

# Osika & Scarano Psychological Services

## NHSC Sliding Fee Scale Policy

### I. PURPOSE

To reduce or eliminate financial barriers to treatment.

### II. STANDARD

National Health Service Corps Sliding Fee Discount Schedule Information Package, Revised September 2023 according to US Federal Poverty Guidelines 2023

### III. DEFINITIONS

- a. **Family:** a group of two or more people (one of whom is the house holder) related by birth, marriage or adoption and residing together; all such people (including related subfamily members) are also considered as members of one family. DC will also accept non-related household members when calculating family size.
- b. **Income:** gross wages; salaries, tips; income from business and self-employment; unemployment compensation; social security; supplemental security income; Veteran's payments; survivor benefits; pension or retirement income; interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside of the household; and other miscellaneous sources.

### IV. POLICY

Osika & Scarano Psychological Services has an established policy to provide equal opportunity to all individuals in the provision of services, and that they shall benefit from all applicable programs, activities, and services without regard to race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity. No person will be turned away regardless of their ability to pay for services, whether uninsured or under-insured. Dignity and confidentiality will be respected for all who seek or who are provided healthcare services and/or financial assistance.

The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule to determine eligibility.

The Sliding Fee Scale (SFS) will be updated on an annual basis, according to the latest US Federal Poverty Guidelines. The availability of a Sliding Fee Scale will be posted in the lobbies of Osika & Scarano Psychological Services sites and on the website. Osika & Scarano Psychological Services will also examine institutional practices which may serve as barriers preventing access to community care provisions.

Requests for discounted services may be made by individuals, family members or others who are aware of an existing financial hardship. Information and brochures will be made available at the front desk at each location.

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## V. APPLICATION

The Sliding Fee Scale is available to all individuals seeking services at Osika & Scarano Psychological Services.

## PROCEDURE

1. The following guidelines are to be followed in providing the Sliding Fee Discount at Osika & Scarano Psychological Services.
  - I. Osika & Scarano Psychological Services will notify all individuals about the SFS at the time of service.
    - a. A brochure will be provided at the point of intake.
    - b. The application contains an explanation of the SFS discount program.
    - c. The availability of the SFS discount will be posted on the Osika & Scarano Psychological Services website.
    - d. Osika & Scarano Psychological Services lobby areas will contain postings of the SFS discount program.
2. Requests for discounted services may be made by individuals, family members, staff, others who are aware of the existing financial hardships. Information and forms will be available at each location.
3. The Sliding Fee Program will be administered by the finance department, CFO or designee. Information about the program and the policy will be provided to individuals seeking services. Staff will offer assistance with completion of the application.
4. The member/ responsible party must complete the Sliding Fee Scale application in its entirety. Persons confirming their income are disclosed on the application form.
5. Discounts are based on income and family size only.
6. Applicants may provide one of the following: prior year W2, two most recent pay stubs, letter from employer, or form 4560-T (if W2 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 be used. Members who are unable to provide written verification may provide a signed statement of income. Individuals with income below above 100% of poverty, but at or below 200% poverty will be charged a nominal fee according to the attached sliding fee schedule and based on their family size and income. Members 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.
7. Members who are unable to pay the nominal fee or the discount fee may be approved to have their charges waived. Any waiving of charges will be documented in the members file along with an explanation.
8. Once the application has been completed, the final determination will be provided in writing to the individual. It will include the percentage write off, or if applicable, the denial reason. If the application is approved for less than a 100% discount or is denied, Osika & Scarano Psychological Services will work with the member or the responsible party to establish payment arrangements. Sliding Fee applications cover outstanding balances for six months prior to the application date and any balances incurred within 12 months after the approved

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date unless there has been a significant change in family income. When an applicant reapplies, the look back period will be the lesser of six months or the expiration of their last SFS application.

9. Please be advised that if six months of non-payment occurs on any account, collection procedures will begin, even if the patient account was accepted into the Sliding Fee Program. After six months of non-payment, a \$50 processing fee and 18% APR will be added to the account balance and a collection agency will be notified to begin collection activity on your account.
10. If an individual verbally expresses an unwillingness to pay or vacates the premises without paying for services, the individual will be contacted in writing regarding their payment obligations. If that individual is not on the SFS, the information regarding the discount program will be sent to them, along with an application. If the individual does not respond within 60 days, this constitutes a refusal to pay. Osika & Scarano Psychological Services will offer a payment plan, waive charges, or refer the member to collections.
11. During the annual budget review process, an estimated amount of SFS program service will be placed into the budget as a deduction from revenue.
12. Please complete the application that starts on page 4, and return it to us at Osika & Scarano, 125 Broad Street, One Broad Street Plaza, Glens Falls, NY 12801.

If you have any questions, or need help completing this application, please call us at (518) 745-0079

## Osika & Scarano Psychological Services, P.C. Sliding Fee Scale Application

It is Osika & Scarano Psychological Services, P.C. policy to provide essential services regardless of an individual's ability to pay. Osika & Scarano Psychological Services, P.C. offers discounts based on family size and annual income.

Please complete the following information and return to the front desk to determine if you or members of your family are eligible for a discount.

The discount will apply to all services received at Osika & Scarano Psychological Services, P.C. not any services or equipment purchased outside including lab testing, medication, etc. You must complete this form every 12 months or if your financial situation changes.

NAME				
STREET	CITY	STATE	ZIP	PHONE

**Please list all household members, including those under age 18.**

	Name	Date of Birth
<b>SELF</b>		
<b>OTHER</b>		
<b>OTHER</b>		
<b>OTHER</b>		

## Osika & Scarano Psychological Services, P.C. Sliding Fee Scale Application

Source	Self	Other	Total
Gross wages, salaries, tips, etc.			
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			
<b>TOTAL INCOME</b>			

I certify that the family size and income information shown above is correct.

Name (Print)

Signature

Date

### OFFICE USE ONLY

Patient Name: \_\_\_\_\_

Approved Discount: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Verification Checklist	Yes	No
Identification/Address: Driver's license, utility bill, employment identification, or other		
Income: Prior year tax return, three most recent pay stubs, or other		

*Self-declaration of income may also be used.*

## Federal Poverty Guidelines for Sliding Fee Scale (SFS) Discount Program

**Osika & Scarano Psychological Services, P.C.** provides essential mental health services regardless of the patient's ability to pay. Osika & Scarano Psychological Services, P.C. offers sliding fee discounts based on family size and annual income. If you think you may qualify for Sliding Fee Discount Program, ask for an application form from the reception area.

### Maximum Annual Income Amounts for each Sliding Fee Percentage Category (except for 0% discount)

Poverty Level	100%	110%	120%	130%	140%	150%	160%	170%	180%	190%	200%	>200%
Family Size	Discount 100%	Discount 90%	Discount 80%	Discount 70%	Discount 60%	Discount 50%	Discount 40%	Discount 30%	Discount 20%	Discount 15%	Discount 10%	Discount 0%
1	\$0 - 14,580	14,581 - 16,038	16,039 - 17,496	17,497 - 18,954	18,955 - 20,412	20,413 - 21,870	21,871 - 23,328	23,329 - 24,786	24,787 - 26,244	26,245 - 27,702	27,703 - 29,160	29,161+
2	\$0 - \$19,720	19,721 - 21,692	21,693 - 23,664	23,665 - 25,636	25,637 - 27,608	27,609 - 29,580	29,581 - 31,552	31,553 - 33,524	33,525 - 35,496	35,497 - 37,468	37,469 - 39,440	39,441+
3	\$0 - \$24,860	24,861 - 27,346	27,347 - 29,832	29,833 - 32,318	32,319 - 34,804	34,805 - 37,290	37,291 - 39,776	39,777 - 42,262	42,263 - 44,748	44,749 - 47,234	47,235 - 49,720	49,721+
4	\$0 - \$30,000	30,001 - 33,000	33,001 - 36,000	36,001 - 39,000	39,001 - 42,000	42,001 - 45,000	45,001 - 48,000	48,001 - 51,000	51,001 - 54,000	54,001 - 57,000	57,001 - 60,000	60,001+
5	\$0 - \$35,140	35,141 - 38,654	38,655 - 42,336	42,337 - 45,682	45,683 - 49,196	49,197 - 52,710	52,711 - 56,224	56,225 - 59,738	59,739 - 63,252	63,253 - 66,766	66,767 - 70,280	70,281+
6	\$0 - \$40,280	40,281 - 44,308	44,309 - 48,336	48,337 - 52,364	52,365 - 56,392	56,393 - 60,420	60,421 - 64,448	64,449 - 68,476	68,477 - 72,504	72,505 - 76,532	76,533 - 80,560	80,561+
7	\$0 - \$45,420	45,421 - 49,962	49,963 - 54,504	54,505 - 59,046	59,047 - 63,588	63,589 - 68,130	68,131 - 72,672	72,673 - 77,214	77,215 - 81,756	81,757 - 86,298	86,299 - 90,840	90,841+
8	\$0 - \$50,560	50,561 - 55,616	55,617 - 60,672	60,673 - 65,728	65,729 - 70,784	70,785 - 75,840	75,841 - 80,896	80,897 - 85,952	85,953 - 91,008	91,009 - 96,064	96,065 - 101,120	101,121+
For each additional person, add	\$5,140	5,664	6,168	6,682	7,196	7,710	8,224	8,738	9,252	9,766	10,280	10,280

\*Based on the 2023 [Federal Poverty Guidelines \(FPG\) for the 48 contiguous states and the District of Columbia](#).