



Finance Policies and Procedures

Fees

Policy

The Gathering Place is committed to providing the highest quality professional services, nutritious meals and a varied and stimulating activities program all within a pleasant home like setting for a reasonable standard hourly rate.

Procedure

1. At the time of inquiry and at least every six months potential participants will be evaluated for both personal needs and financial eligibility. The Gathering Place fee includes the following services:
 - a. Nursing
 - b. Activities and socialization
 - c. Social service
 - d. Personal care and assistance as necessary
 - e. Meals and snacks
 - f. Arrangement of safe transportation to and from the program, as well as to doctors' visits.
2. The Gathering Place published charge for services is \$16.00 per hour.
3. The Gathering Place requests a donation toward the cost transportation of \$5.00 per day for each day TGP arranged transportation is utilized.
4. There are many different ways that program participants may pay for their TGP services.
 - a. Private pay refers to those participants who pay TGP's stated fee of \$16/hour. They have either declined to submit financial information, or their adjusted monthly income is above the cut-off for a TGP scholarship.
 - i. The hourly rate will be reviewed at least annually during budget development.
 1. If any change is to be made to the hourly fee, sliding fee scale or fee policy, program participants or their representatives will be notified in writing 30 days prior to any change.
 - ii. TGP requests a contribution toward the cost of transportation of \$5.00/day for each day TGP arranged transportation is used.
 - iii. Invoices are mailed at the end of each month; payment is expected within ten days.
 - b. TGP offers scholarships for those who exhibit financial need, to help cover the cost of attendance. For those program participants whose income falls within TGP's Sliding Fee Scale range, an adjusted fee is calculated according to the scale. These participants pay an adjusted fee as low as \$4.80/hour to a maximum of \$16.00/hour.
 - i. Scholarships are funded through support from the Vermont Department of Disabilities, Aging and Independent Living, the United Way of Windham County, town funds, grants and fundraising.
 - ii. Upon enrollment, program participants, or their representatives, will be given copies of The Gathering Place Fee Policy, Sliding Fee Scale and Scholarship Financial Eligibility Determination Form. To apply for a TGP scholarship, the Financial Eligibility Determination Form must be completed to establish the level of financial need and included documentation of income and expenses. No scholarship can be granted without receipt of the completed form. The form must be completed and reviewed annually to determine if the participant remains eligible.



- iii. The granting of a scholarship is dependent on the accuracy of the information contained in the Financial Eligibility Determination Form. Changes or inaccurate information may result in denial or termination of TGP assistance.
 - iv. From time to time and under special circumstances, a co-payment may be granted outside the normal fee schedule.
 - v. Once the co-payment or hourly fee is determined, the participant or his/her representative will sign a Billing Agreement form. A new Billing Agreement form will be signed annually. If the Executive Director and the participant or his/her caregiver cannot come to an agreement regarding the co-payment or hourly fee, the participant or his/her caregiver can appeal the decision to TGP Board of Directors. A copy of the Grievance Policy will be given at the time of program enrollment or can be furnished upon request.
- c. Choices for Care Hi/est is a Medicaid program for people who meet both clinical and financial requirements. They must qualify financially for Long-Term Care Medicaid and clinically they must be deemed nursing home level of care. Once they are admitted into the program, a Service Plan is created that sets forth how many hours of Adult Day services the individual may receive.
 - d. Choices for Care Moderate Needs is for individuals that don't meet the clinical eligibility for Hi/est. Applicants must meet both clinical and financial eligibility, but don't have to be enrolled in traditional Medicaid. Once enrolled an individual is entitled to Adult Day and homemaker services. When there is a waiting list for Hi/est Needs, this program is frozen.
 - e. Day Health Rehabilitation Services is a Medicaid program exclusively for Adult Day services. To be eligible for DHRS, one must qualify for Community Medicaid and meet clinical requirements.
 - f. Developmental Services is a Medicaid program for people who have mental disabilities. Adult Day services can be included as part of a DS Plan of Care. Health Care and Rehabilitation Services of Southeastern Vermont (HCRS) is the designated administrative agency.
 - g. Veterans Administration has a program that provides five hours/day for up to 10 days/month for veterans it deems eligible.
 - h. Dementia Grant – Council on Aging for Southeastern Vermont (COASEV) offers a small grant to those Vermonters suffering from Alzheimer's or another form of dementia who meet its requirements. The grants are typically \$1,000-\$1,500/year and can be used to pay for Adult Day services.
 - i. Respite Grant – COASEV is similar to the Dementia Grant, but is intended to grant respite to caregivers. Caregivers can use the grant to pay for Adult Day services.
 - j. American Parkinson's Disease Association (APDA) offers people suffering from Parkinson's disease two vouchers per month that pay for four hours of Adult Day services each.
 - k. Community Rehabilitation and Treatment is a Medicaid program for those individuals who have been diagnosed with a chronic mental disability. The designated agency for this service in our area is HCRS. Adult Day can be written into the Plan of Service.
 - l. TGP reserves the right to make changes and revisions to our Program Fee Policy and sliding fee scale.



Eligibility Determination Form

Name:	Unique Client ID#	
Monthly Gross Income	Individual	Couple
Social Security		
SSI		
Retirement/Pension		
Interest		
VA Benefits		
Wages/Salaries/Earnings		
Other (e.g, net rental income)		
Subtotal		
Total Combined Monthly Income		
Resources (liquid assets readily convertible to cash)	Individual	Couple
Cash		
Savings Account		
Checking Account		
CD(s)		
Money Market Account		
Stocks/Bonds		
Trusts		
Other		
Subtotal		
Total Combined Resources		
Standard Disregard	-\$10,000	
Divide by 12 Months	/12	
Total Adjusted Assets		
Monthly Medical Expenses (Divide one-time bills by 12)	Individual	Couple
Prescriptions		
Over-the-Counter Medications		
Physician Bills		
Hospital Bills		
Health Insurance Premiums (Medicare, BCBS, etc.)		
Therapy (OT/PT/ST)		
Medical Equipment and Supplies		
Other (explain)		
Subtotal		
Total Combined Monthly Medical Expenses		
Adjusted Monthly Income		
Total Gross Monthly Income		
Total Adjusted Assets	+	
Subtotal		
Total Monthly Medical Expenses	-	
Total Adjusted Monthly Income		



Sliding Fee Scale Effective July 1, 2013

Based on Adjusted Monthly Income from Eligibility Form	Individual	Couple	Hourly Co-Payment
			\$4.80
if less than	\$1080	\$1,700	
			\$6.00
from	\$1,130	\$1,841	
to	\$1,244	\$2,028	
			\$7.50
from	\$1,360	\$2,216	
to	\$1,474	\$2,403	
			\$9.00
from	\$1,589	\$2,589	
to	\$1,702	\$2,774	
			\$10.50
from	\$1,817	\$2,961	
to	\$1,930	\$3,146	
			\$12.00
from	\$2,045	\$3,333	
to	\$2,158	\$3,518	
			\$13.50
from	\$2,273	\$3,704	
to	\$2,386	\$3,889	
			\$16.00
over	\$3,000	\$5,000	

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