

HOUSTON REGIONAL HIV/AIDS RESOURCE GROUP, INC.
SUBGRANTEE GUIDELINES
Policy and Procedure

DOCUMENTATION OF ELIGIBILITY (SG-04)

EFFECTIVE DATE: November 17, 2006

PURPOSE:

To establish acceptable documentation of identity, income and residency for all funding from The Resource Group.

DEFINITIONS:

Subgrantee is an agency that has entered into a grant agreement with the Resource Group to provide services.

POLICY:

Each Subgrantee that receives funding from The Resource Group must obtain and maintain documentation of identity, income, and residency. The Subgrantee should establish a procedure to obtain and maintain the acceptable documentation of identity, income, and residency that complies with the requirements outlined below. (NOTE: This applies to all funding administered by The Resource Group.)

PROCEDURE:

1. Upon receiving funding from The Resource Group, the Subgrantee must develop procedures to obtain and maintain acceptable documentation of identity, income, and residency for all services that meet or exceed the requirements outlined in this policy.
2. The documentation of identity, income, and residency should always remain within the active client record. The documentation of identity, income, and residency should **never** be archived.
3. Documentation of Identity:
 - A. The following are acceptable forms for documentation of **identity** for all clients:
 - Texas Driver's License
 - Texas Identification Card
 - Texas Department of Corrections identification card
 - Employment badge with picture

- Student ID with picture
 - U.S. immigration documents with picture
 - Credit card with picture
 - Metro picture ID
 - U.S. naturalization, citizenship, passport or other Federal documents with picture
 - Driver's license or identification card issued by another US state
 - A government-issued ID from a country other than the U.S.
 - Birth certificate (cannot be used by married women)
 - Social Security card
 - Medicaid/Medicare card
 - VA ID Card
- B. The following documentation is acceptable only for **undocumented** and/or **homeless** clients:
- Letter on company letterhead from a case manager, social worker, counselor or other professional **from another agency** who has personally provided services to the client
4. Documentation of Income:
- A. The following are the acceptable formats for documentation of **income** for all clients:
- *In the Houston HSDA only*, valid/current copy of "CPCDMS Client Verification" form (for Subgrantees who are NOT the Record Owner)
 - Payroll stub/copy of payroll check/bank statement showing direct payroll deposit
 - Letter from employer on company letterhead indicating weekly or monthly wages
 - Unemployment benefits letter/copy of check
 - IRS 1040 form (tax return)/W2 form/1099 form
 - Social Security award letter
 - VA benefits letter
 - Private disability/pension letter on company letterhead
 - Medicaid letter
 - Child or spousal support order with judge's signature and date
 - Food Stamp award letter (TANF)
- B. The following are the acceptable formats for documentation of income only for clients claiming no income:
- Agency temporary affidavit signed and dated by the client (valid for only 60 days from initial service date)
 - Proof of application for Social Security (valid for 6 months only)
 - Food Stamp award letter (TANF)
 - Client living off savings: bank/investment account statements from 3 consecutive months showing withdrawals for living expenses
 - Client being supported by someone else: statement signed and dated by the supporter, which includes the amount and type of support (room only,

room and board, cash assistance, etc.) and the supporter's phone number for verification

- Homeless client: letter on company letterhead from a case manager, social worker, counselor or other professional **from another agency** who has personally provided services to the client.

5. Documentation of Residency:

A. Acceptable residency documentation: (must be current)

- *In the Houston HSDA only*, valid copy of "CPCDMS Client Verification" form (Agencies Online who are NOT Record Owners)
- Current lease in the name of the client or listing the client as an occupant
- Current Property tax documents
- Current utility/phone/cable bill in the name of the client
- Current credit card bill in the name of the client
- Current letter on company letterhead signed by the director of a recognized group home, care home or transitional living facility
- Any type of current business correspondence with the client's name and address pre-printed, e.g. auto registration, insurance, bank/brokerage statement, food stamp letter, Social Security letter, Medicaid letter
- Current pay stub with address

B. The following documentation is acceptable only for **undocumented** and/or **homeless** clients:

- Agency temporary affidavit signed and dated by the client (valid for only *60 days* from the start of services at the agency)
- Letter on company letterhead from a case manager, social worker, counselor or other professional **from another agency** who has personally provided services to the client

C. Residency documentation for minors is required for a parent or guardian with whom the minor resides.

6. Identity need only be established at the onset of service. Income and residency must be updated on an annual basis.
7. Subgrantees may establish thresholds of documentation that exceed these minimum requirements. However, **no** Subgrantee may establish thresholds of documentation that fail to meet these minimum requirements.
8. HIV documentation is outlined in a separate policy (Policy SG-03 DOCUMENTATION OF HIV STATUS).