

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 6001

**SUBJECT:** CLIENT FEES

**POLICY:** Catholic Charities maintains a written schedule of fees for each applicable program.

**PROCEDURES:**

- 1) Individual programs maintain a fee scale which is developed by the Program Administrator and Division Director with consideration of the services provided, funding source guidelines, the community and population served.
- 2) Fee scales are approved by the Executive Director and by the Financial Director of the agency and the Board. Any changes have to be submitted to appropriate funding/monitoring agencies for approval.
- 3) At least once each year, usually in October, the organization analyzes the comprehensive unit cost of providing each service and uses that information as a basis for revising services fees, if necessary.
- 4) Client fees may be charged only after clients have been informed of the agency's fee policy and the programs scale.
- 5) Clients sign a Counseling Agreement which is a fee contract. This agreement becomes part of the client's record.
- 6) For applicable programs, clients who cannot afford to pay will submit documentation to rationalize a reduction of fees.

**AUTHORIZED DATE:** 12/06/00

**REVISED DATE:** 06/25/09