

## Attachment II

### **Your Sliding Fee Scale Responsibilities as an Act 150 Program Participant**

#### Weekly Fees

Act 150 of 1986 authorizes the Department of Human Services (DHS) to implement a sliding fee scale for use with eligible program participants. As an Act 150 Program participant you will be expected to pay weekly fees for services based upon the established sliding fee scale.

#### Fee Scale Updates

The sliding fee scale is updated annually to accommodate cost of living adjustments to the poverty guidelines as established by the federal Department of Health and Human Services.

#### What the Fees Do

The sliding fee scale is issued by DHS in a separate policy bulletin. Your fees are designed with consideration to your income while allowing you to make a meaningful contribution to the overall financial health of the program. The fees collected from you are intended to expand the amount of available services that can be provided through the program.

#### Your Information Needed In Fee Determinations

As an Act 150 Program participant, you are responsible to provide all necessary financial information on income, household size and appropriate deductible expenses at the time that the initial service plan is being developed and in subsequent reevaluations. Depending on your individual circumstances, the sliding fee scale will be reviewed with you at least annually or possibly more frequently.

#### Your Responsibility to Notify Your Service Coordinator

It is your responsibility as a participant in the Act 150 Program to notify the SC or service coordination agency when your personal circumstances change which may result in a reevaluation of the fees to be applied for you. Changes in personal circumstances such as your income amount, your deductible amounts or a change in the size of your family must be reported to your SC or the service coordination agency that they work for. Failure on your part to make a timely notification of such changes could result in a later recalculation of fees and will require you to pay the fees retroactive to the point in time when your circumstances changed. Failure to meet this requirement and pay any back fees owed will result in the termination of your services through the Act 150 Program. (See Excerpt from the Act 150 Program Guidelines on Delinquent Fees at the End of this Document).

### Fee Determination/Redetermination Form

As an Act 150 Program participant, you will need to work with your SC in completing an annual Fee Determination/Redetermination Form. This form will be used in calculating the fees to be assessed to you.

You will need to review and sign this form agreeing to the payment of the fees as established within it. A copy of the signed form will be given to you as the participant and one kept in your case file with the service coordination agency.

### Calculation of the Fee

As a participant, you may appeal the calculation of the fee if you disagree with how the fee was computed.

### Application of the Fee

You cannot appeal the application of a fee for Act 150 attendant care services provided. As an Act 150 Program participant you must pay any appropriate fees assigned to you. You will be given the Notice of Service Determination and the Right to Appeal (MA 561) form at the time of the initial fee determination and any subsequent fee determinations that result in an increase in your fees.

### Talk to Your Service Coordinator

Should you have any questions about the fees in the Act 150 Program, you should talk with your SC.

## **Procedure on Delinquent Fees**

Service Coordination Entities (SCE's) shall use the following procedure when a participant is delinquent in the payment of assessed fees:

1. SCE staff shall write to a participant who is two weeks late in the remittance of fees to remind the participant of the obligation to remit the fees according to the prearranged schedule and to determine if a situation has developed that would temporarily prevent the participant from paying the fee.
2. When a participant is three weeks late in the remittance of fees and has not remitted fees after being contacted, SCE staff shall notify the participant in writing that failure to make prompt payment within one week from the date of the letter can result in termination of the participant's Act 150 Program services. SCE staff shall offer the participant the opportunity to negotiate a payback schedule for past-due fees.
3. SCE staff shall terminate the enrollment of a participant who is four weeks late in the remittance of fees, and has not made arrangements for the remittance of late fees following issuance of the letter referenced above.

SCE's shall provide the participant with the necessary information related to Hearings and Appeals. (See OLTL Bulletin regarding Hearings and Appeals at:

<http://www.dhs.pa.gov/publications/bulletinsearch/bulletinsearchresults/index.htm?po=OLTL#.VINR-q2FPSc>.

4. SCE staff shall place in the participant's file copies of correspondence and forms generated in the collection of late fees. SCE staff shall document in HCSIS in the service notes all communications regarding delinquent fees and agreements for remittance of late fees. This includes telephone calls related to late fees and an agreed-upon payback schedule.