



Las Vegas TGA Part A Program Policy Statement

Imposition & Assessment of Client Charges

Policy Statement

To ensure compliance with federal requirements related to the imposition and assessment of charges to clients for services provided under the Ryan White Part A authorizing language, every Ryan White Part A funded service provider must develop, implement and adhere to the following policies:

1. Policies and procedures that specify charges to clients for services, which may include a documented decision to impose only a nominal charge
2. No charges imposed on clients with incomes below 100% of the Federal Poverty Level (FPL)
3. Charges to clients with incomes greater than 100% of poverty that are based on a discounted fee schedule and a sliding fee scale. Cap on total annual charges for Ryan White services based on percent of patient's annual income as follows:
 - 5% for patients with incomes between 100% and 200% of FPL
 - 7% for patients with incomes between 200% and 300% of FPL
 - 10% for patients with incomes greater than 300% of FPL

Procedure

To ensure that Ryan White Part A funded providers are in compliance with the requirements related to imposition and assessment of client charges, Ryan White Part A funded providers should develop, implement and adhere to the following procedures:

1. Develop policies and procedures, to determine/record:
 - Existence of a provider sliding fee discount policy
 - Sliding fee discount schedule, based on current FPL including cap on charges
 - Client applications for sliding fee discount
 - Actual client charges made and received
2. Develop a system to track/record charges, payments, and adjustments
3. Ensure the sliding fee discount policy and schedule for clients with incomes below 100% of the FPL are not charged for services
4. Develop a process to review charges and payments to ensure that charges are discontinued once the patient has reached his/her annual cap