

**AGENCY POLICY & PROCEDURE****04.08.6004**

04 Residential &amp; Clinical Services

**Effective Date: 11/21/2020**

08 Behavioral Health

6004 Substance Use Income Eligibility Waiver Criteria

**References:** SUPR 2060**Applicability:** Substance Use Clients, Clinicians, Bookkeepers**Time Frame:** Upon Admission to Services, Minimum Annual Review or as Finances Change**Definitions:** SUPR – Substance Use Prevention & Recovery, SU – Substance Use**Policy:**

Arrowleaf will utilize income eligibility waiver criteria on a case-by-case basis based upon hardship guidelines approved by the Arrowleaf governing board based upon SUPR recommendations.

**Procedure:**

1. Annually at a minimum, Arrowleaf will allow for service to be provided to:
  - A. A dependent adult whose spouse or other responsible party is unwilling to assume financial responsibility for the cost of treatment, and as a result would be denied access to treatment services; or
  - B. A dependent minor who is not Medical Benefits eligible, All Kids and Family Care eligible, and/or whose parent(s) or legal guardian is unwilling to assume financial responsibility for the cost of treatment or intervention, and the dependent minor would, as a result, be denied access to treatment or intervention services; or
  - C. A pregnant woman who is not Medical Benefits eligible, All Kids and Family Care eligible, or has no insurance benefit that covers cost of treatment; or
  - D. A member of a family unit whose combined debt for prior medical expenses (not covered by insurance) exceeds 7.5% of the total gross family income, and the individual would be denied access to treatment due to the unwillingness or inability of the family to assume further debt; or
  - E. A patient with extenuating circumstances meeting guidelines adopted by provider's governing body stated in **02.05.2001 CLIENT FEES #1.L**; or
  - F. An individual for who the fee is the sole inhibitor to accept treatment; or other approved governing body criteria.
  - G. Treatment or intervention services provided to those individuals for who exceptions to the income eligibility criteria have been granted must be done so within the current terms and conditions of the contract.
  - H. Documentation corroborating the use of the waiver criteria shall be kept in the patient record or a separate financial record.