



## SLIDING FEE DISCOUNT PROGRAM

Kung kailangan mo ng tulong sa translation magyaring hilingin sa front desk.  
Si necesita ayuda con la traducción, por favor pedir a la recepción.

### What is the Sliding Fee Discount Program?

The Sliding Fee Discount Program (SFDP) is a Federal program that allows the Kodiak Community Health Center (KCHC) to provide services at a discounted rate from our normal and customary charges for internal medical, dental, and lab services. **At KCHC no patient will be denied health care services due to an inability to pay.**

*According to federal regulation, two pieces of information are required, in order to be considered for this program:*

1. The amount of income in the household
2. The number of people who live in the household

In order to be approved for the SFDP, you must provide **accurate and comprehensive proof of income** and **list all persons within your household within 10 business days** of the date you receive an application. Failure to return a completed application by the due date will result in denial of the SFDP application. **Incomplete applications will result in 100% patient responsibility for all charges.** In addition, once approved, you must report any changes in household income or number of members of the household when these charges occur. **Each application approved is in effect for 1 year. A new application must be submitted annually to be considered for continued eligibility.**

Once approved for the SFDP, patients are responsible for any balance not covered under the SFDP agreement. Patients are financially responsible should the account be referred to a collection agency and shall pay all delinquent accounts including accrued interest and fees.

**Falsification of information submitted will result in forfeiture of all Sliding Fee Discount Program privileges.**

### Eligibility for the Sliding Fee Discount Program

**All patients are eligible to apply for the sliding fee discount program regardless of insurance status. Determination of your discount, if any, is determined based upon household income and household size in accordance with the current Federal Poverty Income Level Guidelines.** The discount fee ranges from a nominal fee to 25%, 50%, or 75% off of our usual and customary fees for an uninsured patient. Or in the case of an insured patient, this discount applies to patient responsibility portion (co-pay/co-insurance).

**If you have been approved for Medicaid within the last 90 days, you can bring in a copy of your Medicaid approval letter and Medicaid application in lieu of other required supporting documents.**

### INCOME DEFINITION AND PROOF REQUIRED

#### 1. Income Definition

Income is based on the gross income of all household members and is used to determine whether the applicant meets a specific Federal Poverty Income Level. The following are examples of the types of income to be reported: salary, wages, unemployment compensation, worker's compensation, Social Security, Supplemental Security Income, public assistance (such as food stamps, discounted housing), veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trust, alimony, Alaska Permanent Fund Dividend, assistance from friends or family members, and other miscellaneous sources.



### 3. Acceptable forms of proof for determining income include the following:

**Required:** Documentation of all income within the last 30 days **AND** your most recent Federal Income Tax Return (Form 1040) if you do not have a federal Income Tax Return on file then submit all recent tax documents (1099, W-2's etc).

#### **Examples of monthly income are as follows:**

1. Pay check stubs: (Within last 30 days.)
2. Agency Letter: Letter from the Social Security Administration, Medicaid, Adult Public Assistance, Social Service Agency, or Veterans Administration stating income level if received within the past year.
3. Unemployment Verification: Paperwork proving unemployment status and the amount of unemployment compensation being received.
4. Court documents Child Support/Alimony/Foster Care Payments: Official documents stating child support and/or alimony amount as awarded by a judge.
5. Permanent Fund Dividend.
6. Official Paperwork: Paperwork documenting retirement, disability, SSI and/or SSA benefits.
7. Employer Letter: For those who do not have a recent pay check stub, a letter from the employer detailing current gross income and frequency of pay periods may be accepted. Contact information must be provided so that information can be verified.
8. If you are Unemployed, and/or do not have any source of verifiable income, please document explanation on the Self Declaration of Income Form (page 4).

#### **HOUSEHOLD SIZE DEFINED**

##### **Household members include but are not limited to the following definitions:**

1. All members of a household who are related and/or pooling resources are counted as one household. (i.e. adult children living in the home but filing taxes separately).
2. Unrelated members of a household who are supporting one another financially or share resources are considered one household (i.e. living as married/cohabitation).
3. Family members living in the same household on a **temporary** basis due to a hardship that are receiving room and board are considered a separate household.
4. Members of a household who are unrelated and do not share income are considered separate households.

#### **WHAT IS NOT COVERED:**

**The KCHC SFDP does NOT COVER outside services (those not provided by KCHC )** such as; **lab services with Quest Diagnostics, work-related physicals or drug screens, services rendered at Providence Kodiak Island Medical Center** (both Quest and PKIMC have their own discount programs available).

**The KCHC SFDP does not cover the cost of dental prosthetics.** Dental Prosthetics (including but not limited to: dentures, bridges, crowns) are made custom to each patient and are sent to an outside dental lab. Prosthetics will be provided at dental lab cost plus administrative and handling fee. Please see attachment for detailed exclusions.

#### **SFDP recipients are required to submit a new application annually.**

*The Sliding Fee Discount Program Application is subject to independent verification by the KCHC Staff. **Failure to return a completed application by the due date will result in denial of the current SFDP application.** Applicants may re-apply for the SFDP at any time. Application deadline extensions may be approved on a case by case basis. Exceptions may be approved by the Executive Director.*



## Sliding Fee Discount Program Self- Declaration of Income

Complete the information below **only** if you have no other way to document your income. All of the appropriate boxes below must be checked and all questions answered. Failure to complete this form may result in denial of your Sliding Fee Discount Program application.

- I get paid in cash.
- I am self-employed but do not file taxes.
- I do not get pay checks and/or stubs.
- I have not had any income in the last 30 (thirty) days.
- I did not have any income in the last calendar year.
- I cannot get a letter from my employer.

My income in the last 30 (thirty) days was: \_\_\_\_\_

My income in the last calendar year was: \_\_\_\_\_

### **Applicants/Recipients must read the following and sign below:**

I certify that I have no other way to document my income and that all of the above information is true and correct. I understand that this information is to be used to determine eligibility for Kodiak Community Health Centers sliding fee discount program. I understand that KCHC staff may verify the information on this form. I also understand that should KCHC become aware that any of this information has been falsified to fraudulently receive services that my participation will be revoked, I may have to repay benefits received, and I will be responsible for 100% of the usual and customary charges of KCHC.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Translators Only- Read the following and sign below:**

I certify that I asked the applicant/recipient about all sources of income received by the household and, before using this form, used best efforts to obtain other possible sources of documentation. The information reported on this form was provided solely by the applicant/recipient and reflects the income the applicant reported to me. I did not modify the information in any way. I understand that if I intentionally falsified information on this form or if I assisted the applicant in falsifying any information, I may be prosecuted under State law.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SFDP Checklist

1. State/Government issued Photo ID for everyone in the household 18 years of age & older.
2. Previous year tax return (1040 or W-2/s).
3. Documentation of all income received in the last 30 days. Examples include: **Pay stubs** (if so are pay days weekly/bi-weekly/monthly? Verify correct amount has been provided) **unemployment, child support, Social security income**, etc. Bank statements showing directly deposited amount are accepted as documentation.
  - a. IF 2. or 3 is unavailable document why on the Self-Declaration form.

## Documents required to complete application


Staff Reminders:

Date and initial upon receiving completed application

Remove back page and give to patient

Ask Co-worker to double check

Have Maggie check completed application received

Staple and submit to finance