



Sliding Fee Scale Policy

Advantage Treatment Centers, Inc. (ATC) offers a sliding fee scale for treatment services for clients who qualify. To determine eligibility, clients must fill out the attached application and provide proof of income.

Policy: ATC maintains a standard procedure for qualifying clients for sliding fee scale discounts for services provided. Sliding fee scale discounts are available to clients with all incomes at or below 150% of the federal poverty guidelines. Sliding fee scale discounts apply to all directly provided ATC services, and for all in-scope services, provided by agreement by non-ATC providers. Clients are responsible for the costs of materials.

Purpose: To reduce and/or eliminate financial barriers to care for underserved populations.

Procedure:

1. ATC does not accept any public or private insurance.
2. The Representative also informs clients in appropriate language that they have the option to apply for a sliding fee scale discount. Signage will also communicate the availability of a sliding fee scale discount. In order to qualify, the client must share family and gross income information. A family consists of those members of the household supported by the reported income, typically the individuals reported on the federal tax return. If s/he agrees to begin the qualification process, the Representative asks the client to complete the sliding fee scale application and provide any of the following documentation of gross income for all household members:

- Federal income tax return or –
- Two current pay stubs or –
- Unemployment benefit award letter or –
- Letter from employer on letterhead or –
- Award or benefit letter or –
- Affiliated agency income verification documentation that meets above requirements or –
- Self-attestation of income statement

Clients that do not wish to apply for a sliding fee scale discount will be asked to attest to income and household size to be compliant with UDS reporting. Clients that refuse to be assessed will be billed full charges for their services.

Note: A client is still eligible for sliding fee if their residency status is unknown or they are disqualified from government benefits.

3. The client is eligible for a sliding fee discount when all documentation is received and income criteria for discounts are met. Documentation is copied and filed and/or scanned in the client's electronic record.

4. Using the attached sliding fee scale, the Representative will determine the specific amount of discount for which the client is eligible. The sliding fee scale will be reviewed and/or updated annually when the federal poverty guidelines are published in the federal register.

5. Staff will update the client's account in the practice management system to reflect eligibility for sliding fee scale discounts, and the level of discount for which the client has qualified.

6. The discount is applied to services provided by ATC, including dates of service prior to the determination.

7. Clients will be asked for payment at the time of visit. Clients will be told that they are expected to pay and will receive a bill. Fees for clients who qualify for sliding fee scale discounts are indicated on the sliding fee scale discount schedule, which is reviewed, updated and approved annually. Individual clients will be re-evaluated for continued sliding scale eligibility on a quarterly basis and clients will need to turn in at least 2 consecutive pay stubs verifying a change in income before the fee would be adjusted.

8. Advantage Treatment Centers, Inc currently does not pursue collections for non-payment but reserve the right to do so in the future for clients who demonstrate continued non-payment. The SFS policy will be updated to reflect this process when its changed.

Nominal fees for clients who are homeless or have no household income may be waived with either a completed proof of income or Unable to Verify Income form. The Clinical Director, Vice President of Operations and the Vice President of Program Development are authorized to waive fees when the fee would create a financial barrier to care.

48 States and the District of Columbia 2020 Federal Poverty Level (FPL) Guideline Table					
Family Size	100%	125%	150%	175%	200%
1	\$12,760	\$15,950	\$19,140	\$22,330	\$25,520
2	\$17,240	\$21,550	\$25,860	\$30,170	\$34,480
3	\$21,720	\$27,150	\$32,580	\$38,010	\$43,440
4	\$26,200	\$32,750	\$39,300	\$45,850	\$52,400
5	\$30,680	\$38,350	\$46,020	\$53,690	\$61,360
6	\$35,160	\$43,950	\$52,740	\$61,530	\$70,320
7	\$39,640	\$49,550	\$59,460	\$68,268	\$79,280
8	\$44,120	\$55,150	\$66,180	\$69,370	\$88,240
9	\$48,600	\$60,750	\$72,900	\$77,210	\$97,200
10	\$53,080	\$66,350	\$79,620	\$85,050	\$106,160
Additional	\$4,480	\$5,600	\$6,720	\$7,840	\$8,960

ATC Costs of Service					
Full cost is \$25 per group					
FPL	100%	125%	150%	175%	200%
	\$8.00	\$10.00	\$13.00	\$16.00	\$20.00