

St. Anthony Park Area Seniors

Cost Sharing Policy:

St. Anthony Park Area Seniors will:

1. Protect the privacy and confidentiality of each older individual with respect to the declaration or non-declaration of individual income and to any share of costs paid or unpaid by an individual.
2. Establish appropriate procedures to safeguard and account for cost share payments in a separate account in the general ledger.
3. Use each collected cost share payment to expand the service for which such payment was given.
4. Clearly inform class recipients of their rights and responsibilities in relationship to cost-sharing including costs of service, recommended levels of cost-sharing, availability of a sliding fee scale, and information on availability of services if payment is not made due to inability or unwillingness to pay.
5. Use the sliding scale and not impose cost sharing for an individual whose income is at or below the Federal poverty line, but will provide them the opportunity to make a contribution.
6. Determine eligibility to cost share solely by a confidential declaration of income, with no requirement for verification.
7. Determine income level solely on the gross income of the person served. Personal assets, savings, or other property will not be considered.
8. Use the two person household income level in determining cost share amount in cases where appropriate.
9. Waive cost sharing participation for extreme hardship (e.g. high medical or living expenses).
10. Not bill for past-due balances or carry forward a balance due amount on any statement/request for payment.

Voluntary Contribution Policy:

St. Anthony Park Area Seniors will:

1. Provide each recipient with an opportunity to voluntarily contribute to the cost of a service.
2. Protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution.
3. Establish appropriate procedures to safeguard and account for all contributions; and use all collected contributions to expand the service for which the contributions were given.
4. Ensure that there will be no mandate of a fee, rate or means test for any service. Inform each recipient that service will not be denied due to inability or unwillingness to pay.
5. Communicate the cost of the service being provided so that participants know the value of the service they receive. Have in place a schedule of suggested contributions.