



Operational Policy and Procedure

Policy: Eligibility Policy for AAPS Funding	
Division: Disability and Behavioral Health Services	Policy Number: BG 400
Contact: Addiction and Prevention Services Director	
Status: Approved	Date Approved: 7/1/08
Date Reviewed/Revised: 09/07/11	Effective Date: 7/1/08
Department: Addiction and Prevention Services (AAPS)	Page: 1 of 5

POLICY: SRS/Addiction and Prevention Services provides funds in order to cover the cost of treatment for those individuals with income less than 200% of the federal poverty guidelines. The source of this funding comes from SAPT Federal Block Grant monies, State General Funds, and State Fee Funds.

PURPOSE: To assure that a consistent process is followed to verify eligibility and residency, and to ensure that assessment and treatment are available for those individuals with income less than 200% of the federal poverty guidelines.

PROCEDURE:

Eligibility Determination Policy: *Clients must meet both income eligibility and residency requirements before they will be considered eligible for SRS/AAPS funds. To determine whether an individual is eligible for SRS/AAPS funding, clients are required to submit documentation to the Regional Alcohol and Drug Assessment Center and/or treatment provider.*

A) Income Eligibility Determination:

1) Compliance with Federal Poverty Guidelines (see the most recent Federal poverty guidelines at <http://aspe.hhs.gov/poverty/>) shall be documented through financial documents:

- a) Pay stubs,
- b) Income tax returns,
- c) Letter of unemployment benefits,
- d) Annual benefits letter,
- e) Bank statements,
- f) Signed statement of a family member upon which the client is dependent upon for food or shelter,



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- g) Signed letter on agency letterhead from a criminal justice staff person or probation officer,
- h) Signed letter on agency letterhead from a social services staff person or similar professional (homeless shelter staff, therapist, SRS case worker, social worker, etc).

* Income is described as earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources. *Noncash benefits such as food stamps and housing subsidies do not count as income.*

2) Income will be determined by the following guidelines at the time of assessment/admission to treatment:

- a) Income will be calculated based on earnings over the 90 day period immediately proceeding the date services are requested.
- b) A single person age 18 or older will be considered a household of one (1), regardless of living arrangements, and only his/her income will be counted.
- c) The income of a person who considers himself or herself to be married (legally, common law, or represents themselves as married) will be based on the combined income of the client and the spouse. The household size would then be two (2) plus any dependent children living in the home.
- d) The income of a client who is a single parent will be based on the client's income. The household size would then be one (1) plus any dependent children living in the home.



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- e) A person under 18 years old living with both legal parents will have his/her income determined based on his/her parents' income in accordance with (c) above.
- f) A person under 18 years old living with a single parent will have his/her income based on his/her single parent's income in accordance with (d) above.
- g) JJA Clients in State custody, and living at home, income will be determined as in (e) or (f) above, as applicable.

*Definition of dependent child: 17 and younger, unmarried, received more than half of his or her support from the parent, with whom they reside, must reside with the parent for more that 6 months of the year and meet the residency requirements. Step-parents would not be counted unless the child has been legally adopted.

B) Residency Eligibility Determination:

1) An individual must be a current resident of the State of Kansas to be eligible for SRS/AAPS funds. Residency shall be affirmed at the time of assessment/admission to treatment, and shall be documented through the following:

- a) As evidence of **US residency**, each client must provide one the following:
 - (i) Social Security Card,
 - (ii) Current Kansas Driver's License,
 - (iii) Certificate of U.S. Citizenship,
 - (iv) Certificate of Naturalization,
 - (v) Birth Certificate,
 - (vi) INS Employment Authorization, or
 - (vii) any document under list A of the Federal I-9 form.



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- b) And, as evidence of **Kansas residency** each client must provide one of the following:
- (i) Kansas Driver's License,
 - (ii) A Kansas Native American Tribal document,
 - (iii) Kansas Medical Card,
 - (iv) Kansas ID Card,
 - (v) Apartment or house rental receipt in the client's name and with a Kansas address,
 - (vi) Utility bill in the client's name and with a Kansas address,
 - (vii) Signed statement of a family member upon which the client is dependent upon for shelter,
 - (viii) Signed letter on agency letterhead from a criminal justice staff person or probation officer,
 - (ix) Signed letter on agency letterhead from a social services staff person or similar professional (homeless shelter, therapist, SRS case worker, social worker, etc) affirming the person is a resident of Kansas.
 - (x) Individuals incarcerated in Kansas need to provide documentation of scheduled release within the next 60 days.

*Treatment facilities can not be counted as a client's address and will not be considered a client's home address.

C) Payment Policy:

- 1) AAPS funding provides 100% payment, at rates determined by the Provider's contract, for treatment services for individuals with incomes less than 200% of the federal poverty guidelines.
- 2) Providers who receive AAPS funding may determine fees, above the set rates, based on a sliding scale for all AAPS Funded clients.



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3) Providers shall establish written policies and procedures regarding client fees including the manner in which nonpayment of client fees may affect treatment services.

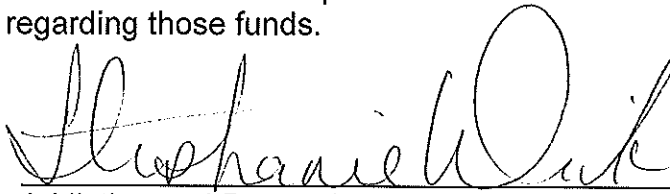
D) Exceptions to the above policy:

1) Social Detox providers are exempt from determining income or residency guidelines. Social Detox is considered to be an "on demand" service for any person needing that service. However, it is critical that accurate income and residency eligibility be documented for individuals transferred to funded services.

2) Per the Federal Block Grant criteria, SRS/AAPS funding shall be the **payor of last resort**, meaning that whenever possible, other funding streams available to a client, including private insurance and/or Medicaid, shall be utilized and exhausted first. Clients who meet the eligibility guidelines, regardless of their involvement with other agencies, may qualify for services.

E) Treatment Programs receiving SRS/AAPS Funds are required to develop, implement and comply with policies and procedures that document implementation and maintenance of SRS/AAPS policies regarding those funds.

Approved by:


Addiction and Prevention Services Director

Sept. 13, 2011
Date