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State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

OFFICE OF AIDS
AIDS Drug Assistance Program (ADAP)

Management Memorandum
Memorandum Number: 2013-08

Date: July 11, 2013

TO: LOCAL ADAP COORDINATORS
ADAP ENROLLMENT WORKERS

SUBJECT: **DELAY IN PHASE II IMPLEMENTATION OF THE BI-ANNUAL ADAP
ELIGIBILITY RECERTIFICATION PROCESS**

This memorandum is to notify AIDS Drug Assistance Program (ADAP) Enrollment Workers (EWs) and ADAP Coordinators that Phase II implementation of the federally mandated Bi-Annual ADAP Eligibility Recertification has been delayed. Phase I, as described in [Management Memo 2013-01](#) on January 23, 2013, identified your responsibility to notify clients at the time of enrollment or annual recertification of the impending bi-annual recertification requirement. As described in the “Notice to Clients”, a self-recertification form was to be mailed to clients prior to their bi-annual eligibility end date. Due to administrative issues, Phase II has been delayed.

Therefore, the following ***action must be taken by ADAP EWs:***

- **Effective immediately**, EWs should hand out the **revised** “Notice to Clients” form. The form is attached with this ADAP Management Memo. Translation of this form into Spanish, Tagalog and Chinese/Mandarin will also be provided when available.

During Phase I, clients who enrolled/recertified between February 1, 2013 and June 30, 2013 received a six-month eligibility end date. These clients will now receive a notification by mail informing them that their eligibility has been extended to their next annual (birthdate) re-enrollment date. Attached is a sample of the notification that will be mailed to these clients.

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Once the administrative issues have been resolved, Phase II of the Bi-Annual Recertification process will be implemented. ADAP Coordinators and EWs will be informed of the details via an ADAP Management Memo, associated EW technical assistance calls and EW training.

Please contact your Office of AIDS (OA) ADAP Advisor if you have any questions regarding the delay of the implementation of federally mandated bi-annual ADAP eligibility recertification process. The most current "OA/ADAP Staff Assignments by LHJ" list is available on the OA website at:

<http://cdphinternet/programs/aids/Documents/ADAP-LHJStaffAssignments.pdf>



Celia Banda-Brown, Chief
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Attachments



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Dear Client,

This letter is to let you know that your **six-month eligibility recertification has been delayed**. Because of this delay, your program eligibility has been automatically extended to your next annual re-enrollment date (your birthdate) and you must go to your enrollment site at that time.

At your last program enrollment appointment, you may have received a notice similar to the one below. Please disregard the self-recertification date that was written on this form.

Notice to Current Clients

CHANGE IN ELIGIBILITY RECERTIFICATION CYCLE

Federal Program Standards require clients to recertify eligibility every six months.

Your six-month self-recertification date is:

A self-recertification form will be **mailed to your address** prior to this date. The form will provide instruction on how to complete the six-month self-recertification process, including where to return the form. Because the self-recertification information will be mailed, a **current mailing address** must be on file. Therefore, immediately inform your enrollment worker of any change to your mailing address.

In order to assure you have continued access to your medications, please return the six-month self-recertification form by the due date above so there is no interruption in your care.

Also, please be aware that you are still required to return annually, in person, to an enrollment site to complete your "birthdate" eligibility determination.

Acknowledgment of Receipt:

Client Signature: _____ Date ____/____/____

If you have any questions regarding this letter, please contact your local enrollment worker.

Notice to Clients

UPCOMING CHANGE IN ELIGIBILITY RECERTIFICATION CYCLE

Federal Program Standards require that clients recertify program eligibility **every six months**. However, there may be a delay in starting the six-month recertification cycle.

- If you must **recertify** your eligibility in six months, you will receive a Self-Verification Form in the mail. The form will provide instruction on how to complete the recertification process and where to return the form.

It is very important that your **current mailing address** be on file. Please let your enrollment worker know if there is a change to your mailing address.

Acknowledgment of Receipt:

Client Signature: _____ Date ____/____/____