

### **Ryan White Program Participant Incentives Information and Attestation Form**

All providers using client incentives in their program must review the Use of Incentives Policy and Procedures and submit the Ryan White Program Participant Incentives Information and Attestation Form during the first quarter of the fiscal year. This initial Attestation will be submitted with the provider Quarter 1 Report.

Any substantial changes to the subrecipient incentive process are to be submitted to the Hennepin County Ryan White Program within a quarter of implementation.

<input type="checkbox"/> Check this box to confirm that you have reviewed and attest to follow the Ryan White HIV/AIDS Program: use of incentives policy and procedures	
Service Category/Program	
Service Category/Program Intended Outcomes	
Describe how incentives will help reach efficiency and effectiveness goals.	
Describe the details of the incentives to be distributed (for example, vendor for gift card, amount of gift card, frequency of distribution to the client).	
Describe the maximum dollar amount a client can receive in one year.	
<input type="checkbox"/> Check this box to confirm that an Internal Policy and/or Procedure for Ryan White Program Incentives is in place outlining processes to ensure that incentives are secured, tracked, and distributed.	
<input type="checkbox"/> Check this box to confirm that a Client Agreement Form is in place for those receiving incentives to certify that they completed the activities necessary to receive the incentive and will not use the gift card to purchase prohibited items.	