

**Instructions for Preparing RWHAP Part C Allocation Report**

All Ryan White Part C recipients must submit a Ryan White HIV/AIDS Program Allocation Report, within 60 days after the start of the budget period. Recipients can only submit an Allocation Report only if they have an approved budget. A revised budget condition of award must be approved by HRSA prior to the submission of the Allocation Report. Recipients must complete the Allocation Report and reflect the required legislative requirements of the Part C program.

The Ryan White HIV/AIDS Program legislation specifies criteria for the expenditure of Part C grant funds. After reserving funds for administration and clinical quality management, at least 75 percent of the remaining funds must be spent on Core Medical Services, which includes Early Intervention Services (EIS). At least 50 percent of the total funds awarded must be spent on Early Intervention Services. No more than 10 percent of the funds awarded may be spent on administrative costs, including planning and evaluation and excluding costs of a clinical quality management program. The remainder of the funds may be spent on support services, defined as those services needed for low income individuals with HIV/AIDS to achieve their medical outcomes.

These funds may **not** be used for the following: inpatient services, residential treatment, clinical research, nursing home care, cash payments to intended recipients of services, purchasing or construction of real property, or payments for any item or service to the extent that payment has been made, or reasonably can be expected to be made, with respect to that item or service under any State compensation program, insurance policy, Federal or State health benefits program or by an entity that provides health services on a prepaid basis (except for a program administered by or providing the services of the Indian Health Services).

No funds will be used to fund AIDS programs, or to develop materials, designed to promote or encourage, directly, intravenous drug use or sexual activity, whether homosexual or heterosexual.

As outlined in the HRSA HIV/AIDS Bureau (HAB) December 2, 2010 Program Letter (<http://hab.hrsa.gov/manageyourgrant/pinspals/preexposureltr1012.pdf>), Ryan White HIV/AIDS Program (RWHAP) funds cannot pay for pre-exposure prophylaxis (PrEP) or non-occupational Post-Exposure Prophylaxis (nPEP) as the person using PrEP is not HIV infected and the person using nPEP is not diagnosed with HIV prior to the exposure and therefore are not eligible for RWHAP funded medication.

Recipients must follow the guidance in all applicable HIV/AIDS Bureau Policy Notices and Program Letters to ensure compliance with programmatic requirements. See <http://hab.hrsa.gov/manageyourgrant/policiesletters.html>. Refer to PCN 16-02, Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds.