Eligibility Staff Assessment Worksheet

To be completed by eligibility staff to document applicant's eligibility status during enrollment.

Applicant's Name	Address

Name of Agency	Address

Eligibility Staff	Phone Number

Proof of HIV: An applicant must have documentation of a medical diagnosis of HIV disease. A laboratory test documenting confirmed HIV infection is required. Check the appropriate box.

A positive HIV Immunoassay (IA) test result from an initial antibody or combination antigen/antibody (Ag/Ab) test followed by a positive (reactive) HIV-1/2 type-differentiating test (Supplemental IA), qualitative Nucleic Acid Test (NAT)/Nucleic Acid Amplification Test (NAAT), Western Blot or Immunofluorescence Assay (IFA)	☐
A positive qualitative HIV NAT (DNA or RNA) or HIV-1 p24 antigen test	☐
A detectable (quantitative) HIV viral load (undetectable viral load tests are NOT proof of HIV)	☐
An HIV nucleotide sequence (genotype)	☐
PRISM lab results	☐
No Documentation - **Do not proceed, applicant is not eligible.**	☐

Living in Florida: An applicant must be living in Florida. Photo ID is not required but encouraged. One form of documentation other than photo ID must be obtained.

No: ☐ Do not proceed, applicant is not eligible. Yes: Check all applicable items below.	☐
Driver's License	☐
Voter Registration	☐
Lease or Mortgage Statement	☐
Utility Bill	☐
Letter of Support	☐
Other: (specify)	☐

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Screening for Other Programs: An applicant cannot be receiving services or be eligible to participate in local, state, or federal programs where the same type service is provided. Check if the applicant is receiving or has been screened for any of the following:

Medicaid	☐
Project AIDS Care (PAC)	☐
Medically Needy (list share of cost) $	☐
Medicare (specify which parts applicant receives)	☐
Private Health Insurance (list type of insurance)	☐
Veterans Benefits	☐
Low Income Subsidy (other help, Medicare Part D)	☐
Other (specify):	☐

Income: An applicant must have low income (FPL below 400%). A client is automatically income eligible if they have current documentation of eligibility (less than six months old) for one of the following programs:

Medicaid	☐
PAC	☐
Supplemental Nutrition Assistance Program (SNAP)	☐
Supplemental Security Income (SSI)	☐
Temporary Cash Assistance for Needy Families (TANF)	☐
Women, Infants, and Children (WIC)	☐
Local Indigent Program	☐
Other (specify):	☐

Determine Household Size: List all household members by their first and last name, their relationship to the applicant, and whether they are counted or not counted in the household size (applicant, spouse, and dependent are always counted in the household size).

How many adult household members are counted (including applicant)?	
How many of the applicant's dependent children are in the home?	
Total Household Size	

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Household Monthly Income: For applicants and counted household members only. Determine the applicant's household income and the counted household members income named in the step above. If the applicant is unemployed, see Section 10 of the eligibility manual for documentation requirements. Complete the list annually or monthly, but not mixed.

Income	Applicant	Counted Member
Unemployed ☐		
Employment (where):		
Self Employed		
Checking Account		
Investment Income (example: rental properties)		
Retirement Income (if accessed)		
Disability Benefits		
Alimony		
Child Support		
Other (specify):		
Total Household Income		

Calculating the Federal Poverty Level: Using the most current FPL chart from the U.S. Department of Health and Human Services (updated annually), determine the FPL for the applicant calculating the actual FPL instead of the range. See Section 10 of the eligibility manual for more information.

Total Household Income	Total FPL%

The applicant meets the income requirements.	☐
The applicant does not meet the income requirement and is not eligible.	☐

Rights and Responsibilities: An applicant must be willing to cooperate with eligibility staff during the eligibility process, and sign and comply with the Rights and Responsibilities established in the application.

The applicant has initialed each requirement in the application, provided the required signature, and complied with the requirements during the eligibility process.	☐
The applicant has not complied with this requirement. Explain:	☐

Final Determination: Based on the eligibility interview, application, and required documentation, the applicant is:

Eligible	☐	Date:
Not Eligible	☐	Date: