

City of Austin - Austin Public Health
Solicitation RFA #001-Ending the HIV Epidemic-2021
Form I – Client Eligibility Requirements

All individuals served must be residents of the City of Austin and/or Travis County. Special residency exceptions may be made for clients experiencing homelessness who are present in Austin and/or Travis County.

HIV STATUS

- Ryan White HRSA EHE clients must have a medical documentation of HIV infection.

GENERAL

- Eligibility requirements for clients served under grant contracts will be determined by the Grantor.
- Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of:
 - Initial certification of client eligibility
 - Services provided to client
- Homeless clients:
 - If the program eligibility requires homeless status, the residency requirements do not apply
 - Homeless status must be documented by a signed (1) Homeless Eligibility Form or Homeless Self-Declaration Form and (2) entry into Homeless Management Information System (HMIS) database. These forms must be developed by the agency and be approved by the City contract manager.
- Other Client populations:
 - Eligibility exceptions for any other type of clients and/or documentation situations must be described in Contract Work Statement
- Date of receipt by agency must be indicated on all documentation in client file

IDENTITY

- Client must provide proof of identity in order to receive City-funded services, documented by:
 - A government –issued identification; or
 - A signed Self-Declaration of Identity supported by client residency documentation

RESIDENCY

- City-funded clients must be a resident of the City of Austin and/or Travis County
 - Residence must be documented by proof of address that includes client name (e.g. City utility bill, lease, letter from landlord, etc.)
 - Residency eligibility must be verified by one or more of the following sources:
- Travis County Appraisal District website (<http://www.traviscad.org>)
- U.S. Postal Service website (verification of County only) (www.usps.com)