



Subject: SLIDING FEE		Policy # : 3.1.101	Page 1 2
Section: Client Related		Chapter: Financial Management	
Policy Contact: Chief Finance Officer	Technical Review By:	Board Authorization: November 2023	
Key Words:	Client financial assistance, inability to pay		

I. PURPOSE

To support Alluma's commitment to the wellbeing of all persons experiencing mental health disorders regardless of their ability to pay.

II. APPLICATION

All clients residing in Alluma's catchment area.

III. POLICY STATEMENT

It is the policy of Alluma to provide services to those in need of services regardless of the person's ability to pay and to offer a sliding fee scale based on federal poverty guidelines and applicable to individuals falling below 325% of the federal poverty guidelines. Alluma shall apply the sliding fee scale to clients with third-party coverage unless the third-party insurance contract prohibits the application of the Sliding Fee Discount program.

IV. STANDARDS

- Alluma shall post the availability of the Sliding Fee Discount Scale in its client waiting rooms and on its website.
- The Alluma Board of Director's establishes the nominal charge, reviewing the policy a minimum of once every two years. The Board's decision shall be based on information provided them by the CFO.
- The income guidelines accompanying the sliding fee scale remain in place until the federal poverty guidelines are updated each year.
- Client insurance must be billed prior to the application of the sliding fee scale.
 - ⊖ Clients who are uninsured will be referred to any public insurances for which they may be eligible. Application is not required to be eligible for the sliding fee discount.
- The clients must pay required co-pays mandated through their insurance companies. Co-pays are not subject to the sliding fee scale rates.
- The sliding fee scale shall be applied to the "client owed" balance of the client's account.
- Alluma staff shall implement sliding fee scale procedures in a consistent manner in each case.
- Clients are required to report changes in insurance coverage, income and/or family size as these factors may impact the application of the sliding fee scale.
 - Income includes: Gross Wages/Salaries/Tips, Net Income from Business or Self-Employment, Unemployment Compensation, Worker's Compensation, Social Security Income (SSI or RSDI), General Assistance, Veteran's Pensions, Employment Bonuses, Commissions, Survivor Benefits, Distributions from Pension and Annuities, Investment Income from the sale or interest on Stocks and Bonds; Distributions from Trust Funds, Interest, Dividends, Rents and Royalties Received, Educational Assistance, Alimony, Child Support, Other Cash/Cash Value Income.
 - Family Size is defined as individuals who live together in a single household and are related by:
 - Blood: This includes parents, children (biological, adopted, stepchildren), siblings, grandparents and grandchildren.

- Marriage: This includes spouses and in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law)
 - Adoption: This includes adopted children and adoptive parents.
 - Legal Guardianship: This includes children or individuals for whom a family member has legal custody or guardianship.
 - Domestic Partnership: This includes partners who share a domestic relationship and financial responsibilities analogous to a marriage.
 - Other Dependents: This may include any other individuals claimed as dependents on the most recent federal income tax return unless those individuals are no longer living as part of the household/part of the household responsibility.
- A "household" is defined as all family members who live at the same address and share financial resources.
 - Temporary absences for education, military service, or employment do not alter an individual's status as a household member.
 - Foster children are considered part of the household if they reside in the household and the foster parent provides primary financial support.
- Exclusions:
 - Roommates or housemates unrelated by blood, marriage, adoption, legal guardianship, or domestic partnership are not considered family members under this policy.
 - Boarders or tenants renting a room or space in the household are not considered family members.
- Qualification for the Sliding Fee Discount Program shall be reviewed when there is a change in the client's insurance coverage, income or family size and every six (6) months even if there are no changes.
- Clients are responsible to provide documentation of income which may be in the form of payment vouchers issued by the source of the income (i.e. pay stubs, copies of rental income checks, rental income agreements, etc.).
- The client's share of payment is collected in accordance with individual approved Sliding Fee Discount plans and outstanding debt is collected in accordance with the agency's *Credit and Collection Policy*.
- A client is considered to be in a *Refusal to Pay* status if they have an active overdue accounts receivable in excess of \$350.00 and will be asked to make satisfactory payment arrangements with a financial specialist.