

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANAUL**

PROCEDURE NAME: **PROCEDURE FOR DETERMINING FEES FOR COMMUNITY BLOCK GRANT FUNDS FOR SUBSTANCE USE DISORDER (SUD) SERVICES**
CHAPTER: **EIGHT - FINANCE**
PROCEDURE #: **08-02-003-S**
EFFECTIVE DATE: **October 1, 2014**

GENERAL INFORMATION:

- **Other Insurance:** The collection and reporting of third party fees earned by the provider will be the first source of funding for clients as NMRE is the payer of last resort. Community Block Grant funding may be utilized for clients in which the third party benefits have been exhausted or the service the individual meets criteria for is not covered by the third party benefit. It is the provider's responsibility to develop and maintain policies and procedures regarding the collection and reporting of client fees and payments received.
- **Client Income Eligibility:** The fee scale set forth in this policy outlines the total household income allowable by family size. Clients whose current projected household income falls within the guidelines identified in the current year's contractual agreement are eligible for Community Block Grant funding. Financial information needed to determine financial responsibility must be reviewed every six months or at a change in financial situation. Annual income eligibility guidelines are based on a percentage of the most recent poverty guidelines published in the Department of Health and Human Services' federal Register.
- **Income Verification:** An income verification form is to be completed for each NMRE client utilizing Community Block Grant funding except for Room and Board services. The form must be signed by the client. Proof of income must also be documented within the client file. If proof of income does not exist, a statement written and signed by the client documenting why no proof of income exists must be included within the client file. If utilizing an electronic record, statements typed into the record are allowable as long as a client signature is included.
- **Co-Payments:** The rates NMRE will pay are subject to a co-payment for services funded by Community Block Grant. Co-payments may be waived or reduced by the Program Director or designee; this waiver must be based upon individual circumstances. It is the provider's responsibility to develop and maintain policies and procedures regarding guidelines for waiving co-payments.

Northern Michigan Regional Entity
FY 2015 Income Eligibility

Family Size	Minimum Income	Maximum Income
1	\$0	\$23,340
2	\$0	\$31,460
3	\$0	\$39,580
4	\$0	\$47,700
5	\$0	\$55,820
6	\$0	\$63,940
7	\$0	\$72,060
8*	\$0	\$80,180

*For each additional family member, add \$8,120

Eligibility Guidelines are based upon 200% of poverty index
Services are subject to applicable co-payment benefit limitations for Community Block Grant funding and other contractual requirements. Medicaid, Healthy Michigan and MIChild funding are not subject to co-payment benefit limitations and may not include any form of client payment.

REVIEWED:

REVISED:

APPROVED: August 27, 2014

Signed copy is on file with NMRE

Dave Schneider
Northern Michigan Regional Entity Chief Executive Officer

Date