



**Policy Number: #50- Sliding Fee Discount Policy**

**Effective Date: 01/15/2020**

**Policy:** Clients are eligible for a sliding fee discount based on family size and income based on National Health Service Corps guidelines.

**Purpose:** To improve access to care and assure that no client will be denied services due to an inability to pay.

**Procedures:**

- A. Income for the family size is determined based on the number of family members residing in the home and/or the number of family members that the parents/guardians are financially responsible for. The number of family members is determined by the greater of the two situations.
- B. Client/Guardians are expected to contact L'esprit within 5 business days to inform administrative staff if the client has become eligible for health insurance or if they have an update on the status of health insurance eligibility.
- C. Client/Guardians are expected to contact L'esprit staff within 2 business days to inform L'esprit staff if they have obtained health insurance and present with health insurance card.
- D. L'esprit will re-evaluate patient eligibility every 30 days with client's parent/guardian.
- E. L'esprit will fully cooperate with any investigation conducted as a result of the report.
- F. Documentation and verification requirements used to determine patient eligibility are the sliding fee application, sliding fee chart, yearly income tax return, W-2 form, last month's pay check stub, copies of social security checks or other checks the family may receive, may be sufficient proof.
- G. Sliding fee discount program will be advertised to the patient population via posting NHSC signage, intake forms for initial contact and by informing other referral services.
- H. L'esprit will not collect a nominal charge for those at or below 100% FPL.
- I. L'esprit does not practice using a collections agency for outstanding debt.