

## 2B Mended Reeds Services, Inc. Sliding Fee Scale

Effective: 10/1/23, Revised: 10/10/2024

Mended Reeds (agency) establishes guidelines for determining fees for services based on an individual's or household's income level in relation to federal poverty guidelines to reduce barriers to care. The agency is committed to providing services to all persons regardless of race, color, sex, national origin, disability, religion, age, sexual orientation, gender identity, Medicare, Medicaid, Children's Health Insurance Program coverage, or inability to pay.

The sliding fee scale is available to all eligible patients, including those with third-party insurance coverage, unless the third-party insurance contract prohibits the application of the Sliding Fee Discount Program. Patients with third-party insurance may still be eligible for the Sliding Fee Discount Program based on their income and family size.

### Scope:

This policy applies to all individuals seeking services from Mended Reeds and outlines the procedure for applying and qualifying for sliding fee discounts.

### Definitions:

Federal Poverty Guidelines (FPG): The income thresholds issued annually by the U.S. Department of Health and Human Services (HHS) to determine eligibility for various assistance programs.

Family size: The number of persons related by birth, marriage, adoption, or legal guardianship who reside in the same household.

Household: Individuals residing in the same residence.

Income: Total gross income of an individual or household, including all sources such as wages, salary and tips, child support, alimony, social security, disability benefits, retirement benefits, pensions, or any other sources of financial support.

Sliding Fee Scale: A scale used to adjust fees for services based on an individual's or family's income in relation to the FPG.

Nominal Fee: A service fee for those at or below the poverty line that is less than the lowest percentage of the sliding fee scale but still allows the individual to be responsible for a portion of their services.

Nominal fees are designed to enhance dignity and personal responsibility of clients without serving as a barrier to services.

### Eligibility Criteria:

- Verification of Income: Applicants must provide proof of income, such as recent pay stubs, tax returns, or other documentation. A statement from the Department of Job and Family Services or another Social Services agency may be submitted if the applicant has no income.
- Eligibility Determination: Eligibility is based on household income and family size, following the current FPG.
- Temporary Billing: Services will be billed at the standard rate until required documents are provided, as these may not always be available during intake. Discounts may be applied retroactively for up to 30 days from the determination date

### Sliding Fee Scale:

The sliding fee scale divides income into brackets corresponding to federal poverty level percentages. Below is the **2024 Sliding Fee Structure** based on income and household size. The percentages are applied to

determine the appropriate fee for services. The structure will be updated annually or as indicated by the Federal Poverty Guidelines (FPG).

| <u>Household Size</u> | <u>100% of Federal Poverty Level</u> | <u>200% of Federal Poverty Level</u> |
|-----------------------|--------------------------------------|--------------------------------------|
| 1                     | 15,060                               | 30,120                               |
| 2                     | 20,440                               | 40,880                               |
| 3                     | 25,820                               | 51,640                               |
| 4                     | 31,200                               | 62,400                               |
| 5                     | 36,580                               | 73,160                               |
| 6                     | 41,960                               | 83,920                               |
| 7                     | 47,340                               | 94,680                               |
| 8                     | 52,720                               | 105,440                              |

- Income Brackets: The sliding fee scale divides income into brackets corresponding to federal poverty level percentages. Individuals below the poverty line will receive services at a nominal fee identified for each service type.
- Discounts: Each income bracket is associated with a specific discount percentage applied to the standard service fee. A nominal fee is determined for individuals falling below the federal poverty level.
- Annual Adjustment: The sliding fee scale is reviewed and adjusted annually to reflect economic changes and updates to the federal poverty guidelines.

Services Covered by the Sliding Fee Scale: Mended Reeds offers a variety of services that are covered under the sliding scale fee structure. These services include, but are not limited to:

- Individual Therapy
- Group Therapy
- Substance Use Counseling
- Medication Management
- Case Management
- Psychiatric Consultations
- Mental Health Evaluations

**Application Process:**

- Application: Applicants must complete an application form provided by Mended Reeds Services, Inc.
- Required Documentation: Proof of income and family size must be submitted with the application.
- Ongoing Requests: Existing clients may request a new or updated sliding fee application at any time.

**Review Process:**

- Annual Review: Applications are reviewed by Mended Reeds Services, Inc. staff every January to determine eligibility and assign the appropriate discount based on the sliding fee scale.
- Change Notifications: Clients should notify the office within 30 days of any household size or income changes for eligibility review.

**Fee Calculation:**

- Discount Calculation: Once eligibility is confirmed, the claims department calculates the discounted fee based on the applicant's income bracket and corresponding discount percentage.

- Notification: The intake coordinator will notify applicants of their approved discount and the resulting service fee.

**Financial Responsibility and Collection of Fees:**

- Payment Expectation: Clients are expected to pay the discounted or nominal fee when services are rendered or to establish an agreeable payment plan.
- Delinquent Payments: If a payment plan falls three service payments behind, the client will be limited to walk-in services until the payment plan is brought current or the Claims Department approves an alternative plan. No one shall be refused

**Confidentiality:**

- Confidential Handling: All applicant information is confidential and accessible only to authorized Mended Reeds Services, Inc. staff involved in the application review process.
- Third-Party Sharing: Information is not shared with third parties without the applicant's consent, except as required by law.

**Compliance:**

- Regulatory Compliance: Mended Reeds complies with all applicable laws and regulations regarding sliding fee scales and the protection of applicant information.
- Concerns/Complaints: Any concerns or complaints regarding this policy should be directed to the agency compliance officer.

**Review and Revision:**

- Annual Review: This policy is reviewed annually to ensure alignment with current regulations and best practices.
- Policy Revisions: Revisions may be made as necessary to improve clarity, effectiveness, and compliance.