



**Income Verification Documentation:**

Date last worked: \_\_\_\_\_

**One of the following:**

- Three (3) months' worth paystubs  Yes  No
- Letter from employer on company letterhead stating wages  Yes  No
- Unemployment check stubs  Yes  No

**Acknowledgement**

To the best of my knowledge, information above is true and correct. I understand that income verification documents must be provided within 30 days of the date of the initial visit to qualify for the sliding discount schedule. **If this information is not received within 30 days, I will be billed for the full fee of the office visit.** I understand it is my responsibility to inform KMHS of any changes in my income. I also understand I must re-apply for a sliding discount schedule at least once every 12 months, or sooner if my household income changes. Qualifying income types and supporting documents are listed on page 2 of this application.

Statement of Zero Income: If I have checked the box to indicate Zero Income, I am stating that I have no source of income, that I am legally and financially responsible for myself, that I am not a dependent/cannot be claimed as a dependent on an individual's Federal income tax return and that, if married, my spouse also has no source of income.

**I understand that I do not qualify for the sliding discount schedule for medications until I bring in my verification of income documents.**

\_\_\_\_\_  
Client/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**To be filled out by KMHS Billing Team**

Interviewed by: \_\_\_\_\_  
Print Name Date

Adjustment of fee approved by: \_\_\_\_\_  
Print Name Date

Sliding Scale Given: \_\_\_\_\_

Sliding Scale Effective Date: \_\_\_\_\_ Sliding Scale End Date: \_\_\_\_\_

Sliding Scale Programs:  Adult  C&F  Access  SUD OP  SUD IOP  Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INFORMATION ABOUT SLIDING SCALE

## **What is sliding discount schedule?**

A sliding discount schedule is the method we use to offer discounts on healthcare based on a patient's household size and income.

## **What happens if I don't apply?**

Uninsured patients will be asked to pay full charges for the services provided if you choose not to apply. We will gladly bill your insurance if provided at the time of service.

## **What counts as household income?**

- Money, wages, and salaries before deductions;
- Net receipts from nonfarm self-employment;
- Net receipts from farm self-employment;
- Regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's
- Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household;
- Private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments;
- College or university scholarships, grants, and fellowships; and dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts;
- Net gambling or lottery winnings, and
- Any other source of earned income.

## **What does not count towards household income?**

- Capital gains;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury.
- Non-cash benefits such as employer-paid or union-paid portion of health insurance or other employee fringe benefits,
- Food or housing received in lieu of wages,
- The value of food and such Federal non-cash benefit programs as Medicare, Medicaid, food stamps, school lunches, and housing assistance.
- Money received for foster children.

## **How can I prove my income?**

Documents that are acceptable for verification of income include the following:

- Current payroll wage stubs (dated within 30 days of the application);
- Child support payment documents;
- Documentation of self-employment income;
- Current Federal Income Tax Return (for Self-Employed Individuals only);
- Any other third party documents verifying types of income listed above.

**What if I don't bring proof of income?**

You will have 30 days to provide proof of income, or be billed for the services in full. When your application is complete, you will be assigned to the appropriate discount level for future services and to services received no more than 30 days earlier.

**What if you owe deductibles/copayments?**

You will have to pay any applicable deductibles/copayments before the sliding scale to become into effect.

**What if this information changes?**

Verification of income must be done on no less than an annual basis, or sooner if there has been a change of household income.

**What if my fees are still too expensive?**

Our Certified Navigators can assist you in applying for health coverage through the Washington Health plan finder. Our Billing Department can also assist you in creating a monthly payment plan.