**Ryan White Part B Program**

**Non-Food Items Policy**

**Purpose:** The purpose of the Ryan White Part B policy on the use of non-food assistance is to ensure compliance with applicable Federal policies for the appropriate use of Part B funding for non-food items. This policy identifies appropriate uses, processes, and limitations of non-food assistance.

1. Ryan White Part B funds may be utilized for the purchase of non-food

products for eligible clients.

1. Clients eligible for non-food assistance must meet eligibility criteria per the

Ryan White Part B Policy “Client Eligibility” and the HRSA National

Monitoring Standards (see link above).

 3. Prior to requesting assistance through the Ryan White Part B Program, ***all other avenues***

(i.e. food pantries or other funding sources) of non-food assistance must be utilized

and/or exhausted, maintaining Ryan White Part B funding as the payer of last resort.

4. Unallowable non-food items are Pet food, alcoholic beverages, tobacco products, candy, or any other product that does not provide hygiene value is not allowed.

 5. Allowable items considered non-food items are limited to the following:

* Trash bags
* Paper towels
* Feminine hygiene products
* Soaps: bar, dish, laundry, shampoo and conditioner
* Toothpaste/toothbrush
* Denture products (glue, etc.)
* Razors for shaving
* Shaving cream or gel
* Toilet tissue
* Deodorant
* Hearing aid batteries
* Household cleaning supplies

 6. The amount of non-food assistance is limited to $15.00 per month total. Eligible

clients may utilize Ryan White Part B funding for food a maximum of once in a 30-day

period.

 *7. Case managers* ***must*** *review with clients allowable uses of funding for non-food items, especially in circumstances where food coupons/certificates are utilized.*

 8. Actual receipts for nonfood products must be maintained and submitted for

reimbursement by the DHHS Ryan White Part B Program, unless otherwise stated in any

contract, agreement, or subgrant between the State and any entity providing for the

provision of non food items.

 9. In no case may CARE Act funds be used to make direct payments of cash to recipients of

food and/or non-food assistance.