Psychological Consultation Center Fee Policy For Assessments

General Rules
- The PCC fee for evaluations is $250 for all clients.
- A fee reduction is offered to all clients who meet eligibility criteria.
- Eligibility criteria has been developed from the Federal Poverty Level (FPL) guidelines, based on household size and income.
- Fee reductions are reviewed annually in July (when the FPL is updated).

Fee Scale
- Initial intake sessions is $10.
- Evaluation is $250 with credit given for paid $10 intake fee.
- Reductions are available for all clients below 200% FPL for evaluations.
- Minimum fee is $50 for 133% FPL and below for evaluations.
- Scale is as follows:
  - $250 = 201% +
  - $200 = 200% - 176%
  - $150 = 175% - 156%
  - $100 = 155% - 134%
  - $50 = 133% - 0

Determining Eligibility for Discounts
- All clients must be informed that they may be eligible for a fee reduction if their household income is below 200% of Federal Poverty Guidelines as part of the usual registration and intake process.
- Clients who decline to offer information required for fee reduction determination are ineligible for a reduction (i.e., will be charged $250 for the evaluation).
- Clients are allowed two weeks of services without the required documentation prior to fee reduction.
- The fee reduction application form is separate from other PCC intake paperwork.
- The fee reduction application form is completed by the first therapy session following an intake session and is updated at least once per year.
- Clients may request a review for fee reduction if their financial circumstances change. To request a review, the client discusses their change in circumstances with their therapist. The client then completes the required form and provides documentation.

Required Documentation for Discounts
- Documentation is required for fee reductions after the intake session.
- If employed, clients must provide proof of income by producing one of the following:
  - 1040
  - W2
  - Four recent pay stubs
  - Written statement of wages by employer
- If unemployed, clients must provide proof of income by producing one of the following:
  - Public Assistance check stub/copy (previous two)
  - Social Security check stub (previous two) or award letter
  - Certification Letter from Medical Assistance or Department of Social Services
  - Completed zero income form
  - Written statement from friend or relative with whom client lives (ONLY if other forms are not available)
  - Letter of reference from a 501 (c) (3) organization, such as church (ONLY if other forms are not available)