

**Las Vegas Transitional Grant Area
Ryan White Part A Program
Policy and Procedures**

Food Bank/Home Delivered Meals

Effective Date: 2/1/2016

PURPOSE:

To guide the administration of the Las Vegas TGA's Ryan White Part A Program's Food Bank/Home Delivered Meals. 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 Food Bank/Homes Delivered Meals 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 Food Bank/Home Delivered Meals funds are intended to be used to provide actual food or meals, vouchers to purchase food, essential household supplies, including personal hygiene products, household cleaning supplies and water filtration/purification devices. 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:

Food Bank/Home Delivered Meals

1. To provide distribution of food, vouchers, water filtration device to a client that is in need.
2. To provide distribution of food, vouchers, water filtration device to a new client that is in need.

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 may be referred to Food Bank/Home Delivered Meals program from another Ryan White funded program after Part A eligibility is determined.

ELIGIBLE SERVICES AND COSTS:

1. Distribution of food vouchers, amount and frequency are dependent upon need and availability.
2. Distribution of food, amount and frequency are dependent upon need and availability.



3. Personal Hygiene Products deemed necessary, amount and frequency are dependent upon need and availability
4. Household Cleaning Supplies deemed necessary, amount and frequency are dependent upon need and availability
5. Water filtration/purification devices, limited to portable filter/pitcher combinations or filters attached to a single water tap.
6. Replacement filter cartridges

Food Vouchers

Client must return receipts to verify items purchased with food voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with issued food vouchers. Receipts must be returned prior to additional issuance of food voucher(s).

Personal Hygiene Products

Client must return receipts to verify items purchased with personal hygiene voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with issued personal hygiene vouchers. Receipts must be returned prior to additional issuance of personal hygiene voucher(s).

Household Cleaning Supplies

Client must return receipts to verify items purchased with household cleaning supplies voucher(s) issued are allowable. Alcohol and/or tobacco products are not allowable purchases with issued household cleaning supplies voucher(s). Receipts must be returned prior to additional issuance of household cleaning supplies voucher(s).

Water Filtration/Purification Devices and Replacement Filters

Filtration/purification device must meet National Sanitation Foundation standards for absolute cyst removal of particles less than one micron, including the designation tested and certified to NSF/ANSI Standard 53 or 58 for cyst removal. Allowable products are PUR Water Filter Pitcher and PUR Basic Faucet Water Filter. Replacement filter cartridges as required by product meeting NSF/ANSI Standard 53 or 58 for cyst removal. Allowable products are replacement filter cartridges for PUR Water Filter Pitcher and PUR Basic Faucet Water Filter. Any and all other water filtration/purification devices and replacement cartridges require prior written approval from Part A grantee.

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.

Deviations from this policy must have prior written approval from the Part A grantee.

INELIGIBLE SERVICES AND COSTS:

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



1. Household Appliances
2. Pet Foods
3. Other non-essential products
4. Permanent water filtration systems
for water entering the house