

## **SLIDING FEE SCALE PROGRAM**

The Sliding Fee discount program is a service extended to the patients of Housing Works Community Health Center while actively receiving medical care at this center. It is designed to assist patients who fall within specific income and family size levels to be able to receive care. Through this program, we help you to significantly reduce the cost of your medical visit. Once you are enrolled in this program, your health care cost, which might normally be more than \$100 per visit, can be provided for as little as \$0, depending on your income and family size.

What are the Benefits of Enrolling in The Program?

You may be eligible to receive medical services and prescriptions at reduced rates.

How Do You Enroll?

1. Meet with the Intake Specialist, Clinic Operations Manager (COM) or designated staff person to complete a Sliding Scale Income Verification Form.
2. Once completed, the Intake Specialist, COM or designated staff will then determine which slide you are eligible for.
3. You will be required to provide documentation verifying your income. The health center will extend only one visit at sliding fee price without obtaining a copy of require documents such as: Proof of Income
4. You will be considered enrolled for a period of one (1) year from the date of enrollment.
5. If You are not eligible, the staff will provide you with other options on how to pay for your visit, such as instructions on how to apply for a fee waiver if you meet the criteria.

All applicants must provide the following information at time of enrollment:

- A. Proof of Income – One of the Following:
  1. Employed Applicants – Provide two (2) recent paystubs
  2. Unemployed Applicants – Statement from NYC Dept. of Labor, Unemployment Office or Union
  3. Self-Employed Applicants – Statement(s) from the source(s) of income (Must be notarized, if source of income is cash payment)
  4. Other Acceptable documentation could be W2 Form/Federal Tax Return /Verifiable Source of Income
  5. Public Assistance Letter of Case Closing
  6. Self-Attestation