

Ryan White Part B Program Policy
Verification of Earned Income

06/2013

Federal Policy Reference: Ryan White CARE Act (PL 104-146) Section 2618 (b)(1)(iv)(II).
Ryan White Modernization Act of 2006 Section 2617 (b)(7)(F)
Ryan White Modernization Act of 2006 Section 2605 (a)(6)(A)

Federal Poverty Guidelines Website: <http://www.aspe.hhs.gov/poverty/index.shtml#latest>

The Nebraska Ryan White Program has waived all requirements for subgrant entities regarding imposition of charges for services, pursuant to of the Ryan White Modernization Act of 2006.

The HRSA/HAB Fiscal and Program Monitoring Standards for Ryan White Part B Grantees (Monitoring Standards) will guide the oversight of Supportive Services by the NDHHS. The Monitoring Standards are attached to this document by reference. Annual fiscal and programmatic monitoring is required by regulation, both internally and by the NDHHS.
<https://careacttarget.org/category/topics/program-monitoring>

Purpose: The purpose of this policy is to outline and define actions to be taken by the Nebraska Ryan White Part B Program in response to federal policies regarding the requirement that all clients applying for Direct Emergency Assistance/Emergency Financial assistance through the Ryan White program do have verification of earned income established and that both client and case manager certify such as accurate.

The following client eligibility guidelines are applicable to all services available through Nebraska Ryan White Part B funding. The Nebraska Department of Health and Human Services Ryan White Program Manager or designee is responsible for final eligibility determination.

As a condition of application for DEA/EFA through the Ryan White Program, clients must provide notification of income at the time of application for Ryan White services. This information will be utilized to determine eligibility for services per Federal Guidelines. If there is a change in income or employment, the client must provide notification of the change within 10 business days after the change occurs, to their NAP case manager or designee the following;

- **Verification of income via paycheck stub, direct deposit or other means of physical verification of earned income from employment.**
- **In the event of loss of income, the client must notify the case manager within 10 business days of the loss of employment and income.**
- **If the client/employee is paid in cash, that income is covered under a separate policy, *Verification of Cash Income.***

It will be the client's responsibility to report any change(s) in employment status within ten business days after receipt of their first paycheck or other income, or loss of income/employment and client verifies that the above is true. Failure to comply or any attempt to mislead may result in denial of DEA/EFA services and/or ineligibility for the Ryan White Part B Program.

The use of federal tax return forms (i.e., 1040, 1040A or 1040EZ) will be utilized for verification of income/eligibility for certain RW services. At no time will a W2 be utilized to verification of income or eligibility for services.