



Maricopa County  
Ryan White Part A Program  
Policy and Procedures

Food Voucher Program

Effective Date: 03/01/2015

Revised Date: 03/01/2016

Reviewed Date: 03/01/2016

**PURPOSE:**

To guide the administration of Ryan White Part A Program's Food Bank/Home-delivered Meals service category (a support service under the act). The administration of funds must be consistent with Part A client eligibility criteria and the service category definitions established by the Ryan White Part A Program Planning Council.

**POLICIES:**

- Funds allocated to this service category will be used to support the nutrition need of clients who meet the eligibility criteria approved by the RWPA Planning Council and medical need criteria approved by the Ryan White Part A Program. The medical need screening will be completed by the RWPA funded Nutrition Service's Registered Dietician (RD) and will be based on medical need.
- Prior to provision of food vouchers, nutrition service providers will educate the clients on allowable healthy foods. The healthy foods will be identified on their ability to assist with the client's HIV-related clinical status as it relates to daily living activities.
- The nutrition providers will conduct monthly reviews of food purchase receipts to ensure compliance with recommended healthy food purchases. Clients who use the food vouchers for purchases not aligned with the nutrition service provider's recommendations will be put on probation.
- Clients may be disenrolled from the program due to:
  - Graduation from high medical need to resolution of medical need areas. The client will be notified they are being disenrolled from the program prior to disenrollment, and documentation of this notice will be maintained in the client record, along with the documentation of the reason for disenrollment.
  - Client failure to comply with healthy food recommendations from Nutrition Services staff after being put on probation.
- Funds will be limited to one \$600 per client, per year. Food voucher funds are intended to *supplement* the purchase of healthy foods which the client may not otherwise be able to afford.
- The program must meet all of HRSA's voucher requirements:
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- The Food Voucher card will say “Food Only” and cannot be used to purchase alcohol, tobacco, illegal drugs or firearms. The voucher may not be redeemed for cash.
- Clients receiving a food voucher must be RWPA eligible, consent to complete a medical nutrition assessment every 6 months and been informed of the IRS tax implications and understand the restrictions and purpose of the card. Each client will be limited to \$600 per year. The provider will keep records of the food vouchers on site. A client signature is required prior to the distribution of a food voucher.
- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated.
- All activities performed must be directly related to the HIV-related clinical status of an eligible client and documented appropriately in the client chart.
- All direct service providers must meet the service category’s Standards of Care as defined by the Ryan White Part A Planning Council.
- For contracts that fund salaries, the program should document at least 50% of allocated staff time with billed client units. Costs per client and costs per units should be reasonable when compared to EMA annual averages.

**DEFINITIONS:**

Food Bank/Home-delivered Meals include the provision of a \$50 per month food voucher to purchase nutritious food as recommended by the Medical Nutrition provider’s Registered Dietician for clients who meet the criteria for food support as defined by the RWPA Planning Council. The approved request for food voucher program was submitted to HRSA through the Electronic Handbook prior approval request process in September 2014.

**CLIENT ELIGIBILITY CRITERIA:**

To be eligible for the food voucher program, a client must meet all of the standard eligibility criteria as defined in Section 3 Client Eligibility, and must meet the screening criteria established by the RWPA Planning Council and have demonstrated medical need.



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**ELIGIBLE COSTS AND SERVICES:**

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Service Unit	Food Vouchers	Food Card issued to client	Entered into CAREWare under actual client name. ROI must be on file.	Date Food Voucher card was issued	1 unit = 1 Food Voucher	\$50
Line Item Unit	09Admin Food Bank Home Delivered meals	Unit for Administrative Costs applied to this contract. May only be billed if line item is in approved budget and support documents confirm identified expense	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost