



Shepherd Wellness Community

*Helping people living with
HIV/AIDS improve their wellness*

To all SWC Members: Certify for Ryan White Eligibility every 12 months

Updated 3/12/2025

SWC is required to comply with certification requirements for Ryan White Federal Funding.

What is Certification?

Certification makes you eligible to receive Ryan White funded services in our Southwest PA Region.

How do I certify?

- A CURRENT SPBP (SPECIAL PHARMACEUTICAL BENEFITS PROGRAM) CARD CAN BE USED TO MEET ALL REQUIREMENTS.
- IF YOU DO NOT HAVE A SPBP CARD, YOU NEED TO PRESENT VERIFICATION OF HIV+ DIAGNOSIS, IDENTITY, RESIDENCY, MEDICAL INSURANCE AND HOUSEHOLD INCOME. SEE CHECKLIST ON THE NEXT PAGE.

When should I Certify or renew my Certification?

You can certify any time. **You renew your certification every 12 months** by providing the same documentation as you did initially, except for proof of HIV+ status which is only required the first time.

Is there an Income Limit?

The income limit to qualify for certification is 500% of the federal poverty level. Currently, for one individual that limit is \$78,250.00.

Where can I Certify?

- BRING THE REQUIRED DOCUMENTS TO SWC OR ANY PROVIDER WHERE YOU RECEIVE RYAN WHITE FUNDED SERVICES. SWC IS HAPPY TO CERTIFY OR RECERTIFY ANY OF OUR MEMBERS.
- OTHER SERVICE PROVIDERS MAY BE WILLING TO CERTIFY YOU ONLY IF YOU ARE RECEIVING RYAN WHITE SERVICES FROM THEM.

Do I need to Certify at only one Provider?

Yes. You should receive a Certification Card which is accepted by all providers. If you certify at another provider, tell us the provider's name and your case manager's name. We can verify your certification by contacting them.

When can I Certify at Shepherd Wellness Community?

You can certify at the SWC office from 10AM-5 PM daily or at any Wellness Dinner. Please call ahead. Bring copies of documents that we can copy. Our address is 4800 Sciota Street, Pittsburgh, PA 15224. Our phone number is 412-683-4477.

Please bring ALL the required documents. We cannot send requests for documents to other providers.

What happens if I don't certify?

At SWC we will not deny you services, but we will ask you to pay part of the cost. Non-certified HIV positive members pay \$10 for a meal and \$10 for a program (full price for our Holiday dinner and outings). Non-certified members do not receive take-home meals or transportation assistance. Other providers have their own policies regarding services for non-certified members.

***Call the SWC Office at 412-683-4477 if you have questions.
Do not delay. Certify as soon as you can!***

SWC Ryan White Certification Check-List:

A current SPBP Card can be used to meet all requirements.

If you do not have a SPBP Card, please provide items below:

NEED TO BE PROVIDED ONLY ONCE:

HIV+ diagnosis – Provide a current SPBP Card or ONE of the following:

- A DIAGNOSIS LAB REPORT, OR VIRAL LOAD TEST, WHICH INCLUDES YOUR NAME.

NEED TO BE PROVIDED EVERY 12 MONTHS:

• **VERIFICATION OF IDENTITY - PROVIDE A CURRENT SPBP CARD OR ONE OF THE FOLLOWING:**

- DRIVER'S LICENSE, PHOTO ID CARD, PHOTO WELFARE CARD, MILITARY ID, BANK ID, SCHOOL ID, PASSPORT, SOCIAL SECURITY CARD, CITIZENSHIP OR NATURALIZATION, BIRTH CERTIFICATE, VOTER'S REGISTRATION, MEDICARE/MEDICAID/INSURANCE CARD, PENNSYLVANIA LEARNER'S PERMIT OR TEMPORARY DRIVER'S LICENSE, VEHICLE REGISTRATION, ANY OTHER OFFICIAL DOCUMENT THAT HAS PERSONAL IDENTIFYING INFORMATION RELATING TO THE INDIVIDUAL

• **VERIFICATION OF RESIDENCY - PROVIDE A CURRENT SPBP CARD OR ONE OF THE FOLLOWING:**

- CURRENT LEASE LISTING YOU AS OCCUPANT
- CURRENT PROPERTY TAX DOCUMENTS
- CURRENT UTILITY/PHONE/OTHER BILLS IN YOUR NAME
- CURRENT PAY STUB WITH YOUR CURRENT ADDRESS
- ANY BUSINESS CORRESPONDENCE WITH YOUR NAME AND ADDRESS, I.E. CURRENT BANK STATEMENT, FOOD STAMP LETTER, MEDICARE/MEDICAID/ INSURANCE LETTER
- A LETTER FROM A FAMILY MEMBER OR FRIEND CERTIFYING THAT YOU ARE BEING PROVIDED A ROOM AND OTHER ASSISTANCE IF APPLICABLE. THE NAME, ADDRESS, RELATIONSHIP TO YOU, AND PHONE NUMBER SHALL BE PROVIDED IN THIS LETTER
- IF YOU ARE HOMELESS, SWC HAS A FORM YOU CAN SIGN ATTESTING TO HAVING NO PERMANENT ADDRESS, OR YOU CAN PROVIDE A LETTER WITH CONTACT INFORMATION FROM A CASE MANAGER, SOCIAL WORKER, COUNSELOR

• **VERIFICATION OF INSURANCE AND/OR ANY OTHER AVAILABLE THIRD PARTY RESOURCE - PROVIDE ALL THAT APPLY:**

- MEDICARE/MEDICAID/INSURANCE CARD
- OTHER THIRD PARTY RESOURCES OR INSURANCE
- SPBP CARD (MEMBER IDENTIFICATION CARD)- ACTIVE

• **VERIFICATION OF INCOME. PROVIDE A CURRENT SPBP CARD OR ANY WHICH SHOW YOUR GROSS INCOME.**

Items with an asterisk can be up to 1 year old. Other documents should be within 6 months.

- SIGNED MOST CURRENT OR ELECTRONICALLY SUBMITTED *FEDERAL 1040 TAX RETURN – FIRST PAGE ONLY OR MAY USE *PA40 TAX RETURN, *PA-1000, *Local Tax Return
- *MOST CURRENT W-2
- PAY STUB FOR 30 DAYS/ONE MONTH INCOME (MOST CURRENT)
- COPY OF CHECKS: UNEMPLOYMENT CHECK, PENSION CHECK, US TREASURY CHECK
- *SSI/SSA AWARD LETTER
- BANK STATEMENT WITH DIRECT DEPOSIT OF PENSION, SOCIAL SECURITY, CHILD SUPPORT AND ALIMONY
- CHILD SUPPORT. CAN USE BANK STATEMENT, COURT ORDER, INTERNET VERIFICATION OF DEPOSIT
- ALIMONY. CAN USE BANK STATEMENT, COURT ORDER, INTERNET VERIFICATION OF DEPOSIT
- ZERO INCOME -SWC HAS A FORM YOU CAN SIGN ATTESTING TO ZERO INCOME, OR YOU CAN PROVIDE A LETTER OF SUPPORT EXPLANATION WRITTEN BY CLIENT, CASE MANAGER OR PERSON SUPPORTING
MUST BE SIGNED AND DATED BY YOU.
- *MOST CURRENT 1099's
- LETTER FROM FUNDS ADMINISTRATOR IF SOMEONE MANAGES YOUR FUNDS.
- BUSINESS LEDGER -MUST BE 3 MONTHS FROM THIRD PARTY. INCLUDE *FEDERAL 1040 TAX RETURN WITH BUSINESS SCHEDULE C AND *PA40 TAX RETURN WITH BUSINESS SCHEDULE
- GROSS RENTAL INCOME. PROVIDE CANCELED CHECKS, RENT RECEIPTS, OR *CAN USE SCHEDULE E FROM FEDERAL TAX RETURN
- WRITTEN LETTER FROM EMPLOYER ON COMPANY LETTERHEAD

NOTE: You are permitted to black out any information on your documents which is not relevant to the information needed (such as account numbers, social security numbers, other names, etc.).