

# RYAN WHITE PART B/HIV MEDICATION ASSISTANCE PROGRAM FINANCIAL ELIGIBILITY AND AUTHORIZATION REQUEST

**MAIL TO:** NC Department of Health and Human Services, Division of Public Health  
Purchase of Medical Care Services  
1907 Mail Service Center  
Raleigh, NC 27699-1907

This form is used to request authorization for the HMAP program and to collect financial information required for determination of HMAP eligibility. Once determined, eligibility extends for up to nine months. **A new form is required when changes in household and/or income occur.** Processing time is reduced when this form is legible. **Please print clearly. REMEMBER TO INCLUDE ALL REQUIRED DOCUMENTS.**

**Submission of an incomplete application or failure to submit required income documentation will result in your application being delayed and could result in your application being denied. If approved, federal legislation requires NC HMAP to review client eligibility twice a year.**

Section 1: Application Type		CASE NUMBER/Applicant Name: _____	
Select Only <b>ONE</b>			
<input type="checkbox"/> 1. Emergency/Expedited (Immediate Coverage*)			
*If emergency coverage is requested, provide all required documentation. <b>SEE THE HMAP MANUAL FOR MORE INFORMATION.</b>			
<input type="checkbox"/> 2. New Application			
**Requested Delayed Start Date: ____/____/20____ Explanation: _____			
***If a delayed start date is requested, provide documentation and an explanation such as "private insurance ends at the end of the month," or "applicant will be released from prison on..." <b>SEE THE HMAP MANUAL FOR MORE INFORMATION.</b>			
<input type="checkbox"/> 3. Summer Renewal (October 1 to March 31)			
<input type="checkbox"/> 4. Winter Renewal (April 1 to September 30)			
<input type="checkbox"/> 5. Incarcerated ( <b>Specify County Jail***</b> _____)			
***If the applicant is incarcerated, provide the jail's address in Section 3. <b>Applicants incarcerated in state or federal prisons are not eligible for HMAP.</b>			
Section 2: HMAP Sub-Program			
Indicate the sub-program that existing clients are served by or choose a sub-program for new applicants based on insurance status. Select Only <b>ONE</b> :			
<input type="checkbox"/> 1. UMAP (No Insurance/Underinsured)		<input type="checkbox"/> 2. SPAP (Medicare D)	
<input type="checkbox"/> 3. ICAP (Qualified Health Plan (Marketplace) COPAY ONLY)		<input type="checkbox"/> 4. PCAP (Marketplace Insurance PREMIUM and COPAY)	
Section 3: Applicant Information			
Last Name		First Name	
		MI	
Date of Birth (MM/DD/YYYY)		Social Security Number <input type="checkbox"/> I don't have a SSN	
What is your current housing status?			
<input type="checkbox"/> 1. Stable/Permanent <input type="checkbox"/> 2. Temporary (staying with friend, hotel, college dorm) <input type="checkbox"/> 3. Unstable (homeless and/or live in a shelter)			
Residential/Home Address ( <b>Must match documentation of residence</b> )			Apartment/Unit #
City	State <b>NC</b>	Zip Code	County County Code
Telephone Number (Include Area Code)			
Home: (     )		Cell: (     )     Work: (     )	
Do you want mail sent to your residential address? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No. <b>Fill in preferred mailing address below.</b>			
Mailing Address: _____ City: _____ State: _____ Zip Code: _____			

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Section 4: Applicant Demographics		CASE NUMBER/Applicant Name: _____
<p>Race</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> 1. White             <input type="checkbox"/> 2. Black/African American             <input type="checkbox"/> 3. American Indian or Alaskan Native         </div> <input type="checkbox"/> 4. Asian: <b>(Select Subcategory)</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 1. Asian Indian             <input type="checkbox"/> 2. Chinese             <input type="checkbox"/> 3. Filipino             <input type="checkbox"/> 4. Japanese             <input type="checkbox"/> 5. Korean             <input type="checkbox"/> 6. Vietnamese             <input type="checkbox"/> 7. Other Asian         </div> <input type="checkbox"/> 5. Native Hawaiian/Pacific Islander: <b>(Select Subcategory)</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 1. Native Hawaiian             <input type="checkbox"/> 2. Guamanian or Chamorro             <input type="checkbox"/> 3. Samoan             <input type="checkbox"/> 4. Other Pacific Islander         </div> <input type="checkbox"/> 6. Unknown <input type="checkbox"/> 7. More Than One Race		
<p>Ethnicity</p> <input type="checkbox"/> 1. Hispanic/Latino(a): <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 1. Mexican/Mexican American                 <input type="checkbox"/> 2. Puerto Rican                 <input type="checkbox"/> 3. Cuban                 <input type="checkbox"/> 4. Other Hispanic, Latino/a or Spanish Origin             </div> <input type="checkbox"/> 2. Non-Hispanic		
<p>Preferred Language</p> <input type="checkbox"/> 1. English <input type="checkbox"/> 2. Spanish <input type="checkbox"/> 3. Other (Specify) _____		
<p>Current Gender</p> <input type="checkbox"/> 1. Male <input type="checkbox"/> 2. Female <input type="checkbox"/> 3. Transgender (Male to Female) <input type="checkbox"/> 4. Transgender (Female to Male) <input type="checkbox"/> 5. Transgender (Unknown)		
Section 5: Applicant Health Information		
<p>HIV/AIDS Status</p> <div style="margin-top: 5px;"> <input type="checkbox"/> 1. HIV Positive-Not AIDS  <input type="checkbox"/> 2. HIV Positive-CDC defined AIDS  <input type="checkbox"/> 3. HIV Positive-Status Unknown                 </div>	<p>First HIV/AIDS Diagnosis Date, if known</p> <div style="margin-top: 5px;">                     1. Month (MM) _____                      2. Year (YYYY) _____  <input type="checkbox"/> 3. Date Unknown                 </div>	
<p>Has the applicant received a current diagnosis* for Hepatitis C?</p> <div style="margin-top: 5px;"> <input type="checkbox"/> 1. Yes  <input type="checkbox"/> 2. No                 </div> <p><small><b>*A current diagnosis is defined as 'actively infected', with a detectable hepatitis C viral load. Patients who have prior diagnoses that have cleared naturally or were treated and reached cure (SVR12), should check "NO".</b></small></p>	<p>Has the applicant used tobacco products four or more times per week in the past six months?</p> <div style="margin-top: 5px;"> <input type="checkbox"/> 1. Yes  <input type="checkbox"/> 2. No                 </div>	
Section 6: Household Information		
<p>What is your tax filing status?</p> <div style="margin-top: 10px;"> <input type="checkbox"/> Single  <input type="checkbox"/> Married, filing jointly  <input type="checkbox"/> Married, filing separately  <input type="checkbox"/> Head of Household  <input type="checkbox"/> Someone else claims me as a dependent on their tax return. <b>Specify:</b> _____  <input type="checkbox"/> I did not file taxes                 </div>	<p>What is your current employment status? Select Only <b>ONE</b>:</p> <div style="margin-top: 10px;"> <input type="checkbox"/> Employed-Full Time  <input type="checkbox"/> Employed-Part time  <input type="checkbox"/> Employed- Seasonal/Temporary  <input type="checkbox"/> Retired  <input type="checkbox"/> Unemployed  <input type="checkbox"/> Medically Unable to Work                 </div>	

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<b>Section 7: Household Income Information</b>		<b>CASE NUMBER/Applicant Name:</b> _____
List the members of applicant household (including applicant) below: <b>Follow these rules for household.</b> <ul style="list-style-type: none"> <li>If <b>you file taxes</b>, your household members are you, your spouse and anyone you claim as a dependent on your tax return.</li> <li>If you do <b>NOT file taxes</b> and <b>NO ONE CLAIMS YOU</b> as a dependent on their tax return, your household members are your spouse and your natural /legal/adopted children or stepchildren living in the same house as you.</li> </ul>		
Full Name	Relationship to you	Does this person receive income?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Check each type of <b>INCOME</b> that you and others in your <b>household</b> receive and any <b>DEDUCTIONS</b> claimed on a tax return. <b>DOCUMENTATION OF EACH TYPE OF INCOME RECEIVED OR DEDUCTIONS CLAIMED BY YOUR HOUSEHOLD MUST BE SUBMITTED WITH YOUR APPLICATION.</b> For acceptable forms of documentation, please refer to the HMAP Program Manual. <b>If household has NO INCOME, complete a Low/No Income Worksheet.</b>		
Income Source	I receive this.	Someone in my household receives this.
<b>NO HOUSEHOLD INCOME/DEDUCTIONS of any kind</b>	<input type="checkbox"/>	<input type="checkbox"/>
Salary/Wages	<input type="checkbox"/>	<input type="checkbox"/>
Self-Employment Income	<input type="checkbox"/>	<input type="checkbox"/>
Any foreign earnings	<input type="checkbox"/>	<input type="checkbox"/>
Any non-taxable interest	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment benefits	<input type="checkbox"/>	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	<input type="checkbox"/>
Social Security (Retirement/Survivor's/Disability)	<input type="checkbox"/>	<input type="checkbox"/>
Retirement accounts	<input type="checkbox"/>	<input type="checkbox"/>
Alimony received	<input type="checkbox"/>	<input type="checkbox"/>
Net farming/fishing	<input type="checkbox"/>	<input type="checkbox"/>
Net rental/royalty	<input type="checkbox"/>	<input type="checkbox"/>
Net capital gain	<input type="checkbox"/>	<input type="checkbox"/>
Scholarships/Grants	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Security Income, Child Support, Veterans' Payments, or TANF/SNAP	<input type="checkbox"/>	<input type="checkbox"/>
Other Income (specify type):	<input type="checkbox"/>	<input type="checkbox"/>
Other Income (specify type):	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEDUCTION:</b> Student loan interest paid	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEDUCTION:</b> Alimony paid	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Deduction</b> (specify type):	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL ANNUAL HOUSEHOLD INCOME (NC HMAP STAFF ONLY)</b>	\$ _____	

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<b>Section 8: Assistance Information</b>		<b>CASE NUMBER/Applicant Name</b> _____	
<p>If applicant answered, "NO INCOME/DEDUCTIONS of any kind" above, please explain how the applicant is meeting basic needs. "The No/Low Income Sheet" should reflect what is checked in this box. <b>CHECK ALL THAT APPLY</b></p>			
<input type="checkbox"/> Community Support <input type="checkbox"/> Family Support <input type="checkbox"/> Other, specify: _____		<input type="checkbox"/> Food Stamps/EBT <input type="checkbox"/> Housing Assistance <input type="checkbox"/> Medical Assistance <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Transportation Assistance	
		<input type="checkbox"/> Migrant Worker <input type="checkbox"/> Unemployment Benefits From: ____/____/20____ To: ____/____/20____	
<p>Medicare, Medicaid and, if applicable, Social Security eligibility information for a low-income subsidy are required for all applicants. If applicant selects "SS LIS Application", the date must be included. <b>CHECK ALL THAT APPLY</b></p>			
<p>Has the applicant applied for any of the following benefits in the past 6 months?</p>			
<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Medicare Part D ( <b>complete Section 9</b> ) <input type="checkbox"/> SS LIS Application specify date: ____/____/20____ <input type="checkbox"/> Other, specify: _____			
<b>Section 9: Medicare Insurance Policy Information</b>			
<p>If the applicant has a Medicare Part D plan, please provide information from the applicant's Part D card and provide a <b>copy of the card</b>.</p>			
<input type="checkbox"/> Not Applicable			
Medicare Part D Company and Plan Name			
Medicare Member ID/Policy #		Policy Holder	
RX BIN	RX PCN	RX Group	
<b>Section 10: Qualified Health Insurance Information</b>			
<p>What type of QHP Insurance assistance are you requesting from NC HMAP for this health policy?</p>			
<input type="checkbox"/> Medication Co-Pay ONLY (ICAP) <b>FILL OUT SECTION 10 ONLY</b> , provide a copy of most recent insurance card.			
<input type="checkbox"/> Medication Co-Pay AND Health Insurance Premiums (PCAP) <b>FILL OUT SECTION 10 and 11</b> , provide documentation.			
Health Insurance Company & Plan Name			
Health Insurance Member ID/Policy #		Policy Holder	
RX BIN	RX PCN	RX Group	
Is patient covered? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	Does insurance have a cap? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No If yes please provide amount and submit documentation \$_____		

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<b>Section 11: Qualified Health Insurance PREMIUM Information</b>		<b>CASE NUMBER/Applicant Name:</b> _____
<b>REQUIRED DOCUMENTS:</b> If you're requesting assistance AND (a) you're a new NC HMAP client, or (b) you're already a NC HMAP client and this is a new plan/the first time you are asking for premium assistance with this plan, you must include a copy of your premium invoice and proof the advance premium tax credit was applied in full via the Marketplace. If you receive any refund or money from the IRS, insurance company or another source because your premium was overpaid, you MUST return that refund to NC HMAP.		
What is your portion of the primary health premium amount? \$ _____	Next Payment Due Date _____ / _____ / _____	
Is this a medical plan only? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No. <b>NC HMAP can only pay for MEDICAL insurance plans.</b>	Is this an Individual health plan? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No (see NC HMAP Program Manual for further instruction.)	
Do you have any premium payments that are past due? <input type="checkbox"/> 1. Yes <b>PAST DUE BALANCES MUST BE PAID BEFORE NC HMAP CAN ASSIST WITH INSURANCE PREMIUM PAYMENTS.</b> <input type="checkbox"/> 2. No		
Is your premium payment account set up for automatic payment? <input type="checkbox"/> 1. Yes <b>PLEASE REMOVE PRIOR TO PROGRAM APPROVAL.</b> <input type="checkbox"/> 2. No		
<b>Section 12: Terms and Conditions for Applicant</b>		
<p><b>I agree to notify the interviewer within 30 days about any changes</b> in my address, financial resources, expenses, family situation, or health insurance coverage that might affect my eligibility for Department payment programs. I certify that the information I have provided is a true and complete statement of facts according to my best knowledge and belief. I understand that information provided may be checked by a state reviewer, and I agree to provide the financial records required to carry out this investigation. I also understand that my employer may be asked to verify information concerning my income.</p> <p><b>I assign insurance benefits to the Department.</b> I agree to repay the Department any money I receive from insurance or liability settlements for services or appliances which the Department purchased for me. I understand that such payments should be made to the Department within 45 days of the date that I receive them and that the amount paid to the Department should not exceed the amount the Department paid the provider. I further agree that failure to repay assigned insurance benefits to the Department is a reason for denial of future service requests to the Department until such amounts have been repaid.</p> <p><b>I understand that my eligibility for Medicaid will be checked.</b> I hereby authorize and agree to a free exchange of information between the Division of Medical Assistance and the Department of Health and Human Services relating to financial information and the amount of services provided by either program.</p> <p><b>I hereby authorize the interviewer and service providers to release to the Department and its affiliate programs</b> the information provided on this form and also the medical records of the patient which pertain to medical services or appliances for which reimbursement is being sought from the Department.</p> <p><b>I also authorize release of this information to the county health department</b> where the patient resides and/or receives services. I also authorize release of the information on this form to all health departments, hospitals, and service providers in North Carolina. These disclosures shall be made for purposes of determining the patient's eligibility for Department payment programs and for conducting program evaluation.</p> <p><b>I also authorize release of enrollment, eligibility and utilization records</b> to my physicians, my case manager, other medical providers, the contracted pharmacy, Pharmacy Benefits Managers, third party administrators, health insurers or other service providers in North Carolina to facilitate program services.</p> <p><b>I voluntarily give my consent to the terms of this release.</b> My consent shall be valid for a period of one year. I further understand that I may revoke my consent at any time. Such revocation does not affect the validity of my consent for information disclosed prior to the revocation.</p> <p><b>I understand that I may appeal the denial of this financial eligibility application.</b> Information on how to appeal the denial can be obtained by writing to Purchase of Medical Care Services, 1907 Mail Service Center, Raleigh NC 27699-1907. I understand that payment by the Department for health care provided to me is dependent upon me meeting all financial and medical requirements, timely submission of authorization requests and claims, and the availability of funds.</p>		

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<b>SECTION 13: Signatures</b>	<b>CASE NUMBER/Applicant Name:</b> _____	
<b>I hereby certify that I have read or the interviewer has read to me the terms and conditions described within and that I agree to comply with them. I also certify that I have been provided an opportunity to ask the interviewer questions about these terms and conditions and that I understand the answers I was given.</b>		
Applicant's Signature _____	Relationship to Applicant _____	Current Date (MM/DD/YYYY) _____
<b>I certify that I have explained the terms and conditions contained within and have witnessed his/her signature.</b>		
Interviewer's Signature _____		Current Date (MM/DD/YYYY) _____
Interviewer's Name: _____		
Agency: _____		
Agency Address: _____		
City: _____ County Code: _____ State: _____ Zip Code: _____		
Phone number: (____) _____		
Alternate Interviewer Contact (if applicable): _____		
Phone number: (____) _____		
<b>I certify that the above-named individual is HIV positive and has prescriptions for medication listed on the current NC HMAP Formulary.</b>		
Clinician's Signature _____		Current Date (MM/DD/YYYY) _____
Clinician's Name _____	Clinician's NC License #: _____	
Agency: _____		
Agency Address: _____		
City: _____ County Code: _____ State: _____ Zip Code: _____		
Phone number: (____) _____		

# RYAN WHITE PART B/HIV MEDICATION ASSISTANCE PROGRAM FINANCIAL ELIGIBILITY AND AUTHORIZATION REQUEST

North Carolina County Codes				
001 ALAMANCE	021 CHOWAN	041 GUILFORD	061 MITCHELL	081 RUTHERFORD
002 ALEXANDER	022 CLAY	042 HALIFAX	062 MONTGOMEY	082 SAMPSON
003 ALLEGHANY	023 CLEVELAND	043 HARNETT	063 MOORE	083 SCOTLAND
004 ANSON	024 COLUMBUS	044 HAYWOOD	064 NASH	084 STANLY
005 ASHE	025 CRAVEN	045 HENDERSON	065 NEW HANOVER	085 STOKES
006 AVERY	026 CUMBERLAND	046 HERTFORD	066 NORTHAMPTON	086 SURRY
007 BEAUFORT	027 CURRITUCK	047 HOKE	067 ONSLOW	087 SWAIN
008 BERTIE	028 DARE	048 HYDE	068 ORANGE	088 TRANSYLVANIA
009 BLADEN	029 DAVIDSON	049 IREDELL	069 PAMLICO	089 TYRRELL
010 BRUNSWICK	030 DAVIE	050 JACKSON	070 PASQUOTANK	090 UNION
011 BUNCOMBE	031 DUPLIN	051 JOHNSTON	071 PENDER	091 VANCE
012 BURKE	032 DURHAM	052 JONES	072 PERQUIMANS	092 WAKE
013 CABARRUS	033 EDGECOMBE	053 LEE	073 PERSON	093 WARREN
014 CALDWELL	034 FORSYTH	054 LENOIR	074 PITT	094 WASHINGTON
015 CAMDEN	035 FRANKLIN	055 LINCOLN	075 POLK	095 WATAUGA
016 CARTERET	036 GASTON	056 MACON	076 RANDOLPH	096 WAYNE
017 CASWELL	037 GATES	057 MADISON	077 RICHMOND	097 WILKES
018 CATAWBA	038 GRAHAM	058 MARTIN	078 ROBESON	098 WILSON
019 CHATHAM	039 GRANVILLE	059 MCDOWELL	079 ROCKINGHAM	099 YADKIN
020 CHEROKEE	040 GREENE	060 MECKLENBURG	080 ROWAN	100 YANCEY

\* Interviewers and clinicians located outside of North Carolina should use County Code 000 .