TPC
Integrative Psychotherapy
& Pastoral Counseling

SILENT SAMARITAN FUND POLICIES

Who is Served:

This fund is designed to help individuals who have limited income to be able to access our counseling services for a short period of time. Only clients who cannot afford our minimum fee can be considered for the Silent Samaritan Fund. The fund is used solely for direct services (client assistance is paid to the counselor and the standard administrative costs are paid to the center). The fund is available to any individual, couple, or family, ages 27 and older. A current client whose financial circumstances have changed and is no longer able to pay their fee is eligible for the fund. The fund may be used if the client has insurance but cannot afford their deductible. In this case, insurance will not be filed. At this time, the fund may not be used for people who cannot afford their copay.

Sessions and Cost:

- Funding assistance is limited to $600 per client.
- Client aid is contingent upon the availability of funds. Funds are open until they drop below $3000. If the fund gets below $3000, no new clients will be added so current clients can be served. The fund will remain closed until it reaches a minimum of $5000.
- The *Client Aid Adjustable Fee Scale Chart* is used to set the client's fee and is based on income only. The minimum copay for the client is $10. The client should pay as much of a copay as they can afford based on the *Client Aid Adjustable Fee Scale Chart*. The limit of subsidy received per session is $50. The total charge for each session will be $60 per session for any client utilizing the fund.
- If a client receiving this client aid does not show for an appointment or cancels without 24-hour notice, they can be charged but there is no charge to the fund.
- A client who drops out of treatment prior to using all 12 sessions and is gone or out of touch with the therapist for 3 months or more is no longer eligible to receive the remaining client aid sessions. Exceptions can be made if a client discusses an upcoming absence with the therapist and treatment plans are addressing/including the absence.

Therapist's Procedure to Access the Fund:

- The Billing Specialist monitors the funds and will keep the staff informed of whether the fund is opened for new clients or is closed.
- If the therapist determines a potential client qualifies for the fund, they need to check with the Billing Specialist to confirm availability of the fund. If there is a question about the appropriateness of a request, the Billing Specialist will review the request with the therapist, and it can be brought to the staff if necessary.
- The therapist will report any client aid fund activity on their weekly sheet. Any questions about how to appropriately document this activity should be directed to the Billing Specialist.
- The therapist will have the client sign the appropriate form (*The Client Aid Fund Agreement)* agreeing to the parameters of the fund and will keep it in the clinical file. A copy of this agreement should be turned in with the intake forms with the weekly sheet.
- Therapists are responsible for assisting with data collection on the Client Aid Fund use. These funds are only available if they are funded through donations and it is crucial we keep good data on how the funds are being used.

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