

MID-SOUTH PROCEDURES REGARDING FEE WAIVER POLICY

1. All full fee waivers should be sent within 10 days of a client's first billed treatment session to be reviewed for approval. This includes assessments as well.
2. If the full fee waiver is more than 10 days late, it is delinquent and will not be approved. However, if the fee waiver is appropriate and approvable, the effective date will be the date signed by the MSSAC Finance Manager.
3. All fee waivers are good for 90 days, unless otherwise indicated. For instance, jail release waivers are good for only 30 days and will need to be re-evaluated to see if the client still meets the fee waiver guidelines.
4. If a client falls under other/special circumstances, a call should be made first to the finance manager before sending a full fee waiver. More documentation and/or information may be necessary before approval is given.
5. For those clients who are seen in a jail setting, a full fee waiver does not have to be approved by MSSAC. However, the client names will need to be listed on the Jail Client Waiver form and sent to the MSSAC Finance Assistant by the last day of each month. If the Jail Client Waiver form is not received by the last day of the month and bills are submitted with those clients on the bill, they will be denied. This will detain payment for one month.
6. If a full fee waiver is to be granted for treatment sessions being billed at the end of the month, that waiver must be received and approved by the last date of the month being billed. Otherwise, it will be denied on the bill that is sent and will need to be re-billed the following month.
7. Be sure to submit full fee waivers separate from the partial list. **DO NOT** list full waivers on the partial waiver log.

