



SLIDING FEE DISCOUNT APPLICATION

Warm Springs Counseling Center offers a Sliding Fee Discount Program for clients and their families who have difficulty in paying for their services. Warm Springs Counseling Center will base program eligibility 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. Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule to determine eligibility.

CLIENT'S LAST NAME	FIRST	MIDDLE	DATE OF BIRTH
NAME OF HEAD OF HOUSEHOLD			
STREET ADDRESS	CITY	ZIP	TELEPHONE
PLACE OF EMPLOYEMENT			

Please List Spouse and Dependents under the Age of 18

SPOUSE OR DEPENDANT NAME	DATE OF BIRTH

Annual Household Income

Source	Self	Spouse	Other	Total
Gross wages, salaries, tips, etc.				
Income from business, self-employment, and dependents				
Unemployment compensations, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income				

Source	Self	Spouse	Other	Total
Interest, dividends, rents, royalties, income from estates, trusts, education assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.				
Total Income				

Note: Copies of tax returns, W-2, 2 most recent pay stubs, or other information verifying income is required before the discount is approved. Self-employed individuals will be required to submit detail of the most recent three months of income and expenses for the business. Parents must be able to provide proof of income in order to be eligible for Sliding Fee Discount. In the case of two parent households, each parent is required to provide proof of income. Adequate information must be made available to determine eligibility for the program.

Agreement

Clients are required to pay at the time of each visit. If a client's responsible party verbally expresses an unwillingness to pay or vacates the premises without paying for services, the client's responsible party will be contacted in writing regarding their payment obligations. If the responsible party does not make effort to pay or fails to respond within 60 days, this constitutes refusal to pay. At this point in time, Warm Springs Counselling Center can explore options not limited, but including offering the client a payment plan, waiving of charges, or referring the client to collections. Clients approved for a subsidy will have a limit on amount of counseling sessions to be determined by the clinician. Applications are reviewed every 6 months. The applicant has the option to reapply after the 6 months have expired or anytime there has been a significant change in family income.

I agree to all of the Sliding Fee Discount program requirements. I understand that providing false information of any kind will result in the immediate termination of this agreement and I will be required to pay the agency's full rate for each date of service provided. I certify that the family size and income information shown above is correct. I understand client's responsible party are required to pay at the time of each visit.

_____ **Name (print)** _____ **Date**

_____ **Signature**

Office Use Only

Approved Discount _____

Approved By _____

Date Approved _____

