

## **Residency Verification Documentation**

### **a. Residency Verification Affidavit**

ADAP Advisors will accept Residency Verification Affidavits signed by enrollment workers. This form is being updated with input from the Department's Office of Legal Services and ADAP Enrollment Worker Advisory Committee. The revised form will include options for the enrollment worker to sign when 1) the enrollment worker is attesting that the applicant is homeless and does not receive any homeless support services from any agency and 2) the enrollment worker is attesting that to the best of their knowledge, the applicant is a California resident. This option may only be used as an absolute last resort. In the interim, enrollment workers may sign the current form until the updated form is available in the enrollment portal under the Enrollment Sites and Forms page.

### **b. W-2, 1099, and paystubs**

ADAP Advisors will accept W-2, 1099, and paystubs to fulfill the residency requirement. The ADAP portal and guidelines will be updated accordingly.

## **Identification Documentation**

If a client does not have a photo ID, a non-photo identification document (e.g. birth certificate, verification from a health care provider, etc.) may be used. This option may only be used as an absolute last resort.

## **Scanning Criteria**

ADAP enrollment documents can be uploaded as follows:

- a.** ADAP (Medication Assistance Program) documentation can be uploaded as one PDF to the '*Proof of Identification*' field at the beginning of the application under the '*Contact*' tab;
- b.** Insurance Assistance documentation for the Office of AIDS Health Insurance Premium Payment Program (OA-HIPP) and the Medicare Part D Premium Payment Program must be uploaded to the '*Insurance Assistance*' tab; and
- c.** The Temporary Access Period (TAP) Request Form must be uploaded to the '*Temporary Access Period*' field in the '*Consent and Submit*' tab, if applicable.

A scanning checklist is being developed and will identify the items and order of documents that need to be scanned into the ADAP portal. The checklist will be added to the Enrollment Sites and Forms page of the portal once finalized.

### **Medi-Cal Share of Cost (SOC) & OA-HIPP Eligibility**

Medi-Cal SOC clients with private insurance may be eligible for OA-HIPP if the ADAP Advisor determines that paying for the monthly premium is more cost effective than paying for the client's medication costs up to the Medi-Cal SOC amount. For example, if the Medi-Cal SOC amount exceeds the monthly premium for the private insurance plan, the client would be allowed to enroll into OA-HIPP. Conversely, if the monthly premium is greater than the Medi-Cal SOC amount, the client would not be allowed to enroll into OA-HIPP. Instead, ADAP will pay for the client's medication costs up to the Medi-Cal SOC amount.

### **Forms**

- a. **Self-Verification Forms and Re-enrollment notifications** –SVFs and re-enrollment notifications will be sent out this week for clients who need to recertify or re-enroll in September 2016. These clients will be informed that their eligibility end date has been extended through September 30, 2016. Next week, SVFs and re-enrollment notifications will be sent to clients who need to recertify or re-enroll in October.
- b. **Spanish Forms** – all Spanish forms have been added to the Enrollment Sites and Forms page of the portal
- c. **Medical Out-of-Pocket Cost Form** – This form is on the Enrollment Sites and Forms page of the portal. OA-HIPP clients may submit this form for OA-HIPP to pay for outpatient medical out of pocket costs that count towards the OA-HIPP client's health insurance policy's annual out of pocket maximum. In addition, supporting documentation such as an invoice and an Explanation of benefits (EOB) must be submitted with the Medical Out-of-Pocket Cost Form. The supporting documentation must include the client's name, date of service, the type of outpatient medical service received, and the out of pocket cost amount.

All clients' eligibility will be extended through September 30<sup>th</sup>. Please contact your ADAP Advisor if you have any questions about these ADAP policies.