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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Sliding Fee Discount Program | Section: 6355 |
| Effective Date: April 28, 1987 | Revised Date: August 22, 2023 |

It is the policy of the Board that all MCN services are available free of charge or on a discounted services to those in need. This will be a nominal charge. The nominal fee is automatically zero if the person served has straight Medicaid. Otherwise, it is based on a percentage of the qualified income.

Information regarding the Sliding Fee Discount Program (also known as Ability to Pay) is posted on Montcalm Care Network (MCN) website: [*https://montcalmcare.net*](https://montcalmcare.net) and at each agency facility. MCN also partners with media platforms to advertise the service array and sliding fees, including newsprint, Facebook, billboards, and other social media platforms. MCN engages in routine community education/prevention activities to distribute materials about services and sliding fees at local events. Program brochures are available at each facility. This brochure includes information on sliding fees and is also distributed to local community partners such as Michigan’s DHHS, schools, law enforcement, hospitals, and other social services providers.

All persons seeking mental health care services at Montcalm Care Network (MCN) are assured that they will be served regardless of their ability to pay. No one is refused service because of lack of financial means to pay. This program is designed to provide free or discounted care to those who have no means, or limited means, to pay for their medical services (uninsured or underinsured).

MCN will offer a Sliding Fee Discount Program to all who are unable to pay for their services. MCN 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, sexual orientation, or gender identity. The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule to determine eligibility.

The person’s ability to pay will be re-evaluated annually for all ongoing services. A re-evaluation will also be made if there are changes in the person’s financial status.

Fees will be charged to the person served (including the individual, spouse, or parent) and/or any third-party reimbursement source for which the person is eligible.

The person has the right to refuse to give financial information; however, he/she will be liable for the full cost of services received. Upon presentation of required financial information, the ability to pay amount will be set. Required information is: Federal or State tax returns, Earned and unearned income, government, benefits, other entitlements. Protected Assets will not be used when a Full-Determination is used. This ability to pay will be on a monthly basis calculated as 1/12th the annual ability to pay with the exception for Respite Care Services. If the recipient is not eligible for any third-party reimbursement, his/her ability to pay will be determined using either the "Income Only Ability to Pay” or the "Full-Financial Redetermination", whichever is appropriate in the circumstances. Income only determination is simply based on verbally stated annual income or by using Federal or State Tax returns.

Income is defined as:

gross wages; salaries; tips; income from business and self-employment; unemployment compensation; workers' compensation; Social Security; Supplemental Security Income; veterans' payments; survivor benefits; pension or retirement income; interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside the household; and other miscellaneous sources. For further descriptions please refer to Michigan’s department of health and human services (By authority conferred on the department of health and human services by sections 114,818, and 842 of the mental health code, 1974 PA 258, MCL 330.1114, 330.1818, and330.1842) as well as Michigan’s Administrative Code (R 330.8005, R 330.8239, R 330.8240, R 330.8242, and R 330.8279).

A fee shall be assessed and charged on the person’s first visit or as soon thereafter as possible. If the person served does not agree to the amount calculated on the “Income only” determination, they may request a Full-Financial redetermination, which takes into consideration full income and expenses, current assets, and protected Assets and income.

Once an ability to pay has been determined, the person is only liable up to the amount of their ability to pay amount applied to the charge(s) for service(s) they actually receive and for which a cost has been incurred by the Board to provide, regardless of whether provided directly by the Board or a contracting provider. MCN will make attempts to collect all outstanding amounts from each consumer regardless of the balance due being from the sliding fee calculation or if the balance due is because of third-party insurances. Please see policy 6135, Delinquent Accounts.

The person served has the right to appeal his/her fee within 30 days from the date the fee is determined. If the redetermination of ability to pay is not acceptable to the person (including the individual, spouse, or parent) he/she may appeal, in writing, to the Recipient Rights Officer within 30 days of the notification of redetermination.

If the person served cannot pay his/her fee, this will not affect the person’s right to receive mental health services.

Special contracts for mental health services will be treated differently than regular MCN services. Fees will be established per contract agreement.

Psychological Testing services not requested by Board staff will be charged full costs and not be subject to ability to pay rules.