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ADAP Blank Supporting Document (BSD) Self-Verification Form (SVF) Attachment

What is the purpose of the BSD Attachment?

- The purpose of this attachment is to upload it into the ADAP Enrollment System (AES) in lieu of the SVF or Client Attestation when re-certifying clients over the phone.

Who should use the BSD Attachment?

- Call Center and Data Processing Center Unit staff, ADAP Advisors, and Enrollment Workers who are re-certifying ADAP clients via phone.

When to use the BSD SVF Attachment:

- After the client verbally attests that their residential address and insurance status has remained the same, and their annual house hold income is the same or within program limits, upload the attachment in lieu of the SVF or Client Attestation.
- Do not use this attachment for new client enrollments, or client re-enrollments. The signed ADAP Client Attestation and supporting documentation should be uploaded.

How to use the BSD Attachment:

1. Save the PDF version of the BSD SVF Attachment to your computer. Do not modify it in any way. You can use it for more than one client application update.
2. In the ADAP Enrollment System under the client profile:
 - a. Upload the BSD SVF Attachment using the SVF button.
 - b. Select "Yes" that the information is current and accurate.
 - c. Click upload SVF, and attach this document, and press submit.

If you have questions, please ask your manager or contact the ADAP Call Center at (844) 421-7050.