Blank ADAP Supporting Documents (BSD) Attachment

What is the purpose of the BSD Attachment?

- To help CDPH ADAP Enrollment system users update previously submitted ADAP applications for clients with active ADAP eligibility.
- Users updating a client application for the first time since the transition to the CDP ADAP Enrollment System may be prompted to upload one or more supporting documents that are not available.

Who should use the BSD Attachment?

- Data Processing Unit Staff and ADAP advisors who are updating ADAP client information.

When to use this BSD Attachment?

- When updating the CDPH ADAP Enrollment System for Health Coverage and / or Mailing Address changes. The System requires that you upload an attachment, but you will not have an attachment to upload at this time.
- Do not use this attachment for new client enrollments, client re-certifications, or client re-enrollments. The signed ADAP application should be uploaded as the Supporting Documentation for those situations.

How to use the BSD attachment:

1. Save this PDF version of the BSD Attachment to your computer. Do not modify it in any way. You can use it for more than one client application update.
2. On the CDPH ADAP Enrollment System Attachments tab, if the answer to the question, "Are you submitting a TAP Application" is "No",
   a. Place a checkmark in each of the *Proof of Identification, Proof of California Residency, Diagnosis Information,* and *Income* boxes.
   b. Upload this BSD Attachment using the Upload button and select Supporting Documentation as the document type.

If you have any questions, please ask your manager.