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## Sliding Scale Fee Frequently Asked Questions

**Q: What is a Sliding Scale Fee?**

A: The Sliding Scale Fee is a discount of charges for those who either have no insurance or who have limited insurance that does not cover all services. Discounts are based on household size and income. The Sliding Scale Fee discount applies **ONLY** to those below 200% of poverty. Those above 200% of poverty receive a Cash Discount

**Q: What if I am above 200% of poverty?**

A: Clients above 200% of the Federal Poverty Level and without insurance shall be offered a cash discount, which is different from the Sliding Scale Fee.

**Q: Why does the clinic use a Sliding Scale Fee policy?**

A: The clinic is applying for a federal grant that requires us to use a Sliding Scale Fee. If we receive the grant, this will provide stability to ensure we are here for you in the future.

**Q: When does this start?**

A: The Sliding Scale Fee begins effective 10/1/2009.

**Q: Who can apply for the Sliding Scale Fee?**

A: The Sliding Scale Fee is for patients who are uninsured or have limited insurance. Patients who have Medicaid, Medicare or private insurance will be responsible for the co-pay and we will bill the insurance for services.

**Q: How is the discount determined?**

A: The discount is determined by a patient's household size and income according to the most recent U.S. Department of Health & Human Services Federal Poverty Guidelines.

**Q: How is the Fee determined?**

A: The fee is determined based upon the type of care you receive.

**Q: When is the Fee due?**

A: Fees are due at the time of service. If you are unable to pay at the time, talk to a staff member about your options.

**Q: How can I pay the Fee?**

A: You may pay with cash, credit card, or check.

**Q: How do I qualify?**

A: You must complete an application and bring the appropriate documents: ONE Proof of Income and ONE Proof of Identification.

**Q: What if I don't have any documents?**

A: If you forgot your documents, we will waive the requirement only once. If you don't have documents for your second visit, you will need to bring them before you receive care.

If you don't have any documents, please talk to a staff member about alternative documents that may be sufficient.

**Q: Do I need to provide any proof of documents?**

A: Yes. All patients will need to provide ONE Proof of Income and ONE Proof of Identification.

*Examples*

Proof of Income (ONE of the following):

- |                                                                                                  |                                                          |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> W-2 Income Tax Withholding Form                                         | <input type="checkbox"/> Food Stamp Approval Letter      |
| <input type="checkbox"/> Form 1040                                                               | <input type="checkbox"/> Social Security Benefits Letter |
| <input type="checkbox"/> 2 Current Paystubs                                                      | <input type="checkbox"/> Veterans Benefits Letter        |
| <input type="checkbox"/> Unemployment Insurance Book or Letter                                   |                                                          |
| <input type="checkbox"/> Letter from Employer on their letterhead stating annual income          |                                                          |
| <input type="checkbox"/> If Self Employed, Tax Forms from Current Year and Profit/loss Statement |                                                          |

Proof of Identification (ONE of the following):

- |                                            |                                                 |
|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Passport          | <input type="checkbox"/> Photo ID from Employer |
| <input type="checkbox"/> Driver's License  | <input type="checkbox"/> Recent Utility Bill    |
| <input type="checkbox"/> Birth Certificate |                                                 |

**Q: Do I have to provide proof of documents at every visit?**

A: No. You only need to provide proof of documents one time per year OR when your household size or income changes.