



ABILITY TO PAY – FEE ACTION REQUEST
 DEPARTMENT OF HEALTH AND HUMAN SERVICES
 FINANCE/MyAVATAR
 SFN 196 (3-2024)

Completed by Initiator of Request

Client Name	Client ID	Human Service Center
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Check the appropriate box(es) below:

___ % discount (10% increments only): Date of Service From: _____ thru _____
 NOTE: Date thru not to exceed 12 months or lapse date of the current private pay layer (whichever is sooner).

Other (specify): _____ -- Review in ___ months (not to exceed 12 months)

Additional Discount Type (choose only one): <input type="checkbox"/> Administrative Decision <input type="checkbox"/> Financial Hardship * Complete Income and Expenses <input type="checkbox"/> Protective Services (List specific services below)	*Financial Hardships: Monthly Income and Expenses must be completed for all Financial Hardships.	
	MONTHLY INCOME	MONTHLY EXPENSES
TOTAL	TOTAL	

Describe the uniqueness of the client's situation (please be specific): (Attach additional sheets if necessary)

Impact on client if not approved:

For Business Office Use Only

Discount Percentage: Original _____ Additional _____ Final _____	Effective Date
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Comments

Initiator of Request	Date
Unit Supervisor	Date
Regional HSC Fiscal Manager	Date
Regional Director	Date
MyAvatar Accounts Receivables Specialist	Date

FEE WAIVER DEFINITIONS

Financial Hardship

Disaster strikes family; family loses their home; medical expenses far exceeds the allowed deduction due to terminal other severe illness; or both wage earners have lost their jobs recently and cannot pay for prior fees. (Future fees would be reflective of their new financial condition based on new income verification work.)

Administrative Decision

An error on behalf of department staff Clinic Operations Director has arrived at an arrangement with client based on client disturbances or constant complaints.

Protective Services

Used in accordance with Section 207-05-20-01.

All Fee Waivers will be reported to the Legislative Audit and Fiscal Review Committee (LAFRC) with the exception of Protective Service category.