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Office of AIDS
HIV Care Program

Management Memo No 25-01
Supersedes HCP MM No. 19-01

DATE: January 13, 2025

TO: HIV CARE PROGRAM (HCP) SUBRECIPIENTS AND PROVIDERS

SUBJECT: UPDATED FINANCIAL ELIGIBILITY REQUIREMENTS FOR HCP CLIENTS

I. Purpose

The purpose of this Management Memo is to update the statewide financial eligibility requirements for clients of the California Departments of Public Health (CDPH), Office of AIDS (OA), HIV Care Program (HCP).

II. Background

The federal Ryan White HIV/AIDS Program (RWHAP) defines eligibility for the program as an individual (1) with a medical diagnosis of HIV/AIDS and (2) who is low-income as defined by the State (42 U.S. Code Section 300ff-26[b]).

On June 27, 2019, Governor Newsom signed the Budget Act of 2019 for Fiscal Year 2019/20 which added Chapter 6.2 (Sections 120973, 120973.5 and 120974) to Part 4 of Division 105 of Health and Safety Code (HSC) to establish financial eligibility for HCP. HSC Section 120973.5 states “the State Department of Public Health shall apply the same financial eligibility requirement for the purpose of administering the HIV Care Program as those set forth for the ADAP in Section 120960.” To [review any of these Health and Safety Codes](https://leginfo.ca.gov/faces/codes.xhtml), go to <https://leginfo.ca.gov/faces/codes.xhtml>.

III. Policy

The AIDS Drug Assistance Program (ADAP) income eligibility was **recently updated** to Modified Adjusted Gross Income (MAGI) that does not exceed 600% of the Federal Poverty Level (FPL) per year based on family size and household income.

Therefore, HCP will adopt ADAP’s increased FPL threshold effective January 1, 2025. To be enrolled in HCP, clients’ MAGI may not exceed 600% FPL per year based on family size and household income. Subrecipients and their providers **may not** establish service-specific FPLs thresholds for HCP (e.g., 600% FPL for outpatient/ambulatory health services and 300% for all other services).

IV. Implementation

Subrecipients and their providers must begin applying the new financial eligibility requirement effective January 1, 2025, for both new and continuing HCP clients.

The HCP Financial Eligibility Review Report in ARIES has been updated. Providers may run this report to data quality check their clients' income data. Please refer to Appendix A for instructions on this action.

Subrecipients and providers should also update any policies, program brochures, forms, or other documents that pertain to client eligibility determination. The new financial eligibility requirement should be reflected in these documents.

If you have any questions, please contact your assigned program advisor.

Sincerely,

Sean Abucay

Sean Abucay
Chief, Care Program Section
Office of AIDS
California Department of Public Health

Appendix A: Financial Eligibility Review

Step One: Identify Client Household Income Data in ARIES

Log into ARIES to generate a list of clients who received one or more HIV Care Program (HCP) services during the last 12 months by following these steps:

1. From the Reports menu, select **Finance**.
2. Click on the report named **HCP Financial Eligibility Review (Updated 2025)** at the bottom of the screen.
3. Enter the following information into the filters:
 - a. **Service Line Item Service Date:** Between [12 months prior to today] & [today's date]
 - b. **Contract Name:** Select Like. Enter HCP* in the next field.
4. Click the **Report** button.

Step Two: Review the Report

The following information will be displayed for each client who received one or more HCP services during the reporting period:

- **ARIES ID**
- **Client Name**
- **Agency Client ID:** If the agency has entered into ARIES any agency-specific client identification numbers, it is display here.
- **Enrollment Status and Date**
- **Last Saved Date (yyyy/mm/dd):** This is the date that the Eligibility tab > Financial subtab > Household Income section was last edited and saved.
- **Monthly Household Income:** The current monthly household income on the Eligibility tab > Financial subtab > Household Income section.
- **Household Size:** The current household size on the Eligibility tab > Financial subtab > Household Income section.
- **Poverty Level:** The current federal poverty level (FPL) as calculated by ARIES based on household income and size.
- **Errors:** These list potential errors in the client record. Clients with blanks in this column do not have errors.
- **Service Count** – The number of services recorded in ARIES during the reporting period.

Clients with potential errors are displayed at the top of the report. Clients with no errors are displayed below in order from oldest to newest data.

Step Three: Perform Data Quality Check

Monthly Household Income and Household Size are required to be collected for the Ryan White Services Report (RSR). For those clients with error messages, determine what action is needed based on this table:

Error Message	What does it mean?	What do I do?
Missing Household Income	There is no household income entered into ARIES.	<p>Check the client's Electronic Medical Record (EMR) or paper chart for the recent household income. If not available, check with the client. If only annual income is available, be sure to divide it by 12 to determine monthly household income.</p> <p>Then open the client's record in ARIES. Go to Eligibility tab > Financial subtab. Click edit, enter the Monthly Household Income in the Household Income section, and click Save.</p> <p>If the client has no income, enter 0 in the Monthly Household Income field.</p>
Income may be outdated	The household income was last entered into ARIES over one year ago.	<p>Then open the client's record in ARIES. Go to Eligibility tab > Financial subtab. Click edit. Confirm that the client's household income is still accurate.</p> <ul style="list-style-type: none"> • If it is accurate, simply click Save and Done. • If it is not accurate, enter the new Monthly Household Income in the Household Income section and click Save.
Missing Household Size	There is no household size entered into ARIES.	Check the client's EMR or paper chart for the recent household size. If not available, check with the client. Remember, a single client is considered a household of 1.
Confirm Household Size	The household size in ARIES is over 10. This may be valid or a data entry error (i.e., an extra digit).	Then open the client's record in ARIES. Go to Eligibility tab > Financial subtab. Click edit, enter a Household Size in the Household Income section, and click Save.

<p>Poverty Level >600, Confirm Eligibility</p>	<p>The calculated FPL in ARIES exceeds 600%.</p>	<p>Are the data still current and accurate in ARIES? Was annual income entered instead of monthly? Was an extra digit accidentally entered to the income field? Were all household members accounted for?</p> <p>Confirm by checking the client's EMR or paper chart for the recent household income and size. If not available, check with the client.</p> <p>If the data are incorrect, open the client's record in ARIES. Go to Eligibility tab > Financial subtab. Click Edit, enter the updated data, and click Save.</p>
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