

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Finance</b>		
<b>Title:</b>	<b>Substance Use Disorder – Income Eligibility and Fee Determination</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Page:</b> 1 of 3	<b>Review Cycle:</b> Annually  <b>Author:</b> SUD Workgroup	<b>Adopted Date:</b> 10.01.2015  <b>Review Date:</b> 3.2018  <b>Revision Eff. Date:</b> 02.01.2024	<b>Related Policies:</b> Financial Management SUD Income Eligibility and Fee Determination

DO NOT WRITE IN SHADED AREA ABOVE

**Purpose**

MSHN is required to maintain a clear and consistent process for income eligibility and fee determination. This procedure assures that regional substance use disorder treatment providers administer income eligibility and fee determination using a consistent format and criteria.

**Procedure:**

**MID-STATE HEALTH NETWORK INCOME ELIGIBILITY FOR BLOCK GRANT for CALENDAR YEAR 2024**

Income Eligibility based on 200% of the Federal Poverty Level Guidelines

Family Size	200% FPL
1	\$ 30,120
2	\$ 40,880
3	\$ 51,640
4	\$ 62,400
5	\$ 73,160
6	\$ 83,920
7	\$ 94,680
8	\$105,440
Each Add	\$ 10,760

Service Description and Code	Copay Amount
Individual Therapy (90832)	\$5.00 per session
Individual Therapy (90834)	\$7.50 per session
Individual Therapy (90837)	\$10.00 per session
Family Therapy (90846, 90847)	\$10.00 per session
Group Therapy (90853)	\$5.00 per session
Evaluation and Management (99202 - 99205, 99212 - 99215)	\$5.00 per session
Individual Counseling (H0004)	\$2.50 per 15-minutes
Group Counseling (H0005)	\$5.00 per session
Withdrawal Management (H0010, H0012)	\$10.00 per day
Residential Treatment (H0018, H0019)	\$5.00 per day
Individual Peer Recovery Support Services (H0038)	\$2.00 per 15-minutes
Individual Peer Recovery Support Services (T1012)	\$4.00 per session

**INCOME VERIFICATION AND FEE AGREEMENT**

**Consumer Name:** \_\_\_\_\_

**Family Size:**

Consumer \_\_\_\_\_ 1

Number of people living with and/or supported  
by the consumer: \_\_\_\_\_

Total Family Size \_\_\_\_\_

**Annual Income:**

Gross Salaries, Wages \$ \_\_\_\_\_

Other Income:

Alimony \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

Social Security \$ \_\_\_\_\_

Unemployment \$ \_\_\_\_\_

Workers Compensation \$ \_\_\_\_\_

Other (Describe):  
\_\_\_\_\_ \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

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*I hereby certify that the information shown above is a true and correct statement. Based upon this information it has been determined that I will be responsible for a fee of \$ \_\_\_\_\_ per session/day.*

**REASON FOR NO INCOME** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Consumer Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witnessed by*

\_\_\_\_\_  
*Date*

(Note: If the fee is reduced or waived, the Program Director, or designee, must be the witness signature.)

**Applies to**

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
  - MSHN Affiliates:  Policy Only  Policy and Procedure
- Other: Sub-contract Providers

**Definitions**

**Other Related Materials**

**References/Legal Authority**

Federal Poverty Guidelines - <https://aspe.hhs.gov/poverty-guidelines>

**Change Log:**

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
10.01.2015	New Procedure	SUD Workgroup
11.13.2015	Changed co-pay for withdrawal management to \$10 per day regardless of number of times in treatment to coincide with policy approved 11.2015 board meeting	Finance Manager
11.13.2015	Detailed Individual Copay for 30 min., 45 min. and 60 min. increments	Finance Manager
11.01.2016	Updated Federal Poverty Levels	Finance Manager
03.20.2017	Annual Review	Chief Financial Officer
11.01.2017	Updated Federal Poverty Levels	Finance Manager
03.20.2018	Annual Review	Chief Financial Officer
11.01.2018	Updated Federal Poverty Levels	Finance Manager
11.01.2019	Updated Federal Poverty Levels	Finance Manager
10.01.2020	Updated Federal Poverty Levels	Finance Manager
01.01.2021	Updated Copay Amounts	Finance Manager
10.01.2021	Updated Federal Poverty Levels	Finance Manager
03.01.2022	Updated Federal Poverty Levels	Finance Manager
02.01.2023	Updated Federal Poverty Levels	Finance Manager
02.01.2024	Updated Federal Poverty Levels	Finance Manager