



*Providing Help
Creating Hope*

**Catholic Charities Policy & Procedures for
Assigning Client Fees for Counseling
and Application of the Subsidized Fee Scale**

Policy for Assigning Fees (including using the Subsidized Fee Scale)

Catholic Charities is committed to treating all people with respect for their individuality. Our professional counseling services are open to everyone regardless of ethnic, religious, cultural or socio-economic status.

Catholic Charities Counseling Program will assign and collect fair and reasonable fees for clinical counseling services rendered. Catholic Charities Fee Schedule is found on the Subsidized Fee Scale. Payment of fees is expected at the time of service. It is the responsibility of the client to arrange payment. Where applicable, Catholic Charities will file insurance claims on the client's behalf.

In cases of financial hardship, the client may not be able to afford the fee for services and, even with insurance coverage, to afford deductibles and co-pays. Catholic Charities does not deny services due to an inability to pay. In cases of extreme hardship, a lower fee than the one prescribed on the Subsidized Fee Scale can be negotiated, i.e., an "Amended Fee". The Subsidized Fee Scale, which is based on income and number of people in the family, is used to determine the client portion of the fee. Grants, donations and Bishop's Annual Appeal monies are used to subsidize client services.

A pregnancy-related need for clinical counseling is the only circumstance in which the amended fee is set at \$0.00. Other financial hardship may merit that a payment plan be negotiated.

Clients with applicable insurance coverage, Medicaid or Medicare are expected to utilize their insurance coverage or pay the full fee for counseling services. In extraordinary cases where filing insurance could affect the client's employment or career advancement, the client would have the option to not utilize their insurance. In these special circumstances, the fee would then be set in the same manner as clients without insurance.

Any determination to not utilize existing insurance or to assign an "Amended Fee" must be done in consultation with the appropriate supervisor or Regional Director.

The client is responsible to pay the agreed-upon client portion of the fee.

All reasonable attempts will be made with the client to agree upon an affordable client portion of the fee. The client will be expected to pay the agreed-upon client portion of the fee in all cases. Catholic Charities reserves the right to deny services to clients due to lack of payment of the agreed-upon fee.