



POLICY AND PROCEDURE NOTICE: PPPN-071 EMERGENCY FINANCIAL ASSISTANCE (EFA)

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to provide a standard Priority Service definition and requirements.

Authority:

- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Grantees: Program – Part A
<https://hab.hrsa.gov/sites/default/files/hab/Global/programmonitoringparta.pdf>
- HAB PCN #16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals & Allowable Uses of Funds
https://hab.hrsa.gov/sites/default/files/hab/program-grants-management/ServiceCategoryPCN_16-02Final.pdf
- Policy Clarification Notice 16-02: Eligible Individuals and Allowable Uses of Funds Frequently Asked Questions
https://hab.hrsa.gov/sites/default/files/hab/Global/faq_service_definitions_pcn_final.pdf
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs & Division of State HIV/AIDS Programs National Monitoring Standards for Ryan White Part A and Part B Grantees: Universal – Part A and B (Covers Both Fiscal and Program Requirements)
<http://hab.hrsa.gov/manageyourgrant/files/universalmonitoringpartab.pdf>

Background:

Atlanta EMA Quality Management Standards

The purpose of the Ryan White Part A quality management standards and measures is to ensure that a uniformity of service exists in the Atlanta Eligible Metropolitan Area (EMA) such that the consumers of a service receive the same quality of service regardless of where the service is rendered. These standards set forth the minimal acceptable levels of quality in service delivery and to provide measurement of the effectiveness of services. EMA Standards of Care may be found on the Ryan White Part A website at www.ryanwhiteatl.org.

Also see PPPN-038 Compliance with Standards.

Service Definition

Emergency Financial Assistance (EFA) is the provision of limited one-time or short-term payments to assist Ryan White Eligible client with an urgent need for essential items or services necessary to improve health outcomes, including: utilities, housing, food (including groceries and food vouchers), transportation, medication not covered by an AIDS Drug Assistance Program or AIDS Pharmaceutical Assistance, or another HRSA RWHAP-allowable cost needed to improve health outcomes. Emergency Financial Assistance must occur as a direct payment to an agency or through a voucher program.

Policy and Procedure:

1. Subrecipient must maintain client records that document for each client:
 - Client eligibility and need for EFA
 - Types of EFA provided
 - Date(s) EFA was provided
 - Method of providing EFA
2. Subrecipient must maintain and make available to the Recipient documentation of assistance provided, including:
 - Number of clients and amount expended for each type of EFA
 - Summary of number of EFA services received by client
 - Methods used to provide EFA (e.g., payments to agencies, vouchers)
3. Subrecipients will not provide direct cash payments to clients, which are not permitted. Continuous provision of an allowable service to a client must not be funded through Emergency Financial Assistance.
4. Ryan White funds are used for Emergency Financial Assistance only as a last resort. Allowable uses of Emergency Financial Assistance are for household utilities including gas, electricity, propane, water, and all required fees.

Unit of Service Definition

Emergency financial assistance			
Subservice Name	Definition	Unit	Funding Sources
Housing	Short-term payments for assistance with housing emergencies (e.g., one-time rental assistance). Cannot include mortgage payments.	Payment	B, Other
Medications	Short-term assistance with obtaining medications when other resources are unavailable. Medications are obtained at an external pharmacy.	Prescription	B,C, Other
Grocery/Food	Provision of voucher/gift card to purchase groceries.	Voucher	B,D, Other
Utilities	Short-term payments for assistance with essential utilities (e.g., water, electricity, and fuel for heating).	Payment	A,B, Other

Approved: March 2020

Reviewed: April 2021