

APLA Vance North Necessities of Life Program (NOLP)



Eligibility

1. Live in Los Angeles county
 - a. Make \leq \$2023 gross dollars a month
 - b. Additional \$347 per legal dependent
 - c. Out of pocket medical expenses can be deducted to meet financial requirement
2. HIV + Diagnosis

NOLP Enrollment

1. Annual re-enrollment-includes #1-4 (below) & #5 if new client or client absent from program > 1 year
2. 6 month update: Proof of income (POI) and proof of address (POR), and copy of insurance cards

Paperwork necessary to enroll into NOLP initially and re-enrollment:

- **Needs to be dated within the current grant cycle.** Currently March 1, 2018 to February 28, 2019.
 - If enrolling/re-enrolling in March, POI, POR and nutrition can be dated January –March 2018
- Must have client's name on the document

Incomplete enrollments not accepted.

1. **Photo identification:** (choose 1)
 - Driver's license or California ID
 - Student ID
 - Bus pass, TAP card
 - Passport
 - Immigration card
2. **Proof of income (POI):** (choose 1)
 - SSI awards letter with \$ amount
 - GR letter with \$ amount
 - Bank statement with SSI or GR auto deposit listed
 - One month check stubs or 4 consecutive weeks
 - Recycling receipts
 - Previous year income tax return or W2
 - Signed letter from friend or family member that provides support with amount listed
 - Copy of application being processed for SSI or GR or the denial letter
3. **Proof of residency (POR):** (choose 1)
 - Gas, phone, water, or electric bill or any piece of mail that has client name, address & date
 - The SSD/SSI or GR letter or bank statement if address matches residence written on NOLP enrollment form. **P.O. Box address is NOT accepted as proof.**
 - Letter from residential facility stating client lives at that location with address listed
 - Homeless affidavit
4. **Nutrition Confirmation:** (choose 1)
 - Attendance at one of the nutrition education options at an APLA site
 - Meet w/ APLA nutrition staff for individual appointment-client receives confirmation of encounter
 - Nutrition assessment completed & signed by client's registered dietitian from their medical facility
 - Nutrition assessment completed, reviewed & signed by MD, NP, or RN. Include agency name & client signature. Signer to list client's nutrition goals/expected outcomes.
5. **Proof of HIV status** (choose 1)
 - A letter signed by a physician stating client is HIV+

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Proof of HIV status (choose 1), continued

- Diagnosis form containing a physician or licensed healthcare provider (Nurse Practitioner or Physician Assistant) signature
- Laboratory results containing the name of the laboratory and indicating HIV status, CD4 count, HIV Viral load, and type of HIV viral load test performed (within last 12 months)
- Two rapid testing algorithm (RTA) results in which both tests contain positive results. Both tests should indicate the agency name, HIV counselor name, and the client's name

In addition to the above documents, the NOLP Enrollment packet needs to be completed. Client may get this from the food pantry. Providers may request for their records. Forms subject to change.

Where to turn in enrollment forms and required documents of proof

- Clients usually bring documents to one of the 4 APLA NOLP sites or to one of the 4 community partner sites to enroll or re-enroll. They can also be turned into nutrition staff at the end of a class.
- If client is working with one of our community partner sites (see below) enrollment forms and documents are usually faxed to our NoHo office by the referring agency. Fax to: 213.201.1464 attention: Wesley. Her phone number is 213.201.1433
 - A reply is sent noting "complete and enrolled" or "Not Complete" with missing documents/issues noted. The client is not enrolled.
- Any agency can fax completed paperwork and required documents to our Admin staff person.

Vance North Necessities of Life Program: A grocery bag food program

- Clients pick up bags of groceries weekly or monthly.* Food provided varies each week.
 - Bags contain fresh, frozen, raw, prepared foods, canned foods and dry goods
 - Fresh, frozen or raw foods include high quality protein, dairy, and produce
 - Hygiene items or cleaning supplies given once or twice a month
 - Assorted donated items and shelf choice: breads, hygiene products, misc food items
- APLA Health purchases food stock and receives donations.

Authorized Shopper

- Client may authorize a "substitute shopper" to pick up their groceries if they are not able to come in.
 - There is a form to complete or client can give the name of the individual to the staff
- The substitute shopper is required to show proof of identity when picking up client's food

One Time Exception

A person living with HIV (not enrolled in NOLP) may come to one of the **APLA** sites and get food one time by presenting an HIV diagnosis and photo ID. Person will need to complete the entire enrollment process to continue receiving food.

Food Distribution

Clients may access the food pantry once a week at only one of the **APLA** NOLP locations.

Distribution at **Community partner** locations varies. Distribution may be weekly or monthly depending upon the location. If the client is a *community* partner client, they pick up food at that site only. If they choose not to pick up at that site any longer, client needs to notify our administrative coordinator: 213.201.1433 or let staff know. Client cannot alternate between an APLA site & community partner site in any given week.

*APLA Locations - Weekly Pickup

Koreatown-Kingsley Drive
Long Beach
North Hollywood
South Los Angeles

*Community Partner Sites and Pickup

Claremont: Foothills AIDS Project: monthly
Lancaster: Bartz Altadonna: weekly
Pasadena: JWCH: weekly
Santa Monica: Common Ground: monthly