



Tomás J. Aragón, MD, DrPH
Director and State Public Health Officer

Gavin Newsom
Governor

**Office of AIDS
HIV Care Program**

Management Memorandum No. 24-02

DATE: October 15, 2024

TO: HIV Care Program Subrecipients

SUBJECT: Expanded Scope of Other Professional Services

I. Purpose

The purpose of this Management Memorandum is to update HIV Care Program (HCP) subrecipients and their providers on the expanded scope of the Other Professional Services category. On June 6, 2024, the Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB) issued a [program letter](#) that allows Ryan White HIV/AIDS Program (RWHAP) funds to be used to aid in the expungement of criminal records among RWHAP clients.

II. Background

The expungement of criminal records is an effective way to remove barriers to care and housing, protect privacy, mitigate stigma, and support successful reentry into the community. Expungement is the process by which a defendant’s criminal record is destroyed or sealed and thus treated as if it had never occurred. To the extent that expunging a client’s record is done to assist in obtaining access to services and benefits that will improve HIV-related health outcomes, RWHAP funds can be used to pay for the expungement of criminal records and associated costs.

III. Policy

As policy and legal landscapes vary by geographic area, it is advisable that RWHAP subrecipients partner with legal service professionals and consult state and local laws to determine eligibility for expungement assistance. Although true expungement does not exist in California, there may be options for a client to clean their record depending on their situation. The [California Courts Self-Help Guide](#) may be an initial resource in understanding this process.



IV. Implementation

HCP subrecipients who would like to utilize this service must take the following steps:

1. Develop policies and procedures to determine how HCP clients will receive expungement services. In doing so, subrecipients must ensure that (a) such services are available and accessible to all eligible clients who seek them and (b) the payor of last resort requirement is met.
2. Submit your budget or budget revision to include funding under the Other Professional Service category.
3. Track any expungement services provided as Legal Services under Other Professional Services in HIV Care Connect (HCC).

If you have questions or are interested in using these funds, please contact your assigned program advisor.

Sincerely,

A handwritten signature in black ink that reads "Sean Abucay". The signature is written in a cursive style and is centered within a light gray rectangular box.

Sean Abucay, Chief
Care Program Section
HIV Care Branch