

## ENROLLMENT AND BIENNIAL CERTIFICATION

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A certified Ryan White Title II Case Manager MUST facilitate the enrollment process for ALL Kansas Ryan White Title II CARE and AIDS Drug Assistance Program Services. Enrollment into services, outside case management, requires the following applications:

### INITIAL ENROLLMENT

- Client Eligibility Form;
- Medical Eligibility Form;
- Medicaid Screening Tool; and
- Supporting documentation

### BI-ANNUAL CERTIFICATION

- Client Eligibility Form; and
- Supporting documentation

### SUPPORTING DOCUMENTATION INCLUDES THE FOLLOWING:

- Paystubs, Income Tax Forms or other means justifying reported income;
- Medicaid Approval/Denial;
- Copy of Insurance Card(s), such as Medicaid, Medicare, Private Insurance etc.;
- Most recent labwork identifying those in and out of care per federal requirements; and
- Proof of residency through utility, rent or other such documentation

In order to expedite client enrollment, please note the following instructions in completion of these applications. **Lack of information or supporting documentation may delay processing of client enrollment into the program.** Information detailed in the following instructions is for those fields' areas on the forms that may need additional explanation.

Renewal into the program must occur every six month (semi-annually). If the client **has not renewed after 120-days of the expiration date**, the client **must re-enroll** has a new client by completing the following applications:

- Client Eligibility Form;
- Medical Eligibility Form;
- Copy of Insurance Card(s), such as Medicaid, Medicare, Medicare Drug Plan, Private Insurance;
- Medicaid Screening Tool; and
- Supporting documentation

### INSTRUCTIONS FOR COMPLETING FORMS

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All instructions for the completion of forms noted on this page are located in **Appendix G**. These instructions only relate to areas of the forms where clarification was necessary. If you find that other areas on the forms that are not explained and need more clarification, please contact the central office at (785) 296-8891.

### EMERGENT ENROLLMENT PROCESS

The Kansas Ryan White Title II CARE/ADAP understands that there may be occasions where a client needs services immediately, mostly for medication coverage. In any of these types of situations, please contact the Ryan White Title II CARE Program Central Office at (785) 296-8891.