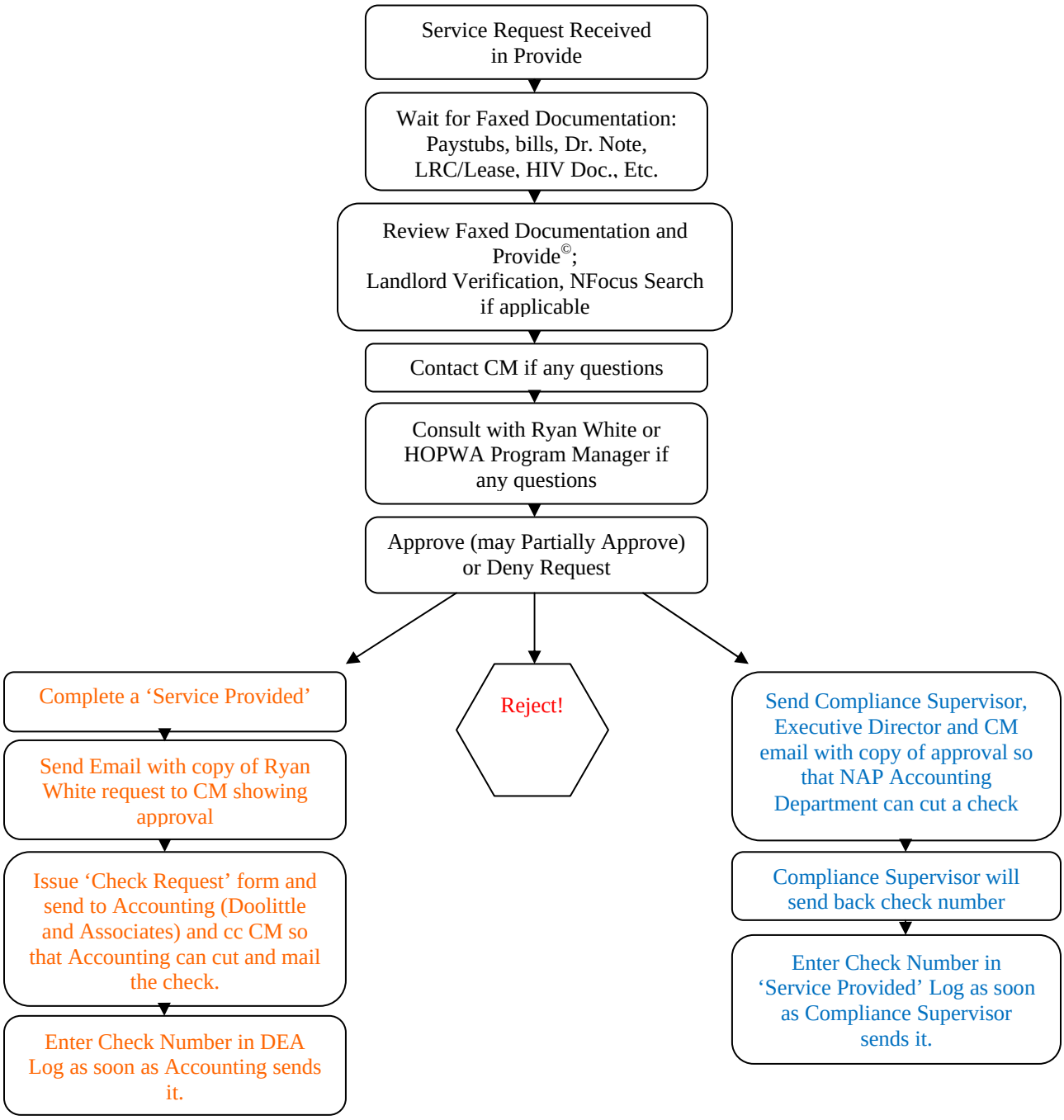DHHS Ryan White and HOPWA Internal Service Request Approval Process