



BAREFOOT COUNSELING, LLC OFFICE POLICIES

SUBJECT: Sliding Fee Discount Program

EFFECTIVE DATE: January 1, 2021

POLICY: To make available discount services to those in need.

PURPOSE: This program is designed to provide free or discounted care to those who have no means, or limited means, to pay for their counseling services (Uninsured or Underinsured).

BAREFOOT COUNSELING, LLC will offer a Sliding Fee Discount Program to all who are unable to pay for their counseling services. BAREFOOT COUNSELING, LLC will base program eligibility on a person's ability to pay and will not discriminate on the basis of an individual's race, color, sex, national origin, disability, religion, age, military affiliation, sexual orientation, or gender identity. The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule (SFS) to determine eligibility.

PROCEDURE:

The following guidelines are to be followed in providing the Sliding Fee Discount Program.

1. Notification: BAREFOOT COUNSELING, LLC will notify clients of the Sliding Fee Discount Program by:
 - Payment Policy Brochure will be available to all clients at the time of service.
 - Notification of the Sliding Fee Discount Program will be offered to each client upon admission.
 - Sliding Fee Discount Program application will be included with collection notices sent out by BAREFOOT COUNSELING, LLC.
 - An explanation of our Sliding Fee Discount Program and our application form are available on by BAREFOOT COUNSELING, LLC.'s website. Barefootcounseling.org.
 - BAREFOOT COUNSELING, LLC places notification of Sliding Fee Discount Program in the clinic waiting area.
2. All clients seeking counseling services at BAREFOOT COUNSELING, LLC are assured that they will be served regardless of ability to pay. No one is refused service because of lack of financial means to pay.
3. Request for discount: Requests for discounted services may be made by clients, family members, social services staff or others who are aware of existing financial hardship.
4. Administration: The Sliding Fee Discount Program procedure will be administered through the owner/head counselor of BAREFOOT COUNSELING, LLC. Information about the Sliding Fee Discount Program policy and procedure will be provided and assistance offered for completion of the application.

Dignity and confidentiality will be respected for all who seek and/or are provided healthcare services.



5. Alternative payment sources: All alternative payment resources must be exhausted, including all third-party payment from insurance(s), federal and state programs.

6. Completion of Application: The client/responsible party must complete the Sliding Fee Discount Program application in its entirety. By signing the Sliding Fee Discount Program application, persons authorize BAREFOOT COUNSELING, LLC access in confirming income as disclosed on the application form.

Providing false information on a Sliding Fee Discount Program application will result in all Sliding Fee Discount Program discounts being revoked and the full balance of the account(s) restored and payable immediately.

If an application is unable to be processed due to the need for additional information, the applicant has two weeks from the date of notification to supply the necessary information without having the date on his/her application adjusted. If a client does not provide the requested information within the two-week time period, his/her application will be re-dated to the date on which s/he supplies the requested information.

Any accounts turned over for collection as a result of the client's delay in providing information will not be considered for the Sliding Fee Discount Program.

7. Eligibility: Discounts will be based on income and family size only. BAREFOOT COUNSELING, LLC uses the Census Bureau definitions of each.

a. Family is defined as: a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

b. Income includes: earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.

8. Income verification: Applicants must provide one of the following: prior year W-2, two most recent pay stubs, letter from employer, or Form 4506-T (if W-2 not filed). Self-employed individuals will be required to submit detail of the most recent three months of income and expenses for the business. Adequate information must be made available to determine eligibility for the program.

Self-declaration of Income may only be used in special circumstances. Specific examples include participants who are homeless. Clients who are unable to provide written verification must provide a signed statement of income, and why they are unable to provide independent verification. This statement will be presented to BAREFOOT COUNSELING, LLC's owner/lead counselor or his/her designee for review and final determination as to the sliding fee percentage. Self-declared clients will be responsible for 100% of their charges until management determines the appropriate category.

9. Discounts: The sliding fee schedule will be updated during the first quarter of every calendar year with the latest Federal Poverty Guidelines.

10. Nominal Fee: Clients receiving a full discount will be assessed a \$5 nominal charge per visit. However, clients will not be denied services due to an inability to pay. The nominal fee is not a threshold for receiving care and thus, is not a minimum fee or co-payment.

11. Waiving of Charges: In certain situations, clients may not be able to pay the nominal or discount fee. Waiving of charges may only be used in special circumstances and must be approved by BAREFOOT COUNSELING, LLC'S



owner/lead counselor or their designee. Any waiving of charges should be documented in the client's file along with an explanation (e.g., ability to pay, good will, health promotion event).

12. Applicant notification: The Sliding Fee Discount Program determination will be provided to the applicant(s) in writing, and will include the percentage of Sliding Fee Discount Program write off, or, if applicable, the reason for denial. If the application is approved for less than a 100% discount or denied, the client and/or responsible party must immediately establish payment arrangements with BAREFOOT COUNSELING, LLC. Sliding Fee Discount Program applications cover outstanding client balances for six months prior to application date and any balances incurred within 12 months after the approved date, unless their financial situation changes significantly. The applicant has the option to reapply after the 12 months have expired or anytime there has been a significant change in family income. When the applicant reapplies, the look back period will be the lesser of six months or the expiration of their last Sliding Fee Discount Program application.

13. Refusal to Pay: If a client verbally expresses an unwillingness to pay or vacates the premises without paying for services, the client will be contacted in writing regarding their payment obligations. If the client is not on the sliding fee schedule, a copy of the sliding fee discount program application will be sent with the notice. If the client does not make effort to pay or fails to respond within 60 days, this constitutes refusal to pay. At this point in time, BAREFOOT COUNSELING, LLC can explore options not limited, but including offering the client a payment plan, waiving of charges, or referring the client to collections.

14. Record keeping: Information related to Sliding Fee Discount Program decisions will be maintained and preserved in a centralized confidential file located in the owner's office, in an effort to preserve the dignity of those receiving free or discounted care.

15. Policy and procedure review: Annually, the amount of Sliding Fee Discount Program provided will be reviewed and will be updated based on the current Federal Poverty Guidelines. Pertinent information comparing amount budgeted and actual community care provided shall serve as a guideline for future planning. This will also serve as a discussion base for reviewing possible changes in our policy and procedures and for examining institutional practices which may serve as barriers preventing eligible clients from having access to our community care provisions.

ATTACHMENTS:

2021 Sliding Fee Schedule

Client Application for the Sliding Fee Discount Program

REVIEWED BY: _____



Barefoot Counseling, LLC - Sliding Fee Scale

Barefoot Counseling ensures that clients have access to counseling services regardless of their ability to pay.

Barefoot's Sliding fee schedule is based on the 2021 Federal Poverty Guidelines and client's household income, clients will be given a copy of the Federal Scale, below is a simplified version. Barefoot Counseling will discuss the financial non-discrimination policy with clients in first intake session, either on the phone or in person. Barefoot Counseling believes this is an important first step in the counseling process. The scale below is a reference for the conversation to begin because finances are so personal, the payment amount will be personal and confidential between client and counselor.

Many of BF clients have started on the sliding fee scale and as their lives have improved - so have their ability to pay. Financial blessings are a benefit of recovery and counseling.

The following is a simplified version of BFC, LLC sliding fee scale:

Note: BAREFOOT COUNSELING, LLC nominal fee is \$5.00 per session.

FAMILY SIZE	HOUSEHOLD INCOME	HOURLY RATE
1	\$0 - \$24,000	\$5.00 - \$100.00
2	\$0 - \$33,000	\$5.00 - \$100.00
3	\$0 - \$42,000	\$5.00 - \$100.00
4	\$0 - \$51,000	\$5.00 - \$100.00
5	\$0 - \$60,000	\$5.00 - \$100.00
6	\$0 - \$69,000	\$5.00 - \$100.00
7	\$0 - \$78,000	\$5.00 - \$100.00
8	\$0 - \$86,000	\$5.00 - \$100.00



Detailed Sliding Fee Scale: This scale will be in effect for the 20-21 Fiscal Year.

2020 Sliding Fee Discount Schedule • Effective April 1, 2020

Family Size	Federal Poverty Guidelines					
	100% and Below A	101% - 125% B	126% - 150% C	151% - 175% D	176% - 200% E	Over 200% Full Charge
1	\$0 - \$12,760	\$12,761 - \$15,950	\$15,951 - \$19,140	\$19,141 - \$22,330	\$22,331 - \$25,520	\$25,521
2	\$0 - \$17,240	\$17,241 - \$21,550	\$21,551 - \$25,860	\$25,861 - \$30,170	\$30,171 - \$34,480	\$34,481
3	\$0 - \$21,720	\$21,721 - \$27,150	\$27,151 - \$32,580	\$32,581 - \$38,010	\$38,011 - \$43,440	\$43,441
4	\$0 - \$26,200	\$26,201 - \$32,750	\$32,751 - \$39,300	\$39,301 - \$45,850	\$45,851 - \$52,400	\$52,401
5	\$0 - \$30,680	\$30,681 - \$38,350	\$38,351 - \$46,020	\$46,021 - \$53,690	\$53,691 - \$61,360	\$61,361
6	\$0 - \$35,160	\$35,161 - \$43,950	\$43,951 - \$52,740	\$52,741 - \$61,530	\$61,531 - \$70,320	\$70,321
7	\$0 - \$39,640	\$39,641 - \$49,550	\$49,551 - \$59,460	\$59,461 - \$69,370	\$69,371 - \$79,280	\$79,281
8	\$0 - \$44,120	\$44,121 - \$55,150	\$55,151 - \$66,180	\$66,181 - \$77,210	\$77,211 - \$88,240	\$88,241
Per Each Additional Member	add \$4,480	add \$5,600	add \$6,720	add \$7,840	add \$8,960	add \$8,960

*Based on the [2020 Federal Poverty Guidelines \(FPG\)](#) for the 48 contiguous states and the District of Columbia. Please note that there are separate guidelines for Alaska and Hawaii, and that the thresholds would differ for sites in those two states. Sites in Puerto Rico and other outlying jurisdictions would use the above guidelines.