Florida, Inc. Please do not send eligibility documentation to AICP. **This is unnecessary duplication.** You may keep this information in the client's file.

If you have any questions, please contact Wendy Sejour, AICP Research Associate at 305-592-1452, ext. 116 or via email at wsejour@healthcouncil.org.