



FINANCIAL ASSISTANCE APPLICATION

(To be completed by Patient/Resident/Client, Sponsor or Admissions Coordinator)

Date of Application: _____ Admission Date _____

Program Submitting Application: _____

Patient/client's Name: _____ Date of Birth: _____

Name of Guarantor (if other than patient/client): _____

Address of Patient/client: _____
Street Town State Zip

Telephone# _____

Reason for Request: _____

Name of Person Requesting Financial Assistance: _____

Insurance Information (If none please note): _____

Dependents:	Name:	_____	_____	_____
	SS#:	_____	_____	_____
	Relationship:	_____	_____	_____
	Age:	_____	_____	_____

INCOME- Patients must meet both the income and assets criteria (Refer to eligibility criteria below)

When determining eligibility for financial assistance, a husband and wife's income must be used for an adult, and combined parents income must be used for a minor child.

Patient/client/family gross income equals the lesser of the following:

Last twelve (12) months: _____ or last three (3) months x 4: \$ _____

Income Includes:

Wages before deductions	\$ _____
Dividends	\$ _____
Social Security	\$ _____
Public assistance/unemployment	\$ _____
Alimony/child support	\$ _____
Other income: _____	\$ _____

NOTE: Refer to Required Document Checklist below and attach the required documents.



FINANCIAL ASSISTANCE APPLICATION

ASSETS Patients must meet both the income and assets criteria. Refer to the Eligibility Criteria on page 4.

When determining eligibility for financial assistance, a husband and wife's assets must be used for an adult, and combined parents assets must be used for a minor child.

Liquid Assets Includes:

Cash	\$ _____
Savings accounts	\$ _____
Checking accounts	\$ _____
Other assets: _____	\$ _____

NOTE: Refer to Required Document Checklist below and attach the required documents.

LIABILITIES

Current monthly rent payment	\$ _____
Current monthly mortgage payment	\$ _____
Current monthly home equity payment	\$ _____
Credit card debt (Total)	\$ _____
Other outstanding loan payments	\$ _____
Outstanding medical bills	\$ _____
Other (please specify): _____	\$ _____
Total Liabilities	\$ _____

Is any other financial assistance available to you (i.e. church)? Yes No
 If "Yes", do we have your approval to contact the person/organization? Yes No

Person/organization to contact _____ Phone # _____

Prepared by: _____ Relationship to Patient: _____

Applicant's Signature _____ Date: _____

FAP DETERMINATION-To Be Completed by CHCC Staff

Finance Department Staff:

Approved: Yes No Free Care Sliding Fee Scale Amount or % _____

Director of Patient Accounting _____ Date _____

EVP Finance/CFO _____ Date _____

Mental Health Staff:

Administrator / Director _____ Date _____

Long Term Care / Staff:

Administrator/Director _____ Date _____

NOTE: Attach additional sheets as needed.

FINANCIAL ASSISTANCE APPLICATION

REQUIRED DOCUMENT CHECKLIST

To process your financial assistance application, additional information and documentation is required in addition to your completed application. Therefore, please submit the following documents with your completed application before the deadline:

- HEALTH INSURANCE** – copies of your primary and secondary insurance cards (ie Medicare, Medicaid, Blue Cross, commercial insurance, etc.).
- IDENTIFICATION** – two (2) forms of identification with signatures preferred (i.e.: driver’s license, voter’s registration card, passport, alien registration, or any picture ID). An insurance card can be used as one form of identification.
- FAMILY SIZE** – list all family members, their social security numbers and dates of birth.
- INCOME** – copies of pay stubs (three months prior to date of service or the most current showing year to date income), most current W2 form, social security benefits (print-out from Social Security Office or copies of social security checks), proof of unemployment/public assistance, and any other source of income.
- ASSETS** – copies of bank statements for checking, savings accounts and CDs as well as copies of financial statements from other financial institutions that you have investment accounts with.
- TAX RETURN**- copy of the last tax return you filed and last year’s W2 form.
- NOTARIZED LETTER**- If no income and/or asset information is available, a notarized letter detailing your financial circumstances may be acceptable.



FINANCIAL ASSISTANCE APPLICATION

ELIGIBILITY CRITERIA for Financial Assistance Effective: March 19, 2018

INCOME CRITERIA

The table below describes the percentage of charges paid when gross annual income is within the following poverty income guidelines, published by the Department of Health and Human Services (HHS).

Family Size	Patient pays 0% of charges ≤200%	Patient pays 20% of charges >200≤225%	Patient pays 40% of charges >225≤250%	Patient pays 60% of charges >250≤275%	Patient pays 80% of charges >275≤300%	Patient pays 100% of charges >300≤500%
1	\$24,280 or less	\$24,281 to \$27,315	\$27,316 to \$30,350	\$30,351 to \$33,385	\$33,386 to \$36,420	\$36,421 or more
2	\$32,920 or less	\$32,921 to \$37,035	\$37,036 to \$41,150	\$41,151 to \$45,265	\$45,266 to \$49,380	\$49,381 or more
3	\$41,560 or less	\$41,561 to \$46,755	\$46,756 to \$51,950	\$51,951 to \$57,145	\$57,146 to \$62,340	\$62,341 or more
4	\$50,200 or less	\$50,201 to \$56,475	\$56,476 to \$62,750	\$62,751 to \$69,025	\$69,026 to \$75,300	\$75,301 or more
5	\$58,840 or less	\$58,841 to \$66,195	\$66,196 to \$73,550	\$73,551 to \$80,905	\$80,906 to \$88,260	\$88,261 or more
6	\$67,480 or less	\$67,481 to \$75,915	\$75,916 to \$84,350	\$84,351 to \$92,785	\$92,786 to \$101,220	\$101,221 or more
7	\$76,120 or less	\$76,121 to \$85,635	\$85,636 to \$95,150	\$95,151 to \$104,665	\$104,666 to \$114,380	\$114,381 or more
8	\$84,760 or less	\$84,761 to \$95,355	\$95,356 to \$105,950	\$105,951 to \$116,545	\$116,546 to \$127,140	\$127,141 or more
For families greater than 8 members, add amount below to the highest amount in the column for each additional family member:						
	\$8,640	\$9,720	\$10,800	\$11,880	\$12,960	

NOTE: A pregnant woman is counted as two family members.

ASSETS CRITERIA

Individual assets cannot exceed \$7,500 and family liquid assets cannot exceed \$15,000.