



# POLICY AND PROCEDURE NOTICE: PPPN-053 AVAILABILITY OF SERVICES

**Summary and Purpose of PPN:** To support a comprehensive client service system.

**Authority:**

- Fulton County Ryan White Part A Contract/Amendment

**Policy and Procedure:**

Services are to be available to Part A-eligible clients residing in any of the 20 counties of the Atlanta EMA.

1. Prior approval from the County must be obtained before Contractor may limit the availability to anything less than the 20 County EMA. The request must be made by the subrecipient’s Programmatic and Fiscal Designees to the Director, Ryan White Program. The request must provide sufficient justification for the request and stipulate the anticipated timeframe.
2. Subrecipients are required to notify the Director, Department for HIV Elimination no less than 24 hours prior to the implementation of any cap on services, limitation of services to serving existing clients only, and/or limitation of new clients to residents of certain geographic areas.

Such caps and limitations on clients served may impact the continuum of care and services for which the subrecipient is funded and may result in amendments to the subrecipient’s Part A contract/agreement to include reductions in funding amounts.

3. Subrecipients are required to notify other Part A service providers no less than 24 hours after the implementation of any cap on services, limitation of services to existing clients only, and/or limitation of new clients to residents of certain geographic areas.

**Verification:**

- Discussion during site visit and through CAREWare desk audits.

**Approved December 2016**

**Reviewed: April 2021**