



Maricopa County
Ryan White Part A Program Policies and Procedures

Food Voucher Program

PURPOSE:

To guide the administration of the Ryan White Part A (RWPA) Program's **Food Bank/Home-Delivered Meals** (a support service under the Ryan White HIV/AIDS Treatment Extension Act of 2009). The administration of funds must be consistent with RWPA client eligibility criteria and the service category definitions established by the Phoenix Eligible Metropolitan Area (EMA) RWPA Planning Council.

DEFINITIONS:

Food Bank/Home-delivered Meals include the provision of a \$50 per month food voucher to purchase nutritious food as recommended by the Medical Nutrition subrecipient's Registered Dietician for clients who meet the criteria for food support as defined by the Phoenix EMA RWPA Planning Council.

POLICIES:

- Funds allocated to this service category will be used to support the nutritional needs of clients who meet the eligibility criteria approved by the Phoenix EMA RWPA Planning Council and medical need criteria approved by Grant Recipient. The medical need screening will be completed by the RWPA funded Nutrition Service's Registered Dietician (RD) and will be based on medical need.
- Prior to delivery of food vouchers, nutrition service providers will educate the clients on allowable foods. The Registered Dietician will provide a food plan that is individualized to the client needs, and provide recommendations for foods that support the food plan.
- The nutrition providers will conduct monthly reviews of food purchase receipts to ensure compliance with recommended healthy food purchases. Clients who use the food vouchers for purchases not aligned with their recommended food plan will be counseled by the Nutrition staff on the allowable foods to be purchased with their food vouchers. Continued lack of compliance with recommended food choices may result in termination of the service.
- Clients receiving a food voucher must be RWPA eligible, consent to complete a medical nutrition assessment every 6 months and been informed of the IRS tax implications and understand the restrictions and purpose of the card. The subrecipient awarded this service contract will keep records of the food vouchers on site. A client signature is required prior to the distribution of a food voucher.
- Clients may be canceled from the program due to:
 - Graduation from high medical need to resolution of medical need areas. The client will be notified they are being canceled from the program prior to disenrollment, and documentation of this notice will be maintained in the client record, along with the documentation of the reason for disenrollment.



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- Client failure to comply with healthy food recommendations from Nutrition Services staff after counseling and continued lack of compliance with food plan.
- The Food Voucher card will say “Food Only” and cannot be used to purchase alcohol, tobacco, illegal drugs or firearms. The voucher may not be redeemed for cash.

CLIENT ELIGIBILITY CRITERIA:

- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated.
- All client charts should have a nutritional assessment on file
- All client charts should have copies of receipts indicating all food purchased was allowable



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ELIGIBLE COSTS AND SERVICES:

Unit categories may include:

Time Units: Reflect the amount of direct service time.

Service Units: Reflect completion of a particular service related activity such as a case finding.

Product Units: Reflect the provision of a product/widget which has an identified cost.

Line Item Units: Reflect expenses identified in the budget such as salaries and fringe benefits. Must align with agency's approved budget and support documents submitted during billing.

Unit Information			CAREWare Data Entry Components			
Unit Category	Unit Name	Unit Description	Client Name	Date	Unit Measure	Price
Service Unit	Food Vouchers	Food Card issued to client	Entered into CAREWare under actual client name.	Date Food Voucher card was issued	1 unit = 1 Food Voucher	\$50
Line Item Unit	09Admin/ Food Bank Home Delivered Meals	Unit for Administrative Costs applied to this contract. May only be billed if line item is in approved budget and support documents confirm identified expense	AAA Administrative, Admin	Last day of the month	1 unit = 1 unit per month	Actual Cost