

ADVANCED BEHAVIORAL HEALTH, INC. Policies and Procedures

Title: Sliding Fee Discount Program

PURPOSE: To make available free or discounted services to those in need.

POLICY: All clients seeking mental and behavioral health services at Advanced Behavioral Health, Inc. are assured that they will not be turned away due to inability to pay. No one will be refused services because of lack of financial means to pay.

This discount program is designed to provide services to those who have no means, high deductibles, and/or limited means, to pay for their mental and behavioral health services (uninsured or underinsured). ABH will not discriminate on the basis of an individual's race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity. The Federal Poverty Guidelines are used in creating and annually updating the Sliding Fee Schedule (SFS) to determine eligibility.

We make every effort to meet your needs. You will not be denied access to mental health services due to the inability to pay. In addition to working with major insurance companies, Medicaid, and Medicare, we also offer a Sliding Fee Discount Program. *To learn more about the Sliding Fee Discount Program please visit our form or contact eligibility@abhmaryland.com.

PROCEDURE: The following guidelines are to be followed in determining eligibility for the Sliding Fee Discount Program for Frederick and Carroll County location(s).

1. Requests for the Sliding Fee program can be made by client, client's family, or Frederick or Carroll County school personnel who are aware of an existing financial hardship. Applications will be available at the Front Desk or by email request to: eligibility@abhmaryland.com.
2. The Sliding Fee Program will be administered through the Billing Department/CEO or his/her designee.
3. Staff are to offer assistance for completion of the application. Dignity and confidentiality will be respected for all who seek and /or are provided services.
4. Application: It must be completed in its entirety and responsible party must submit all required information.
5. Eligibility: Discounts given based on the Sliding Fee Schedule will be based on income and family size only.
 - a. Family is defined as a group of two or more (one of whom is the householder) related by birth, marriage, partnership or adoption and residing together; all such people (including any related subfamily members) are considered as members of one family.
 - b. Income includes, gross wages, salaries, tips, income from business and self-employment; unemployment compensation, workers' compensation, Social Security, supplemental, Security Income, public assistance, veterans' payments, survivor benefits, pension, or retirement income, interest, dividends, royalties, income from rental properties, estates and trusts, alimony, child support, assistance from outside the household, and other miscellaneous sources.

6. Income verification will be done and responsible party will provide the following, if applicable. Adequate information must be made available to determine eligibility for the program.
 - a. W-2, prior year
 - b. Three recent pay stubs
 - c. Letter from employer or Form 4506-T
 - d. Self-employed individuals will be required to submit the most recent three (3) months of income and expenses.
7. Discounts for those with incomes at or below 100% of poverty level will receive a full 100% discount for services.
 - a. Those with incomes above 100% of poverty level, but at or below 200% of poverty level will be charged a nominal fee according to the attached Sliding Fee Schedule. The latest Federal Poverty Level Guidelines will be used to update the ABH Sliding Fee Schedule every quarter.
8. Nominal fee: Clients with incomes above 100% of poverty level, but at or below 200% will be charged a nominal fee according to the attached Sliding fee Schedule.
9. Waiving of charges may occur in certain situations when clients may not be able to pay the nominal or discount fee. Waiving of charges must be approved by ABHs Comptroller and CEO. A record of waive will be kept in the clients file along with an explanation.
10. Application Approval/Denial: Client/Responsible party will be provided in writing the outcome of the application.
 - a. If approved, the discount will be provided in writing.
 - i. If the application is approved for less than 100% discount, ABH will work with the client/responsible party to establish a payment arrangement.
 - b. All clients have the option to reapply after 12 months have expired or anytime there has been a significant change in family income.
11. Record keeping of information related to the Sliding Fee Schedule will be maintained and preserved in a centralized confidential file located in the Finance Department's office.
 - a. Applicants that are approved will be recorded and will include name of applicants, dates of coverage and percentage of coverage.
 - b. A record of all approved and denied applications will be kept.
12. Policy and procedure will be reviewed as needed in order to ensure best practices and allow clients to have access to our services.

Approval:

Revised:

Reviewed By:

Attachments:

2026 Sliding Fee Schedule

Sliding Fee Discount Application