The food voucher program was developed to assist consumers in times of need. This is not to supplement the consumer’s income nor is it an entitlement for any consumer. Vouchers should not be part of a consumer’s regular food budget. Therefore as with all Direct Emergency Financial Assistance Programs, it is imperative that the consumer and the Case Manager work together to develop a budget plan to prevent dependency.

Consumers receiving food certificates or vouchers must meet the following criteria:

- Must be a person living with HIV/AIDS
- Client must have a household income of $38,550.00 or less per year. (A household consists of the consumer and if applicable their children younger than 18 years old and/or other disabled family members older than 18 years old).

Please note: Any client of a non-profit organization that provides services to people with HIV/AIDS can apply for food vouchers.

Case Managers must provide the following information:

- Date of the last budget counseling
- Description of the nature of emergency
- Date of the last food voucher request
- Three alternatives that client has attempted to use before applying to the Food Voucher Program (Food Voucher Program is a last resource program).
- And other information required in the Application Form.

Please note: Signature of the Case Manager is required upon request of the vouchers.

General Procedure:

- Clients may apply for food voucher assistance up to 3 times an anniversary year (1 year and 1 day) and/or food voucher qualification limit.
- Case Management agencies are responsible for dispersing vouchers in accordance with the guidelines. Provider agency can use discretionary availability of vouchers based on budget and budget plan of action.
- All received applications will be processed within 24-hour period.
- All vouchers must be picked up in person by the provider agency. Note: A mandatory training is required for all provider agencies about the disbursement of food vouchers, application and guidelines. Each agency is required to sign a document stating they understand the program.
Revised 5/2008

- Consumer must present a photo ID upon the receipt of the voucher (s) and **must** sign on the application acknowledging receipt.

- Case management agencies are responsible for reconciliation of food vouchers to the PHMC Consumer Emergency Support unit. Copies of all consumer food voucher applications must be attached to the reconciliation report.

ELIGIBILITY SCALE:
Below is the guiding scale that was developed in order to better serve those who need assistance the most. Clients may receive the maximum of $120.00 yearly. If clients have dependants, they can apply for an additional $15 dollars maximum for each dependent up to six. The income guidelines must include all income of the consumer and dependents and/or disabled family member. The income must include food stamps, unemployment, SSI, SSD etc. Each consumer can apply three times per anniversary year. Note: There is a 50% cap on food vouchers given to a consumer at one time. **If the consumer must exceed that cap, the provider agency case manager must submit a narrative to PHMC for approval. When exceeding the limit, the vouchers can not be given to the consumer unless PHMC has forwarded a written consent of approval.** If a consumer does not comply with the food voucher guidelines, or fraud is proven to have occurred, they are subject to being disqualified from the food voucher program.

The following persons are considered as dependants:
- Children younger than 18 years old (must live in the same household)
- Other disabled family members older than 18 years old (must live in the same household)

Please note: The amount may vary based on the information provided in the application as well as vouchers availability.

<table>
<thead>
<tr>
<th>Category ~</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household Income (consumer + dependents and/or disabled family member)</td>
<td>$38,550.00</td>
</tr>
<tr>
<td>Single (Consumer) +</td>
<td>$120</td>
</tr>
<tr>
<td>1 dependant</td>
<td>$15</td>
</tr>
<tr>
<td>2 dependants</td>
<td>$30</td>
</tr>
<tr>
<td>3 dependants</td>
<td>$45</td>
</tr>
<tr>
<td>4 dependants</td>
<td>$60</td>
</tr>
<tr>
<td>5 dependants</td>
<td>$75</td>
</tr>
<tr>
<td>6 + dependants</td>
<td>$90 (maximum)</td>
</tr>
</tbody>
</table>

Each provider agency is responsible for preventing fraudulent activities concerning food vouchers. If you have any questions about the program, or are not sure if your client qualifies to apply, please contact the Program Staff at 267-765-2393 or 215-985-6886.
Revised 5/2008

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A signature from the applicant and case manager is required on the AACO Food Voucher Client Consent form.

Each provider agency is responsible for preventing fraudulent activities concerning food vouchers. If you have any questions about the program, or are not sure if your client qualifies to apply, please contact the Program Staff at 267-765-2393 or 215-985-6886.