

PROGRAM INFORMATION NOTICE

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DOCUMENT NAME: Revisions to Policy
Information Notice 2003-21, Federally Qualified
Health Center Look-Alike Guidelines and Application

TO: Federally Qualified Health Center Look-Alikes
Consolidated Health Center Program Grantees
Primary Care Associations
Primary Care Offices

This Program Information Notice (PIN) announces revisions to PIN 2003-21: Federally Qualified Health Center (FQHC) Look-Alike Application and Guidelines. Here is a list of the modifications that are effective immediately.

- **New Address.** The new address to send all submissions (e.g., letters of intent, applications for new designation, requests for change in scope, and recertification applications) is:

Attn: Elizabeth Darling
Public Health Analyst
Health Resources and Services Administration
Bureau of Primary Health Care
Division of Health Center Development
Parklawn Building
5600 Fishers Lane
Mail Stop 17-61
Rockville, MD 20857.

- **Program Eligibility.** The BPHC will not accept and will return all applications that do not meet the program eligibility requirements. Organizations may re-submit a new application when these requirements are met. Please refer to Section IV on pages four and five of PIN 2003-21 for a list of the eligibility requirements.
- **Application Process.** The estimated timeframe for the Bureau of Primary Health Care's (BPHC) review of applications for new FQHC Look-Alike designation has been increased to 90-120 days. Please refer to Section VI on pages seven and eight of PIN 2003-21 for additional information about the application process.

If the BPHC is unable to determine whether an application is compliant with all FQHC Look-Alike requirements and/or an application is missing any of the required attachments, the BPHC will return the application with feedback to strengthen the application. The applicant may re-submit a **new** application that demonstrates compliance with all FQHC Look-Alike program requirements. Please refer to Attachment A on pages 13-24 of PIN 2003-21 for a detailed description of FQHC Look-Alike application requirements.

- **Change in Scope of Project.** Designated FQHC Look-Alikes must submit requests for changes in scope (CIS) of project at least 60 days before making the change operational. After the BPHC approves the CIS request, FQHC Look-Alikes have 120 days to document that the change has been implemented. For example, when adding a site, FQHC Look-Alikes must submit confirmation that the site is open and providing services. Please refer to Section XI on pages 10 and 11 of PIN 2003-21 for additional information about the process for submitting requests for CIS.

- Health Services. “Table 3, Providers,” must include the name of each provider and the number of full-time equivalents that corresponds to each provider. Applicants must demonstrate that the organization maintains, either directly or through contractual arrangements, a core staff of full-time primary care providers appropriate for the population served (i.e., family practice, pediatricians, internists, etc., physicians and mid-level practitioners). A core staff of several part-time employees does not meet this requirement. Applicants that do not directly employ a core staff of primary care providers are subject to the requirements in PIN 98-24 regarding contracting for core staff. Please also refer to Attachment A, Section B on pages 15-19 of PIN 2003-21 for additional information about application requirements relating to health services.
- Management and Finance. For organizations that have been operational less than one year and do not have an audit, the BPHC will accept monthly financial statements for the most recent six-month period. The financial statements **must** demonstrate that the organization’s revenues are equal to at least 90 percent of expenditures. Please refer to Attachment A, Section C on pages 19 –22 of PIN 2003-21 for additional information about application requirements relating to management and finance.
- Automatic HPSA Designation. FQHC Look-Alikes receive automatic Health Professional Shortage Area (HPSA) designation. Please refer to Program Assistance Letter 2005-4 for detailed information regarding the HPSA designation.

For additional information, please:

Access the BPHC’s PINs at: www.bphc.hrsa.gov/pinspals/pins.htm; and/or

Contact Ms. Darling at: 301-594-4342 or edarling@hrsa.gov.

/s
A. Michelle Snyder
Associate Administrator