

NPCC Temporary Fee Reduction Request Policy

Clients and their families may encounter economic hardships that may temporarily disrupt their ability to pay clinic fees. If a client/client representative/client guardian would like to petition the NPCC for a lower payment, the therapist or staff member should:

1. Inform the client/client representative/client guardian that there are steps they may take to petition a fee adjustment.
2. State that the majority of approved petitions typically result in a fee reduction for therapy services, rather than providing services free of charge. Also, requests for fee reductions for psychological testing will not be granted.
3. Specify that fee adjustments are temporary and will need to be reevaluated periodically.

To initiate the application process, the client/client representative/client guardian will need to

4. Complete the normal paperwork and pay the sliding scale fee (as determined by the fee scale) until their temporary fee adjustment petition has been reviewed and approved by the NPCC directors.
5. Write a letter explaining why they are unable to meet the amount from the sliding scale fee and give it to the front desk. This letter will need to specify the rationale for the fee reduction and identify the requested duration of the fee reduction (1 month, 3 months, etc.).

The clinic directors will review and vote on approving individual fee reduction petition during weekly directors meetings. If the petition is approved, the directors identify

6. The adjusted fee amount that the client/client representative/client guardian will owe during their next session.
7. The duration of the fee adjustment and determine when the client/client representative/client guardian may need to re-apply.

During the meeting, the directors will complete a fee adjustment petition authorization request form and place it in the client/client representative/client guardian's file. They will notify the therapist of the results of the petition.

If the petition was denied, or the client/client representative/client guardian is still unable to pay the adjusted fee, the therapist should

8. Provide the client/client representative/client guardian two or more referral sources in the area.
9. Transfer and terminate the case.

**NPCC Fee Adjustment Petition Request
Authorization Form**

Client: _____

Therapist: _____

Date of Petition Review: _____

Vote Results: ___ Approved ___ Denied

Fee prior to adjustment: _____ Adjusted Fee: _____

Duration of adjustment: ___ 1 month
 ___ 3 months
 ___ 6 months

Date fee adjustment will lapse (unless client successfully repetitions continuation for fee adjustment) _____

Directors Signatures:

