

Ryan White Portal

Income Support Document Guide Sheet

This guide is to support case managers and clients in completing the income section of the Ryan White and ADAP application. During the review, the eligibility team may ask for additional support documents as needed.

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NO INCOME

For Clients with No income, a **No Income Attestation** is required.

(No Income Attestation is a check-box on the Ryan White Portal)

* Does this person get money from any source?

I attest that I have no income from the sources listed and I am receiving support from family, friends, or assistance programs to meet my basic needs like food and shelter.

Common Situations	Document Required
Unemployed No Earnings now No Earnings in immediate future	<ul style="list-style-type: none"> ● No additional documents needed
Temporary Income are considered No Income	Examples of Temporary Income: <ul style="list-style-type: none"> ● Credit Cards ● Tuition ● Cash Earnings ● Child Support
Child Support	<ul style="list-style-type: none"> ● Child Support Award Letter <p><u>Note: Note the Ryan White ADAP program does not consider child support as a form of income</u></p>
Job Offer	<ul style="list-style-type: none"> ● Offer letter from future employer <ul style="list-style-type: none"> ○ <u>Must include the pay rate and start date</u>
No current employment, but was recently employed in past 3 months	<ul style="list-style-type: none"> ● For new applicants or a returning applicant, one of the following documents can be accepted: <ul style="list-style-type: none"> ○ Termination Notice letter, ○ BVF ○ Continuation of Health Insurance (COBRA) notification

INCOME

Income Source	Document Required
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Tax Return	Current and Accurate Tax Return (all pages) <u>Note: Tax Return does not reflect current or expected income support income documents should be provided.</u>
Full-time/Part-time Employment	<p>Four (4) weeks of consecutive pay statements within the past 60 days for <u>every household member</u></p> <ul style="list-style-type: none"> ● Paid weekly - 4 pay statements ● Paid bi-weekly - 2 pay statements ● Paid bi-monthly - 2 pay statements <p><u>Note: If the 4 weeks of pay statements show an income that is not reflective of the accurate income, more pay statements should be submitted.</u></p>
Seasonal Employment	<ul style="list-style-type: none"> ● One (1) month of the most recent pay statements & Statement of Fact explaining the seasonal part of income ● If applicable - Teacher Assignment Notice/Pay <p><u>Note: If one month of pay statements is not an accurate representation, more may be needed</u></p>
Receiving Unemployment Benefit Insurance	<ul style="list-style-type: none"> ● Unemployment Award Benefit Statement
Receiving Social Security Income <ul style="list-style-type: none"> ● Supplemental Security Income (SSI) ● Social Security Disability Insurance (SSDI) ● Social Security ● Survivors Benefits 	<ul style="list-style-type: none"> ● Current Award Notice
Benefits <ul style="list-style-type: none"> ● Union benefits ● Retirement ● Pensions ● Trusts 	<ul style="list-style-type: none"> ● Most current award statement <ul style="list-style-type: none"> ○ The letter can be older than 60 days if it is a 'lifetime' award. If this lifetime letter says "amount may change" then a new/current statement will be required
Income as a Large One-time Payout <ul style="list-style-type: none"> ● Large inheritance ● Gambling winning ● Lawsuit ● Savings account(s) 	<ul style="list-style-type: none"> ● Most recent tax filing forms <p><u>Note: If unable to provide a tax filing, bank statements from the past 60 days explaining deposits and withdraws from client's account</u></p>
Self-employed/ Non-Traditional Income	<p>Link to self-employment worksheet: https://www.azdhs.gov/documents/preparedness/epidemiology-</p>

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<ul style="list-style-type: none">• Uber or Lyft employment• Business owner and pays themselves a paycheck	<p>disease-control/disease-integrated-services/adap/enroll/self-employment-worksheet-english.pdf</p> <p>Listed from most preferred document to least preferred document</p> <ol style="list-style-type: none">1. Taxes, if accurate representation of expected income2. 3 months of Profit/Loss Records from a financial record keeping system (QuickBooks, Accountant, etc) <u>Note: if clients appear AHCCCS eligible, a minimum of 1 month can be used for the AHCCCS application</u>3. 3 months of bank statements4. If, options 1-3 are unattainable a Self Employment Worksheet can be used <p><u>Note: Depending on the situation, a Statement of Fact may be requested to get clarification about income frequency and or benefits (see insurance cheat sheet)</u></p>
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