

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 6003

SUBJECT: FEE WAIVER

POLICY: For those programs charging fees, when a client cannot afford to pay, there is a process which can be submitted to dispense with the fee or reduce it to an affordable level.

PROCEDURES:

- 1) Each program charging fees can adapt the Fee Waiver Process to the specific program.
- 2) Clients will be informed that the submission process is a procedure available for waiving or reducing their fee.
- 3) The organization retains an ethical or professional responsibility to provide critically needed care in the event that third party benefits or payments terminate or other circumstances occur which prevent a client from paying their fee.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 06/25/09