



## **Sliding Fee Application Information**

Please note that if the application is not filled out completely, you will not be awarded a sliding fee discount.

Upon determination of your sliding fee scale, you will be sent a letter explaining your status.

Please be advised that you will be expected to pay full price for services rendered until your sliding fee is established.

## **Sliding Fee Requirements and Guidelines**

Sliding Fee determinations are based on the poverty level income guidelines for the State Of Alaska, released by the Federal government. Since these guidelines list income for 12 months to determine poverty level, we must have 12 months of income supplied to us, or we must convert income provided with this application to a 12 month amount in order to determine if a client has met the threshold established as “poverty level”. Please direct questions to Patient Financial Services at 907-796-8442.

A client must provide the following:

- A completed Sliding Fee application
- We prefer the client to provide actual income verification for 12 months which will give the most accurate write-off. If this is not possible, we will accept a minimum of 3 months of income verification if employed (generally pay stubs) or previously employed. This will be converted to a 12 month income for comparison to the poverty level guidelines (3 months of income x 4=12 months of income). The more months provided by the client, the more accurate the 12 month amount will be. A tax return or W2 may be provided for a 12 month period instead of pay stubs. We will also accept a letter from an employer stating gross income and dates of employment.

- Income from all employers in the past 12 month period must be considered. As stated above, the more verification we have of actual income, the more accurate the determination of the sliding fee write-off will be.
- If self employed, please provide documentation of income received and expenses directly related to the self employment (a profit/loss statement- the same thing required for tax purposes).
- If currently unemployed, complete and sign the unemployment supplement.
- Provide proof of income from Native Corporations, and inheritance money if applicable. Also, you must include your PFD- even if garnished.
- Provide a current bank statement and proof of all other assets.
- Provide any other form of verification for all money made throughout the prior 12 month period.
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**If the applicant is LEGALLY married, they MUST provide all the above information on themselves AND their spouses.**

### **Sliding Fee Scale Financial Determination:**

Financial determination is based on the assets and gross income of all persons in the household of the applicant. A household is identified as a single person at least 18 years of age or older, an emancipated minor 16 years of age or older, or a group of people who would be a family for tax purposes.

Asset limits will be considered first when determining eligibility. The SFS program will use an average of the asset limits that Medicaid uses when screening for their programs: \$2,000.00 for a single person, with \$1000.00 allowed for each additional dependant.

Assets include savings and checking accounts, certificates of deposits, money market accounts, IRA's, KEOGH plans, and cash on hand. We will need verification of all of these items. If you are over the asset limit for your household, your application will be denied, regardless of your total income.

Income guidelines are based on the U.S. Department of Health and Human Services poverty guidelines for Alaska. These are adjusted for family size and published annually. A sliding scale will be used to determine the actual amount which will be written off. The enclosed chart shows this year's income levels and the percentage of write-off for allowable charges.

All income must be verified. If you have stated you have no income, there will be an additional form to be completed and submitted with your application. Permanent Fund dividends, the Longevity Bonus, interest, other types of dividends, alimony, child support, wages, self employment earnings, retirement or pensions, social security, public assistance, disability, or unemployment compensations all count as income.

As a condition of approval for the SFS program, you will be required to sign an agreement establishing a time payment plan for all remaining balances owed to Rainforest Recovery Center. Making regular payments as agreed will be a condition for future SFS program consideration.

### **Financial Allowance:**

All clients that apply for the Sliding Fee Scale will be considered for a write-off up to 90% off their charges at Rainforest Recovery. The remaining balance left owing to Rainforest can be paid in full, or set up on a time payment plan. This will be a written agreement that will be completed prior to attending your appointments at Rainforest Recovery Center.

**Please note that if the application is not filled out completely, you will not be awarded a sliding fee discount.**

Upon determination of your sliding fee scale you will be sent a letter explaining your status. Once you have received your status letter you may call and schedule your assessment appointment.

If you choose to schedule an assessment prior to you receiving your sliding fee status letter you will be expected to pay the full price for services rendered until such time as the sliding fee status is determined.

Any questions can be directed to Rainforest Recovery Center's financial department at 907-796-8442.