**Morgan Rakay, MA, LPC, BC-DMT**

**Sliding Fee Schedule Policy**

**Effective Date: January 1, 2019**

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

**PURPOSE:** This program is designed to provide discounted care to those who have limited means to pay for services.

Morgan Rakay, MA, LPC, BC-DMT will offer a Sliding Scale Fee Discount to all who are unable to pay for services as billed. Eligibility will be based on a person’s ability to pay and will not discriminate on the basis of age, gender, race, sexual orientation, creed, religion, disability, or national origin. The Federal Poverty Guidelines (http://aspe.hhs.gov/poverty) are used in creating and updating the sliding fee schedule (SFS) to determine eligibility.

**PROCEDURE:** These guidelines are to be followed in providing the Sliding Scale Fee Discount.

1. **Requests 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. Discounted services would apply effective the date of application approval going forward. Information and forms can be obtained from the website ([www.MovementTherapyArts.com](http://www.MovementTherapyArts.com)) , or as requested through email or in person.

2. **Administration**: The Sliding Scale Fee procedure will be administered direcly through Morgan Rakay, MA, LPC, BC-DMT. Dignity and confidentiality will be respected for all who seek and/or are provided discounted services.

3. **Application:** The client/responsible party must complete the Sliding Scale Fee application in its entirety. By signing the Sliding Scale Fee application, persons authorize a request to confirm income as disclosed on the application form via documentation such as pay stub or proof of unemployment. Providing false information will result in all discounts being revoked.

**Renewal Applications:** A client who receives discounted services under this policy is required to submit an updated application every 12 months or if their financial situation changes. If a client is delinquent in meeting the updated annual application requirement, client will receive notice they are being terminated from the Sliding Scale Fee Discount Program unless they submit the required information within the time frame (10 business days) noted in the letter. If a client does not submit the renewal information, they are no longer eligible for the discounted services per the date in the notice letter.

4. **Discounts:** Discounts will be based on income and family size only. This practice defines a Family as head of household, spouse/partner and dependent children or elders.

5. **Income includes**: earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, rents, trusts, and other miscellaneous sources. Noncash benefits (such as food stamps and housing subsidies) do not count.

6. **Updates:** The sliding fee schedule will be updated during the first quarter of every calendar year with the latest federal poverty guidelines, <http://aspe.hhs.gov/poverty>.

7. **Notice:** The Sliding Fee Discount Program determination will be provided to the applicant(s) in writing and/or via email, and will include the Sliding Scale Fee amount due per session, or, if applicable, the reason for denial. If the application is approved for less than an agreeable discount or denied, the client and/or responsible party may immediately seek other payment arrangements with Morgan Rakay, MA, LPC, BC-DMT. The applicant has the option to reapply after the 12 months have expired or anytime there has been a significant change in family income.

8. **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 by phone and in writing regarding their payment obligations. 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, Morgan Rakay, MA, LPC, BC-DMT can explore options not limited to, but including offering the client a payment plan, waiving of charges, or referring for client collections efforts.

9. **Storage of Information:** Information contributing to determination of Sliding Scale Fee will be shredded and destroyed immediately, in an effort to preserve the privacy and dignity of those receiving free or discounted care.