Purpose

To ensure that a system is in place to provide subsidies for individuals who are unable to pay the full fee and are only applied to services not covered by the individual’s insurance plan. Subsidies are also available for individuals who do not have insurance and are unable to pay the full fee. Subsidies are based on the CSB’s Ability to Pay Scale guidelines and the individual’s provision of documentation of income and family size.

To provide guidance for the establishment of a reimbursement system that maximizes the collection of fees from individuals receiving services from the CSB.

To ensure that fees are established in accordance with state and local statutes and regulations.

Policy

It is the policy of the CSB that:

1. Fee(s) will be established for each service and these fees shall be reviewed annually. Fees shall be reasonably related to the established unit cost of providing the services.

2. The individual or other legally responsible parties shall be liable for the established fee and, if they have insurance, related insurance plan required deductibles and co-payments to the extent provided by law.

3. Payment of fees for services rendered shall be sought from the following funding sources: individual self-pay, third party payers/insurance companies, and other legally responsible parties, and the use of extended payment plans.

4. An individual or other legally responsible party who is unable to pay the full fee at the time service is rendered may be granted a subsidy using local and state revenue under the following guidelines:
   a. Regulations shall be established to ascertain ability to pay and to determine subsidies.
   b. An annual review of the ability to pay of the individual and of other legally responsible parties will be conducted.
   c. Extended payment plans and deferred repayment contracts shall be negotiated before any subsidy using local and state revenue is considered.

5. Pursuant to County policy, delinquent accounts may be placed with the Fairfax County Department of Tax Administration (DTA) for collection. DTA employs private collection agents to collect all debt that is 180 days delinquent. Collection actions may include wage
liens, bank liens, property seizures and flagging of credit records. Upon referral, a $30 administrative fee, 10% penalty for late payment, and simple interest of 10% per will be added to the amount due. A $50 fee will be assessed on any payment returned by the bank unpaid due to non-sufficient funds or account closed.

6. Services shall not be refused to any individual solely on the basis of ability to pay.

7. Every individual served by the CSB shall be subject to this fee policy whether service is obtained from a directly operated program or a contractual agency.

8. Such individual and other responsible parties shall have the right to an appeal of fee-related determinations in accordance with procedures established by the CSB.

Approved: ____________________________  December 4, 2018

Secretary

References:

Code of Virginia, §37.2-504.A7
Code of Virginia, §37.2-508
Code of Virginia, §37.2-511.
Code of Virginia, §37.2-814
Fairfax County Code § 1-1-17 and § 1-1-18

Policy Adopted: March 1984
Revision Adopted: January 1995
Policy Readopted: June 1996
Revision Adopted: May 28, 1997
Revision Adopted: April 26, 2000
Revision Adopted: May 23, 2001
Revision Adopted: June 17, 2002
Policy Readopted: June 23, 2004
Revision Adopted: June 22, 2005
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Revision Adopted: July 28, 2010
Revision Adopted: October 23, 2013
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