



**LAS VEGAS TGA**  
**PART A HIV/AIDS PROGRAM**  
**POLICY & PROCEDURES**

## **EMERGENCY FINANCIAL ASSISTANCE**

**Effective Date: 3/1/2015**

### **PURPOSE:**

To guide the administration of the Las Vegas TGA's Ryan White Part A Program's Emergency Financial Assistance. The administration of funds and provision of services must be consistent with the TGA's established client eligibility criteria, service category definitions and Standards of Care established by the Ryan White Part A Planning Council. It is the intention of the Las Vegas TGA to assist clients in the Las Vegas TGA with issues related to Emergency Financial Assistance so they can access and maintain health care and supportive services.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

### **POLICIES:**

Allocated Ryan White Part A Emergency Financial Assistance funds are intended to be used to provide Emergency Financial Assistance for essential services including utilities, housing, food (including groceries, food vouchers, and food stamps), or medications and are to be accessed with limited frequency and for limited period of time through short-term payments to agencies or through voucher programs and only when it is determined that it is the payer of last resort for the eligible Part A client. All approved services and communication must be documented in each client's chart. Funded service providers and activities must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

### **DEFINITION:**

Emergency Financial Assistance

1. To provide financial assistance to a client that is in need of emergency financial assistance for essential services including utilities, housing, food, or medications.
2. To provide financial assistance to a new client that is in need of emergency financial assistance for essential services including utilities, housing, food, or medications.

### **EMERGENCY FINANCIAL ASSISTANCE ELIGIBILITY:**

The following eligibility is for any client determined eligible for Part A services but must also meet the criteria specific for this service category. Clients are to be referred to Emergency Financial Assistance program from another Ryan White funded program after Part A eligibility is determined.



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**ELIGIBLE SERVICES AND COSTS:**

Clients must present the appropriate documentation that qualifies as an emergency:

1. Unexpected event that hinders ability to meet housing, utility, food or medication need; and/or
2. Unexpected loss of income; and/or
3. Experiencing crisis situation that hinders ability to meet housing, utility, food or medication need

Essential Utilities:

Client must present bill notice and exhibit the inability to pay the bill due to an emergency as described above in order to receive Emergency Financial Assistance. Additionally, in order to be eligible, the person or a member of the resident household must present evidence that he/she is named on the essential utility bill. An eligible client may receive a maximum of two EFA – Essential Utilities assistance with a cap of \$1,000 per grant year from any Part A funded agency. Assistance is subject to the availability of funding.

Eligible services are defined as:

1. One EFA – Utility Assistance related visit

Essential Housing:

Client must present bill notice and exhibit the inability to pay the bill due to an emergency as described above in order to receive Emergency Financial Assistance. Additionally, in order to be eligible, the person or a member of the resident household must present evidence that he/she is named on the lease agreement or mortgage. An eligible client may receive a maximum of two EFA – Essential Housing assistance with a cap of \$1,000 per grant year from any Part A funded agency. Assistance is subject to the availability of funding.

Eligible services are defined as:

1. One EFA – Housing Assistance related visit

Essential Groceries, Food Vouchers and Food Stamps:

Client must present with an emergency as described above in order to receive Emergency Financial Assistance. An eligible client may receive essential groceries, food vouchers and/or food stamps. Assistance is subject to the availability of funding.

Eligible services are defined as:

1. One EFA – Food Assistance related visit

Essential Medication:

Client must present a Physician's prescription (including over the counter medication) or bill notice for corrective prescription eye wear and exhibit the inability to pay the bill due to an emergency as described above in order to receive Emergency Financial Assistance. Funds may also be utilized by Outpatient/Ambulatory Medical Care funded providers to purchase



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medications needed on an emergency basis. Assistance is subject to the availability of funding.

Eligible services are defined as:

1. One EFA – Medication Assistance related visit

All providers must adhere to the negotiated fees as stated in the contract between the provider and the Part A grantee. Any changes to fees, specifically for an increase, must receive prior approval by the grantee in order to assure that the grant can substantiate the increase in costs as well as maintain access for eligible clients. Decrease in fees must also be reported so that expansion to serve more clients can be reviewed and implemented if applicable.

All approved applications should be paid on the client's behalf within ten business days and no payments will be made directly to a client for any reason.

**INELIGIBLE SERVICES AND COSTS:**

Funds awarded under the Ryan White HIV/AIDS Program may NOT be used for:

1. Direct maintenance expense (tires, repairs, etc.) of a privately owned vehicle or any other costs associated with a vehicle, such as lease or loan payments, insurance or license and registration fees and;
2. The purchase of clothing and;
3. Payment of local or State personal property taxes, including residential property, private automobiles, or any other personal property against which taxes may be levied.