

How to apply for the Sliding Fee Program

1. Ask a Tueller Counseling staff member for a copy of the application.
2. When filling out the application, keep the following definitions in mind;
 - a. Head of Household (HOH): Must pay for more than half of the applicant's support and housing costs (HOH and applicant can be the same person).
 - b. Applicant: Individual applying for discounted services.
 - c. Responsible Party: Parent/Guardian filling out application for a minor and the individual responsible for financial charges.
3. Fill out application as directed.
4. If you have questions, a Tueller Counseling staff member can answer questions for you.
5. Turn in the completed application to a Tueller Counseling staff member.
6. You will receive a letter notifying you of the results in 5-10 business days.
 - a. If you qualify, the discount will go into effect the date of approval.

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Tueller Counseling Services, Inc.

Sliding Fee Program

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Tueller Counseling Services is an Equal Opportunity Employer.

What is the Sliding Fee Program?

This program is designed to provide discounted care to those who have no means, or limited means, to pay for their mental health services. In addition to quality healthcare, clients are entitled to financial guidance by a Tueller Counseling Billing Representative who can understand and offer possible solutions for those who cannot pay in full.

The Sliding Fee Discount Program will be made available to all individuals who are unable to pay for their services. Tueller Counseling Services, Inc. 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. The Federal Poverty Guidelines, found at: <http://aspe.hhs.gov/poverty>, are used in creating and quarterly updating the sliding fee schedule (SFS) to determine eligibility.

Requests for discounted services may be made by clients, family members, social services staff or others who are aware of existing financial hardship.

The discount will be applied to contracted insurance rates or our private pay rates.

Financial Policy and obligations

After applying for the Sliding Fee Program, a letter will be sent notifying you of the results. If approved, this letter will include details about your financial obligations.

If a discount is accepted through the Sliding Fee Program, all payments are due at or before the time of your appointment.

If you express an unwillingness to pay or vacate the premises without paying for services, you will be contacted in writing regarding your payment obligations. If payment is not made in full by your following appointment, your sliding fee discount may be revoked and payment in full will be required for following appointments. Failure to reply to efforts will result in possible discharge from services.

Sliding Fee Program participants will be charged a \$35 fee if they fail to show up for a scheduled appointment. If a client fails to show multiple times, the client will be contacted in writing. Failure to reply will result in possible discharge from services.

If you ever have questions regarding your financial obligations for the Sliding Fee Program, you may speak to a representative from the Billing Department at Tueller Counseling.



What else should I know?

- If accepted into the program, it will only apply to Individual and Family Counseling sessions. Exclusions to the Sliding Fee Program are; groups, GAIN assessments, community services and all psychiatric services.
- A letter notifying you of acceptance or denial will have further instructions and information regarding the benefits you will receive through the Sliding Fee Program.
- You will need to re-apply every 6 months or anytime your income significantly changes. Significant changes include, but are not limited to;
 - Insurance changes
 - Income changes
 - Noncash benefits (such as food stamps and housing subsidies) **do not** count.
- All alternative payment resources must be exhausted, including all third-party payment from insurance(s), Federal and State programs.
- If you are discharged from services, for whatever reason, you will be required to reapply for the Sliding Fee Program.