



**ELIGIBILITY CERTIFICATION**  
**Effective June 15, 2022**

The Tennessee Ryan White Part B Program requires clients to have their eligibility determined at their initial enrollment, reenrollment and annually. Clients must provide proof of eligibility and sign all eligibility documentation.

1. Ryan White Part B Program clients can certify annually.
  - Clients who have a full recertification as of June 1, 2022, can be certified annually.
  - Case managers must select the “Annual Certification” checkbox in RWES to ensure all notifications will calculate annually.
  - Annual certification can be completed on any date prior to the required certification date.
  - Clients who fail to certify annually will be disenrolled from the program and required to reenroll with all required eligibility documents signed. Central Office can grant exceptions for emergency situations.
  - Utilization of electronic signatures for annual certifications is acceptable.
  - Clients certifying annually must have one in-person visit within the certification year annotated in CAREWare. Video telehealth can be used as an in-person visit.
  - Clients cannot use self-attestation when certifying annually unless given an exception by Central Office.
  
2. Clients who need to recertify after June 1, 2022 and are unable to conduct a full certification.
  - Can recertify using self-attestation. Next certification must be a full certification.
  - Can have services suspended for 45 days before being disenrolled from the program.
  - Clients who have been disenrolled will be required reenroll with all required documents signed. Central Office can grant exceptions for emergency situations.
  
3. Case managers who choose to have clients recertify every 6 months must coordinate with Central Office.
  - Case managers will not select the “Annual Certification” checkbox in RWES for these clients.
  - Case managers must include a note on the RWES enrollment page stating the type of recertification being completed.
  
4. The suspended services option in RWES will be discontinued on June 1, 2023.